



## **Shamblehurst Primary School Attendance Policy**

**Policy approved and adopted:**

**Person(s) responsible for implementing and monitoring the policy:**

**Headteacher – Anna Jones**

**Due for review: January 2022**

### **Section 1**

#### **Rationale/statement of intent**

Shamblehurst Primary School believe that for a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our pupils/ students and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital that your children arrive at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

The current guidance from the Department for Education in terms of the Covid pandemic is:

*Attendance is mandatory. The usual rules on attendance continue to apply, including:*

- *parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil*
- *schools' responsibilities to record attendance and follow up absence*
- *the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct*
- *the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education*

### **Section 2**

#### **2.1 Promoting Good Attendance & Punctuality**

The foundation for good attendance is a strong partnership between the school, parents and the child. We have produced a 'Good Attendance Guide' to provide extra support to parents.

To help us all to focus on this we will:

- Provide information on all matters related to attendance in our monthly attendance newsletter along with termly updates on your child's attendance.
- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good and improved attendance.

## **2.2 Roles and Responsibilities:**

Our Headteacher oversees, directs and co-ordinate the school's work promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. The Headteacher will ensure that attendance is both recorded accurately and analysed. She will also ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. Our family support worker will provide support to families who are struggling with any matters to do with attendance.

Our Attendance Officer will monitor the whole school attendance and provide weekly analysis to the Headteacher. She will make regular contact with parents and carers of children with consistently low attendance. If absence is frequent or continuous, except where a child is clearly unwell, our Attendance Officer will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. The Attendance Officer will also share improvements and good attendance with parents. She will provide monthly newsletters confirming school policy and guidance around attendance and to share with parents and liaise with the Family Support Worker when families need further support when struggling with attendance. Attendance monitoring starts when a child has attendance below 95%.

### **Responsibilities of Classroom Staff:**

- Ensure that all students are registered accurately.
- Promote & reward good attendance at all appropriate opportunities.
- Liaise with the Headteacher on matters of attendance and punctuality.

### **Responsibilities of Students:**

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at Reception if they are late or are leaving the school site during school hours.
- Only request for leave of absence if it is for an exceptional reason.

### **Responsibilities of Parents and Carers:**

Ensuring your child's regular attendance at school is a parent/carers legal responsibility (section of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- Inform the school on the first day of absence.
- Discuss with the Headteacher any planned absences well in advance.
- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by phone or email on the first and subsequent days of absence, or by letter if a phone is unavailable.
- Avoid taking their child out of school for non-urgent medical or dental appointments.

## **Section 3**

### **3.1 Recording attendance**

Legally the register must be marked twice daily. This is once at the start of the school day 8.45am and again for the afternoon session at 1.00pm.

### **3.2 Lateness/punctuality**

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons are used to give out instructions or organise work. If your child is late they can miss important learning, time with their class teacher getting vital information, cause disruption to the lesson for others and can feel embarrassed, leading to possible further absence.

- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.

- The school day begins for each year group as follows:

**Year R** start at **8:45am** (and finish at 3:05pm)

**Key Stage 1** (Years 1 and 2) start at **8:40am** (and finish at 3:15pm)

**Key Stage 2** (Years 3,4,5 and 6) start at **8:30am** (and finish at 3:05pm)

**All pupils are expected to be in school at their start time.**

Children who arrive within 10 minutes of the starting time will be registered at the office as present.

Children who arrive between 10 and 20 minutes after the start of the school day will be marked with 'L' which is a late mark.

Children arriving more than 20 minutes after the start of the school day will be marked as unauthorised using absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.

- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentist appointments are to be made outside of school hours or during school holidays and evidence of the medical appointment should be provided to the office prior to the date of the appointment.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action** (see section 6 for further detail).

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem and be offered support. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period the school or the Hampshire County Council will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance (See section 6 of this policy for further detail).

### **3.3 What to do if my child is absent?**

#### **First Day Absence**

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If your child is absent you must:

- Contact us as soon as possible on the first day of absence;

The school operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy.

If your child is absent we will:

- Will text/ call those registered as parents/ carers for the absent child on our systems.
- If we do not hear from you before 3pm we will code the whole day as **unauthorised absence**
- Invite you in to discuss the situation with the Headteacher if unexplained absences persist;
- Refer the matter to the Hampshire's Attendance Legal Panels if absence is unauthorised and falls below 90%. Please see section 6.

#### **Second Day Absence**

On Day 2 without contact from you all of the contacts we hold on file will be telephoned to try and ascertain where the child(ren) are and why they are absent. All children in our school have at least two contacts – sometimes this is a place of work.

### Third Day Absence

#### Hampshire County Guidance 'Children on roll but at risk of Missing in Education'

<http://documents.hants.gov.uk/education/Guidanceforchildrenatriskofmissingineducation-revisedSept2014.pdf>

Please Note: If your child is not seen, and contact has not been established with you or any of the named parent/carers after three days of absence the school is required to start a child missing in education procedures as set down by Hampshire County Council Guidance. We will make all reasonable enquires to establish contact with parents and all of the contacts held. If by 12pm no one has contacted us, then a home visit will be made by two staff members and they will see if anyone is home. If nobody is at home we will put through the door a letter stating that if we do not hear from them by 4pm a call to the police will be made to make a welfare check and fill in the interagency form for Children's Services.

Day Four of Absence – we will phone all contacts again and liaise with external services.

### Ten Day's Absence

We have a legal duty to report the absence of any pupils who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the Local Authority is notified that the child is 'at risk of missing'. Children's Services Staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up to date contact number. There will be regular checks on telephone numbers throughout the year.

### Continued or Ongoing Absence

If your child misses 10% (3 weeks/15 sessions) or more schooling across the school year for whatever reason they are defined as **persistent absentees**. Where this absence is authorised the school will work with families to support them in how this can be improved.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90% we will contact you to see how we can work with you to so this can be improved.

Children at this school are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school, and whilst being encouraged to attend well and on time, will not carry blame and be made to feel unhappy if their parents are not supportive or effective in these areas.

Our monitoring starts at 95%.

### Good or Improved Attendance

We have removed rewards for 100% attendance due to the lack of fairness for those children who, through no fault of their own, will be unable to attend every day (e.g. children with medical conditions).

We hope to implement a new attendance recognition scheme in 2022/2023, and for the remainder of 2021/2022 our Attendance Officer will ensure that parents are contacted termly when their child's attendance remains above 95% or has improved significantly from the term before.

### For national guidance refer to:

1. 'School attendance' 2015 located at:

<https://www.gov.uk/government/publications/school-attendance>

2. National Association of Headteachers guidance document on '**Authorised Absence**' 2014

<http://www.naht.org.uk/welcome/news-and-media/key-topics/parents-and-pupils/naht-issues-new-guidance-on-authorised-absence/>

**For county advice and guidance refer to:**

1. Guidance on recording absence

<http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-maindocument.pdf>

2. Guidance on approval of '**Extended leave of absence**

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance-for-schools.htm>

**National guidance:**

*Eg:* The policy was drawn up using a range of national documents including *Sex and relationship education guidance* (DfES, 2000, 0116/2000) and *Drugs: guidance for schools* (DfES, 2004).

## Section 4

### Request for leave of absence

Amendments to school attendance regulations were updated and enforced from September 2013: **(Pupil registration) (England) regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.** It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. **There are no rules on this** as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school time to go on holiday **and in the majority of cases holiday will not be authorised.** Parents/Carers wishing to apply for leave of absence need to fill in an application form (available from the noticeboard in the school foyer, reception or the school website) in advance and **before** making any travel arrangements.

If term time leave is taken without prior permission from the school, the absence will **be unauthorised** and if the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct parent/carers will be issued with a fixed-penalty fine, or other legal action in accordance the code (see section 6 for detail).

**Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.**

## Section 5

### Understanding types of absence – authorised and unauthorised

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an **exceptional reason** for the absence. There are two main categories of absences:

- Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- Unauthorised Absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes:
  - parents giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings - truancy before or during the school day
  - absences which have not been explained

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

It is important that any time a child on roll is absent from school that we are aware of the reason for absence.

## Section 6

For national guidance refer to: '**Parental responsibility measures for behaviour and attendance**' which covers legal measures for non-attendance

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

**For county guidance refer to: 'Guidance for Schools on available support and**

**procedures for pursuing legal action for non-attendance at school'** May 2015

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-schools.htm>

Where a child has **unauthorised absence** the school must enforce Hampshire County Council's *Code of conduct: issuing Penalty Notices for unauthorised absence from schools* or follow its guidance on other legal measures for non-attendance. The *Code of conduct* is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from [www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties](http://www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties).

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### **Penalty Notices for Non Attendance and other Legal Measures:**

In Education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

### **Legal Measures for tackling persistent absence or lateness**

Hampshire Schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to Hampshire's Attendance Legal Panels where:

**1. The child or family do not require the support from any agency to improve the attendance** 2. **The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.**

The following legal measures are for pupils of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty notices
- Education Supervision Orders
- Prosecution

For national guidance refer to: '**Parental responsibility measures for behaviour and attendance**' which covers legal measures for non-attendance

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

**For county guidance refer to: 'Guidance for Schools on available support and**

procedures for pursuing legal action for non-attendance at school' May 2015

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-schools.htm>

## **Legal Measures for absence taken when the headteacher has declined parent/carers request for leave of absence**

Where a pupil has unauthorised absence due to either:

1. non approval of a parent/carers request for leave of absence or
2. a holiday that has been taken without permission and the unauthorised absence is for 10 or more sessions (5 days) in any 100 possible school sessions then a penalty notice for non-attendance will be issued

Where a child has **unauthorised absence** the school must enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from <http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

The code of conduct states that:

Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded *U*) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded *L*), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code *O*), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance

unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

**If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:**

- **10 sessions of unauthorised absence or lateness in any 10 week school period**
- **1 or more sessions of unauthorised absence during a public exam, formal school assessment or testing where dates are published in advance.**

Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence either via a letter, through the leave of absence request form, or through the school's attendance policy and website. The penalty notice is a fine that is issued to each parent/carers who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued **to one or more parent/carers** for each child.

**N.B** This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one PN for each child to each parent.

Each penalty notice carries a fine of £60 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days the Penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid the Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Councils website at:

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>



## Section 7

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems or family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

Sarah Curry, our Family Support Worker can support you on a variety of matters. Please give her a call if you have concerns.

### 7.1 What can I do to encourage my child to attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his / her education.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.

### 7.2 Leavers

If your child is leaving our school (other than when transferring to the secondary school parents are asked to:

Give the attendance officer comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

### 7.3 Absence through child participation in Public Performances, including theatre, film or TV work & Modelling.

***The regulations related to children participating in public performances are separate to those around authorising leave of absence. Headteachers can authorise this absence.***

***For further advice and guidance on child employment and performance licenses visit Hantsweb at***

<http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/child-employment.htm>

National Advice –

<https://www.gov.uk/child-performance-licence-england-scotland-wales>

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded as C an authorised absence.

### 7.4. Absence through competing at regional, county or national level for Sport.

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to



the headteachers discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their

## **7.5 Gypsy Roma Traveller Showman and Showman families**

***For further advice and guidance on Attendance & GRT and Showman see County Guidance at:***

***<http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-Section6.pdf>***

***Please note pupils must have attended 200 sessions in a rolling 12month period to be able to request leave for work purposes***

***Further support & Guidance is available from Hampshire's EMTAS Service***

Absence of a child from a traveller family that has left the area may be authorised if the absence is for **work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school.

## **Section 8 Record preservation**

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups or microfiche copies.

## **Appendices**

### **The Law**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

### **Register and Admission Roll keeping.**

The legal requirements are found in: The Education [Pupil Registration] (England) Regulations 2006

### **Guidance documents on attendance.**

The following DfE documents are used to guide attendance recording.

Absence and Attendance codes (Guidance for Schools and Local Authorities)

Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations)

These and other guidance documents are available on the DfE website  
Hampshire County Council Guidance is available on Hantsweb at

***<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-schools.htm>***

/	Present AM
\	Present PM
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration
E	Excluded
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness (including COVID Isolation)
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study Leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work Experience
X	Non-compulsory school age absence or absence due to COVID symptoms
-	All should attend/no mark recorded