HAWLEY PRIMARY SCHOOL
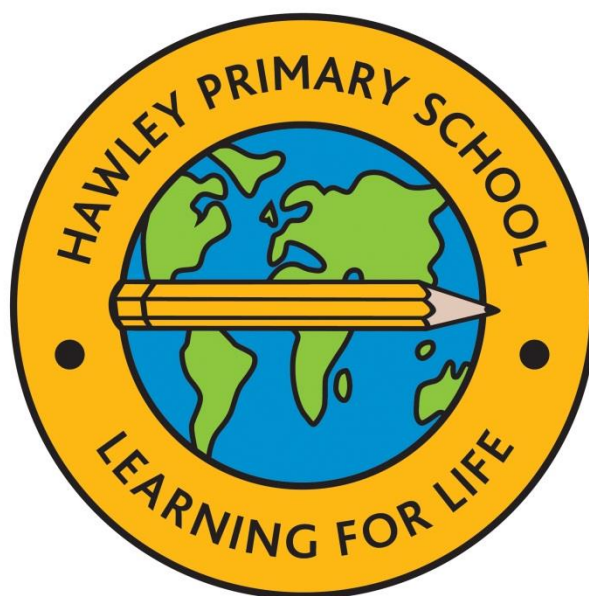

ATTENDANCE POLICY

AGREED BY HEADTEACHER: Summer 2023
LATEST REVIEW: Summer 2023
NEXT REVIEW: Summer 2024

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

> Promoting good attendance

> Reducing absence, including persistent and severe absence

> Ensuring every pupil has access to the full-time education to which they are entitled.

> Acting early to address patterns of absence.

> Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

For a child to reach their full educational achievement, a high level of school attendance is essential. At Hawley Primary School we are committed to providing an education of the highest quality for all our pupils/students and we endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play an important part in making our school so successful.

Every child has a right to access the education to which he/she is entitled, and Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. We believe, therefore, it is our duty to consistently strive to achieve a target 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 children to take full advantage of the educational opportunities offered it is vital they are 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 and we aim to instil this view in our children for the benefit of their futures.

At Hawley Primary School we believe that good attendance is important because:
- Statistics show a direct link between under-achievement and attendance below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, schoolwork and friendships easier to cope with
- Regular attenders find learning more satisfying.
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

The level of attendance and punctuality expected from all our pupils here at Hawley Primary School is included in our school's Home School Agreement, which parents must sign following their child's admission to our school (statutory). It is very important, therefore, that you make sure your child attends regularly and this policy sets out how we can achieve this together. This policy will be annually publicised in writing for all staff, parents and pupils via our school website and is available in different languages on request.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

> Part 6 of [The Education Act 1996](#)

> Part 3 of [The Education Act 2002](#)

> Part 7 of [The Education and Inspections Act 2006](#)

> [The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)](#)

> [The Education (Penalty Notices) (England) (Amendment) Regulations 2013](#)

This policy also refers to:

> [School census guidance](#)

> [Keeping Children Safe in Education](#)

> [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:
> Promoting the importance of school attendance across the school's policies and ethos
> Making sure school leaders fulfil expectations and statutory duties.
> Regularly reviewing and challenging attendance data
> Monitoring attendance figures for the whole school
> Making sure staff receive adequate training on attendance.
> Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:
> Implementation of this policy at the school
> Monitoring school-level absence data and reporting it to governors.
> Supporting staff with monitoring the attendance of individual pupils
> Monitoring the impact of any implemented attendance strategies
> Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:
> Leading attendance across the school
> Offering a clear vision for attendance improvement
> Evaluating and monitoring expectations and processes
> Having an oversight of data analysis
> Devising specific strategies to address areas of poor attendance identified through data.
> Arranging calls and meetings with parents to discuss attendance issues.
> Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Miss Georgina Wall and can be contacted via 01276 31048

3.4 The attendance officer

The school attendance officer is responsible for:
> Monitoring and analysing attendance data (see section 7)
> Benchmarking attendance data to identify areas of focus for improvement.
> Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
> Working with education welfare officers to tackle persistent absence.

The attendance officer is Miss Georgina Wall and can be contacted via 01276 31048

3.5 Class teachers

Class teachers are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office at the start of each morning and afternoon session.

3.6 School admin staff

School admin staff will:
> Take calls from parents about absence on a day-to-day basis and record it on the school system.
> Transfer calls from parents to the attendance office in order to provide them with more detailed support on attendance.

3.7 Parents/carers

Parents/carers are expected to:
> Make sure their child attends every day on time.
> Call the school to report their child's absence before 9:30 on the day of the absence (and each subsequent day of absence) and advise when they are expected to return.
> Provide the school with more than 1 emergency contact number for their child.
> Ensure that, where possible, appointments for their child are made outside of the school day.

3.8 Pupils

Pupils are expected to:
> Attend school every day on time.

4. Recording attendance 4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.
We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:
> Present
> Attending an approved off-site educational activity
> Absent
> Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:
> The original entry
> The amended entry
> The reason for the amendment
> The date on which the amendment was made.
> The name and position of the person who made the amendment.

See appendix 1 for the DfE attendance codes.

We will also record:
> Whether the absence is authorised or not
> The nature of the activity if a pupil is attending an approved educational activity.
> The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.
Pupils must arrive in school by 8:30 KS2 Years 3-6, 8:40 KS1 Years 1-2 and EYFS Reception, each day.

	MORNING REGISTRATION TIME	AFTERNOON REGISTRATION TIME
EYFS	Gates open at 8.20 a.m. Registration at 8.40 a.m. Arrival 8:40-8:50 are marked 'Late' L. Children who arrive after the close of registers at 8:50 are marked 'Unauthorised' U.	Registration at 1.15 p.m. Close of Registers at 1.20 a.m.
KS1	Gates open at 8.20 a.m. Registration at 8.40 a.m. Arrival 8:40-8:50 are marked 'Late' L. Children who arrive after the close of registers at 8:50 are marked 'Unauthorised' U.	Registration at 1.15 p.m. Close of Registers at 1.20 a.m.
KS2	Gates open at 8.20 a.m. Registration at 8.30 a.m. Arrival 8:30-8:40 are marked 'Late' L. Children who arrive after the close of registers at 8:40 are marked 'Unauthorised' U.	Registration at 1.15 p.m. Close of Registers at 1.20 a.m.

Arrival after the close of registration will be marked as unauthorised absence and coded *U* in accordance with Hampshire County Council and Department of Education guidance. This mark shows pupils to be on site but is legally recorded as an absence.

4.2 Unplanned absence
The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:30 or as soon as practically possible by calling the school office (see also section 7) on 01276 31048.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

4.3 Planned absence
Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment by calling the school office on 01276 31048 or by email to adminoffice@hawley.hants.sch.uk.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality
A pupil who arrives late:
> Before the register has closed will be marked as late, using the appropriate code.
> After the register has closed will be marked as absent, using the appropriate code.

4.5 Following up unexplained absence.
Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach the first listed contact, the remaining emergency contacts will be contacted.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

4.6 Reporting to parents/carers
The school will regularly inform parents about their child's attendance and absence levels where there is a cause for concern.

5. Authorised and unauthorised absence
5.1 Approval for term-time absence
The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two before the absence, and in accordance with any leave of absence request form, accessible from the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:
- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- Child participation in public performances including theatre, film or television work.
- Child competing at regional, county or nation level for sport.

5.2 Legal sanctions
The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

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: https://www.hants.gov.uk/educationandlearning/legalintervention/measures

The *Code of Conduct* states that schools or Hampshire County Council 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 the last 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.

The decision on whether to issue a penalty notice may consider:
> The number of unauthorised absences occurring within a rolling academic year
> One-off instances of irregular attendance, such as holidays taken in term time without permission
> Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. To help us all to focus on this at Hawley Primary School we will:
- Have high expectations regarding attendance.
- Provide information on all matters related to attendance in our regular school newsletter and on the website.
- Provide a welcoming atmosphere and a safe learning environment for all children.
- Report to parents on how children are performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions and certificates.
- Work with parents offering well-being phone calls, attendance meetings and parenting contracts.
- Work with pupils providing 'attendance mentoring sessions' which focus on the impact of low attendance on friendships and achievement.
- Set targets for the school and encourage everyone to work towards this goal.
- Support pupils with absence to engage with their learning once they are back in school.

7. Attendance monitoring
7.1 Monitoring attendance
The school will
> Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.
> Identify whether there are particular groups of children whose absences may be a cause for concern.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance
The school will:
> Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance.
The school will:
> Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families.

> ❯ Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence.

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

> ❯ Use attendance data to find patterns and trends of persistent and severe absence.
> ❯ Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
> ❯ Provide access to wider support services to remove the barriers to attendance.

My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. At Hawley Primary School we believe that any problems with regular attendance are best sorted out between the school, the Parents/Carers and the child. If a child is reluctant to attend school, it is best to be open with us about their absence without giving in and excusing 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 several reasons: for example, difficulties with schoolwork, bullying, friendship problems, 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 such as our Parent Support Advisor. (Ask your child's Class Teacher for details)

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 in what they do at school and what they are learning, that you value his/her education.
> ➢ Your child will bring home a Home/School Reading Diary each evening. Please ensure you look at it with your child and sign it ready for the next day.
> ➢ 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!
> ➢ Come along to events such as Class Assemblies, Parent Information sessions, fundraising events.

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.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Senior Leadership Team. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Admissions Policy
- Anti-bullying Policy
- Behaviour Management Policy
- Child Protection Policy
- Equalities Policy
- Exclusions Policy
- Safeguarding Policy
- Special Educational Needs and Disability Policy
- Teaching and Learning
- Special Educational Needs and Disability Policy
- Teaching and Learning

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day