

The background features three large, stylized green shapes that resemble leaves or petals. One is a light green shape at the top, another is a medium green shape in the middle, and a third is a darker green shape at the bottom left. They are arranged in a way that they appear to be part of a larger, abstract plant or flower design.

# **Attendance Policy**

**Park Community School**

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## Rationale

At Park Community School we expect excellent attendance from everyone and recognise that when students are fully engaged in their learning and happy in school, their attendance is likely to be strong. We strive to support all students in achieving 100% attendance and good punctuality.

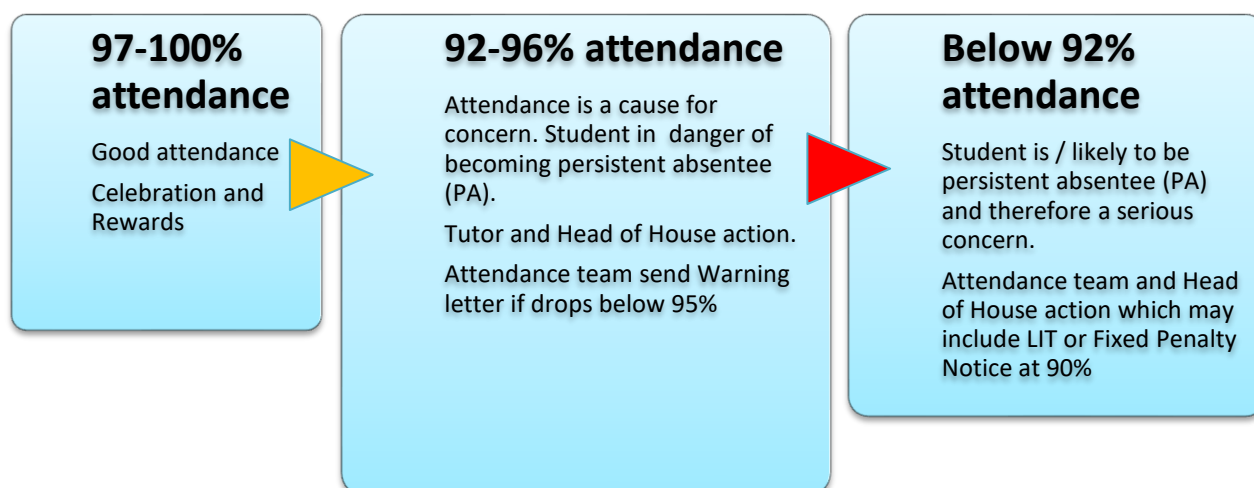
Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less well in school. Parental support is vital if students are to maintain optimum levels of attendance. Engagement with parents and the recognition of any barriers affecting attendance, are key elements of our attendance strategy.

It is essential that students attend school every day on time. The development of these routines around attendance and punctuality, not only support strong progress in school but also establish these habits for the future and the world of work.

## Why regular attendance is vital

- Statistics show a direct link between under-achievement and absence below 95%.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work 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.
- Learning: - any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

## Defining Good attendance



## **The Law**

The Law States that all children of compulsory school age should attend school regularly to obtain the maximum benefit from their education.

### **Parents must ensure their children attend school regularly**

The 1996 Education Act Section 7, states that parents are required to perform their legal duty by ensuring their children of compulsory school age are registered at school and attend regularly. The Act (section 576) also defines "parent" to include:

- All natural parents, whether they are married or not.
- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

Having care of a child or young person means that a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

## **The Role of the Parent**

Whatever efforts are made by the school staff, it is ultimately parents' responsibility to see that their child attends school regularly and punctually. If parental support is not forthcoming, strategies to encourage good attendance may fail.

Parents are expected to:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent, e.g. sickness.
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible
- If there are attendance concerns, proactively engage with support offered to prevent the need for more formal support.

### ***Working together to improve school attendance, table of responsibilities DFE, September 2022***

In case of absence, parents should:

- Contact the school before 8.30am on the first day of absence, giving a reason and approximate anticipated length of absence.
- On the student's return to school, parents must provide written evidence of the reason for absence (further clarification may be sought by the school)
- Make every effort to ensure medical/dental appointments are made out of school hours. If this is unavoidable, the school should be informed in advance. The school reserves the right to mark as unauthorised any time taken for medical/dental appointments when the student is not accompanied on return to school by an appointment slip.

**Schools are expected to:**

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.

***Working together to improve school attendance, table of responsibilities DFE,  
September 2022***

**Promoting strong attendance**

Attendance is given a high profile in school and its links to learning and achievement are reinforced through:

- Weekly tutoring focus and rankings
- Assemblies
- Displays in corridors
- Daily absence texts sent for all absentees, followed by home visits if necessary.
- A dedicated attendance team, including home liaison and attendance liaison officers.
- Good attendance of individuals is publicly celebrated half termly

**Rewards**

Rewards may include

- Certificates for improved attendance
- Termly attendance rewards for 98-100% attendance
- 100% attendance and punctuality = Termly certificate awarded
- Rewards for tutor group highest attendance
- Rewards for attendance streaks at 15 and 25 days

**Strategies for Maintaining and Improving Attendance**

Strategies for maintaining and Improving attendance may include:

- Verbal praise, encouragement and acknowledgement.
- Parent and student awareness as to the importance of good attendance – regular information given in: assemblies, Tutor time, rewards, Parents' evenings.
- Key member of staff responsible for providing attendance data and monitoring consistency of records across the whole school.
- Nominated member of staff ensures rewards and certificates are available.
- Concerns regarding attendance go through fortnightly referral meetings.
- Prompt follow-up on absence – 1st day contact made with home via text and followed up by home visits or calls where necessary.
- Heads of house, SENCO or senior leaders to have identified strategies for helping students return from absence and, in addition, tutors offer supportive advice to returning students.
- Use of Educational Psychologist, SENCO and Inspired Education provision in setting up suitable re-integration programmes for poor attendees.

- Educational Psychologist discussion with SENCO about curriculum access and the most effective use of support staff.
- Individual Attendance Action plans (IAP's) created for poor attenders in conjunction with parent and student.

### **Completing the register**

Registers are legal documents that are used as evidence where parents are being prosecuted for attendance offences. They are retained by the school even after a student has left school.

The governing body is legally responsible for ensuring the school maintains accurate admission and attendance registers.

Registers at Park Community School are completed using the Class Charts system (see Appendix 1 for a copy of the Class Charts codes).

In the register students will be entered under their legal name on their birth certificate or as changed by deed poll; their known name may be shown on the register in brackets.

### **Registration**

The register is a legal document. It is the responsibility of each teacher to ensure that information is accurately entered onto the Class Charts register as follows:

- AM and PM registers must be completed.
- All students should be registered in every lesson unless there is a clear reason not to do so.
- Registers must be completed using agreed symbols for Class Charts. Teachers are responsible for taking the register, not students.

### **Absence from school**

When a student is absent without explanation school will endeavour to contact the parent as soon as possible. Notes, records of telephone calls and medical certificates/evidence will be kept on file and referred to as and when appropriate, e.g. If legal action is required.

School will closely monitor the attendance of all students. School and the Attendance Officer work closely together to identify children at risk of becoming persistent absentees (PAs) i.e. below 90% attendance and will offer support to parents as appropriate.

### **Safeguarding students who do not attend school**

- On the first day of absence, a text will be sent initially. If no response a second text will be sent which will be followed up by a home visit or a phone call made to the parent. This will be repeated for all subsequent days of absence.
- If no contact is made with home and a second day of absence immediately after the first, the above process will be repeated.
- If school are unable to contact home on the third day, having made further enquiries, including to other family members, the school will begin

'child missing in education' procedures as set down by Hampshire County Council Guidance.

- If a child is absent for 10 consecutive days, we are required to notify the Local Authority that the child is 'at risk of being missing.'  
(see Appendix 4)

### **Communication**

- On the first day of absence, school expects parents to inform them of the absence and the reasons for it.
- If we do not receive notification, we will text to check the reason for the absence after 9.00 am.
- Reasons for absence are recorded on SIMS and Class Charts.

### **Absences**

If a student of compulsory school age is absent, the am and pm register must show whether this was authorised or unauthorised.

- Authorised absence is where the school has either given approval in advance for a student to be away or has accepted an explanation offered afterwards as satisfactory justification for absence (see Appendix 2).

### **Authorised Absence**

- The Department for Education (DFE) makes clear that it is only the school that can authorise an absence, not parents.
- If a parent's note offers an unacceptable explanation for an absence, then the school will not authorise it.

### **Unauthorised Absence**

- If we feel a child has had too many authorised absences, usually 10 sessions, future absences will not be authorised unless there is clear evidence that the absences were unavoidable (see Appendix 3 for examples of circumstances that would be considered unauthorised absence.)
- ALL OTHER ABSENCES MUST BE TREATED AS UNAUTHORISED

### **Addressing Poor attendance**

- After 5 sessions of unauthorised absence, in a 50-session period, the Attendance Officer will send a warning letter.
- After 10 sessions of unauthorised absence a fixed term penalty may be issued.
- The Home Liaison Officer or school medical officer will liaise with local GP's if poor attendance seems to be linked to medical problems.
- The school may also make a referral to the Legal Intervention Team (LIT) where there are concerns re poor attendance which does not improve after the issue of fixed term penalty and school intervention (see Appendix 6).

### **Role of Home Liaison Officer**

- Will meet with and offer support to parents whose children have attendance/ punctuality issues.
- Create Individual Attendance Plan's to support the improvement of

attendance

### **Late Procedures**

- Students arriving after the am register has been taken must be marked Late (L) by tutors.
- A daily text goes out for all students who arrive late at school.
- Students arriving late for school will complete a 10 minute recall with senior staff at the end of the day.
- Students arriving late to more than one lesson in the same day or who do not attend their ten minute recall will be expected to complete a 1 Hour SLT detention the following evening.
- Attendance Officer, Home Liaison Officer, and senior staff will discuss students with persistent poor punctuality and take appropriate action.

Students who arrive after 8.30am will need to enter school via main reception to sign in (see Appendix 8).

### **Lateness**

Letters received regarding Absence/Lateness - On receipt of a letter the tutor must write the child's name, tutor group, date and sign it and pass to the Attendance Team, who will, if not satisfied with the explanation offered, discuss with the Home Liaison Officer and further information be sought from parents.

- Parents can be asked to provide medical evidence to support the reasons given, **or**
- The school can refer the matter to a medical practitioner working for the school/Health Service, **or**
- Parental consent may be sought to contact family GP.

### **Removing a student from Roll**

When a student leaves Park Community School they will not be removed from the school roll until one of the following is the case:

- Until they have been accepted onto the roll of another school.
- Until we have authorisation from the Local Authority (LA) to remove the child from the school roll.

### **Requests from parents for Elective Home Education**

Park Community is clear with parents that EHE is not a solution to attendance issues.

- If school receives notification of EHE they will offer a meeting with the parent or carry out a home visit.
- A letter should be written to the school by the parent stating they wish to home educate
- The school will forward a copy of the letter with the parent and child details to [eheshampshire@hants.gov.uk](mailto:eheshampshire@hants.gov.uk)
- The Local Authority may then contact the parent
- If the school is concerned regarding a request for an EHE from a parent of a child they will contact the Local Authority



- Park Community School will also direct parents to the linked website <https://www.hants.gov.uk/educationandlearning/educationinclusionsservice/electivehomeeducation>

### **Suspected Changes of Address**

When it is suspected that a family has moved away from the area without notifying the school, reasonable enquiry to locate the child will be undertaken. After a period of 4 weeks the child will be removed from the school roll and their name will be placed on the school to school (S2S) site for missing children.

<b>Document Control Table</b>	
Associated Documents	<ul style="list-style-type: none"> <li>• Child Protection Policy</li> <li>• CCTV Policy</li> <li>• Complaints Policy</li> <li>• Uniform Policy</li> </ul>
Date Approved by Governors	For approval 28/02/24
Date of Review	February 2025

## Appendix 1 – Attendance and Absence Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics through the School Census system. The data helps schools, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education.

Code / \	Present in school / = am \ = pm
Code L	Late arrival before the register is closed
Code C	Leave of absence granted by the school
Code H	Leave of absence for the purpose of a family holiday granted by the school
Code E	Excluded but no alternative provision made
Code I	Illness (not medical or dental appointment)
Code M	Medical or dental appointment
Code R	Religious observance
Code S	Study leave
Code T	Traveller absence
Code G	Holiday not granted by the school or in excess of the period determined by the school
Code N	Reason for absence not yet provided
Code O	Absent without authorisation
Code U	Arrived in school after registration closed
Code D	Dual registered at another school
Code B	Off-site educational Activity
Code J	At an interview with prospective employers, or another educational establishment
Code P	Participating in a supervised sporting activity
Code V	Educational visit or trip
Code W	Work experience
Code Y	Unable to attend due to exceptional circumstances
Code X	Non-compulsory school age pupil not required to be in school
Code Z	Prospective pupil not on admission register
Code #	Planned whole or partial school closure

## **Appendix 2 - Authorised Absence**

An absence may be counted as authorised if a child is absent:

- When prevented from attending by illness.
- On a day set aside for religious observance.
- Participating in a public performance.

Furthermore, the school may “reasonably exercise discretion to grant leave” for:

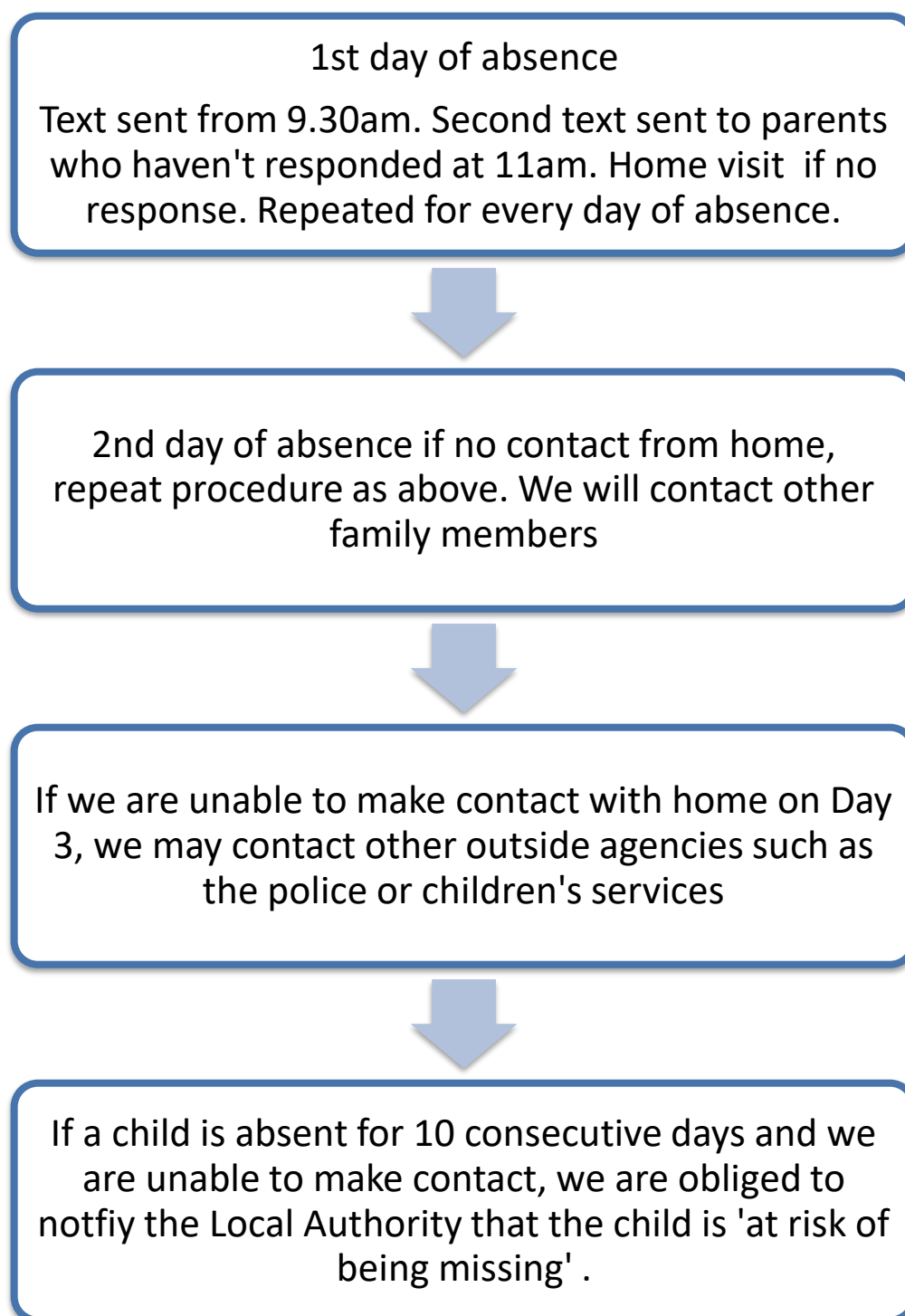
- Absence following the death of a close family member of the child's family.

### **Appendix 3 - Unauthorised absence**

Circumstances that may lead to parentally condoned absences but would not be authorised include:

- The child's father/mother/carer being ill
- A student being used to support members of the family
- Family work patterns
- A parent's desire for company
- Family holiday
- Indulging a child who wants to stay at home
- A child's birthday
- Apathy on the part of the parent
- Buying clothes
- A parent's inability to control the child
- Child used as an interpreter
- Uneasy relationships with an institution representing authority

#### Appendix 4 - Procedures for Safeguarding as follow up to non-attendance



## Appendix 5 – Attendance Team Actions

Personalised follow up of non-attendance of identified vulnerable students

Contact parents on behalf of tutor to attend tutor meeting

### Attendance Team Actions when students are at or below 96%

- Vulnerable students identified for Year Leaders
- Warning Letter sent if student reaches absenteeism of 6/50 sessions.



### Individual Attendance Planning (IAP) meeting led by Attendance Officer or Year Leader

- Warning Letter sent if student reaches absenteeism of 9/50 sessions, with invitation to IAP meeting
- Discuss barriers, agree targets and actions.
- Potential interventions and support are selected as appropriate from menu below



### Attendance Team Actions when students are at or below 92%

- The Home School Liaison Manager makes initial home visit assessment with hard to reach parents.
- Fixed Penalty Notice issued or Legal Intervention Team (LIT) at absenteeism of 10/100 sessions.

#### Internal Actions

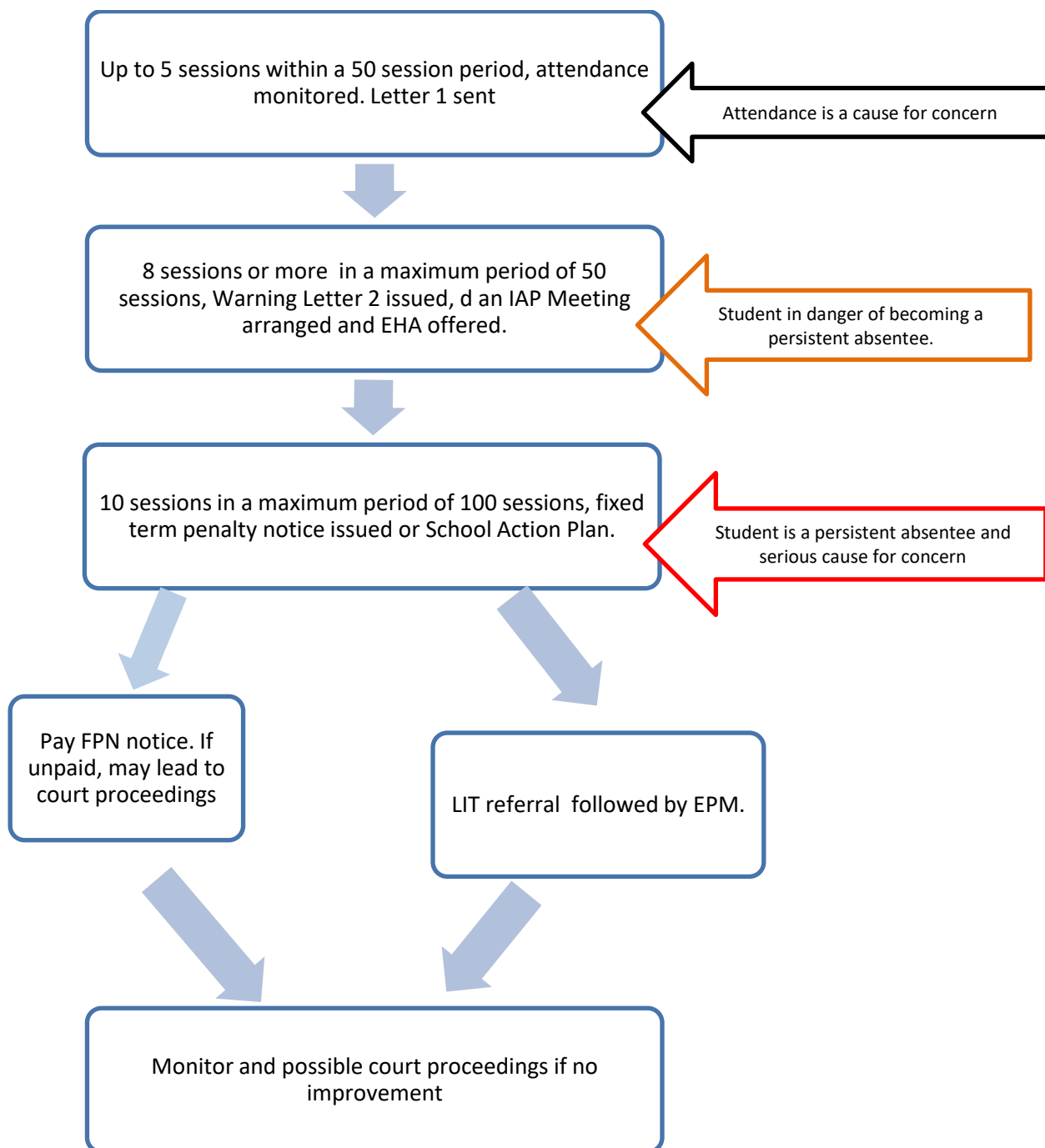
- Home Visits
- Work Experience Placement
- School Medical Officer referral
- SEN support
- Multi-agency meeting
- Daily Home Visits
- Legal Intervention Team (LIT)
- Time Out card
- Referral Process
- Include Team in-school support
- Reward Trips
- Attendance Report
- Specialist Group Work
- Personalised Programmes
- Include
- HOH/Tutor Mentoring

#### Outside Agencies

- Educational Psychologist
- CP Referral
- Social Care
- Legal Intervention Team (LIT)
- Parent Partnership
- Locality Team Family Support Worker
- YCP
- Motiv8
- YOT
- EIS/The Key
- CAMHS
- Catch 22
- Medical officer
- Outreach Worker
- Early Help Hub (EHH)
- Mental Health Support Team (MHST)

## Appendix 6 - Procedures for Unauthorised absences

Any absences which are not covered by the definition of authorised absence or after 10 previous sessions of authorised absence, will be regarded as unauthorised.



### **Penalty Notices**

(To address poor attendance and punctuality at school)  
The Education Act 1996, section 444A

#### **Advice to parents and carers from the Children's Services Department**

- **Penalty Notices and the Education Act 1996**

Section 444A of the Act gives powers to the Local Authority (LA) and other designated bodies (including headteachers) to issue Penalty Notices where a parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance and/or punctuality. The person authorised to issue Fixed Penalty Notices for Park Community School is Christopher Anders, Headteacher.

- **Why use them?**

Reducing absence and improving punctuality in schools is a key priority both nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines as well as the learning of others and can leave a pupil vulnerable to anti-social behaviour and youth crime.

Above all, missing school seriously affects children's longer-term life opportunities.

Under existing legislation, parents/carers commit an offence if their child fails to attend school regularly and punctually and the absence is recorded by the school as unauthorised. Absence is recorded as unauthorised unless it is taken with the permission of the school or is for some unavoidable reason. Punctuality is recorded as unauthorised absence when the pupil arrives after the register has been closed.

Depending upon the circumstances, such cases may result in prosecution by the LA under the Education Act 1996, section 444. A Penalty Notice is an alternative to prosecution.

- **What is a Penalty Notice?**

A Penalty Notice is a fine which may be issued as an alternative to prosecution. It does not require a court appearance and does not result in a criminal record. Payment of a Penalty Notice enables the parent/carer to discharge the potential liability for prosecution and subsequent conviction.

- **What is the cost of a Penalty Notice?**

Payment of a Penalty Notice is £60 if paid within 21 days of receipt and £120 if paid after this but within 28 days of receipt.

- **How is a Penalty Notice issued?**

By post to your home

- **When are they issued?**

Hampshire County Council and Hampshire schools consider that regular attendance and punctuality is of such importance that Penalty Notices may be issued where a pupil has had 10 or more half-day sessions i.e. the equivalent to 5 school days of



unauthorised absence, in any 10 school week period and

- where issuing a Penalty Notice will be an effective measure in helping the pupil return to school and/or ensure their future regular attendance/punctuality
- where the parent/carer is capable of ensuring the pupil's regular attendance/punctuality
- where the parent/carer has failed to cooperate in making use of advice/support offered.

NB. A Penalty Notice may also be issued where a parent/carer takes a child on holiday during term-time.

- **Is a warning given?**

In most situations the parent/carer will be given a written warning of the possibility of a Penalty Notice being issued. This written warning will advise the parent/carer about the extent of the child's absence and warn them that if the child's attendance and punctuality does not show a significant improvement and if this improvement is not maintained thereafter, a Penalty Notice may be issued without further warning.

NB. The school may, however, have already warned parents of its policy in respect of term-time holidays. In such cases, if a holiday is taken without the school's permission beforehand, a Penalty Notice may be issued without a further warning.

- **Is there an appeal process?**

There is no statutory right of appeal. Once a Penalty Notice has been issued, it can only be withdrawn if it can be shown that it was issued in error.

- **How do I pay?**

Details of payment arrangements will be included in the Penalty Notice. Payment in part or by instalments of a Penalty Notice is not acceptable.

- **What happens if I do not pay?**

You will have up to 28 days from receipt to pay the Penalty Notice in full. If you fail to do so, the Local Authority is required, by law, to commence proceedings in the Magistrates' Court for the original offence of poor school attendance and/or punctuality.

**If convicted of this offence under the Education Act 1996, there are a number of possible sentences including a fine of up to £1000 (in the case of a prosecution under section 444(1)) or a fine of up to £2500 and/or a period of up to 3 months' imprisonment (in the case of a prosecution under section 444(1A)).**

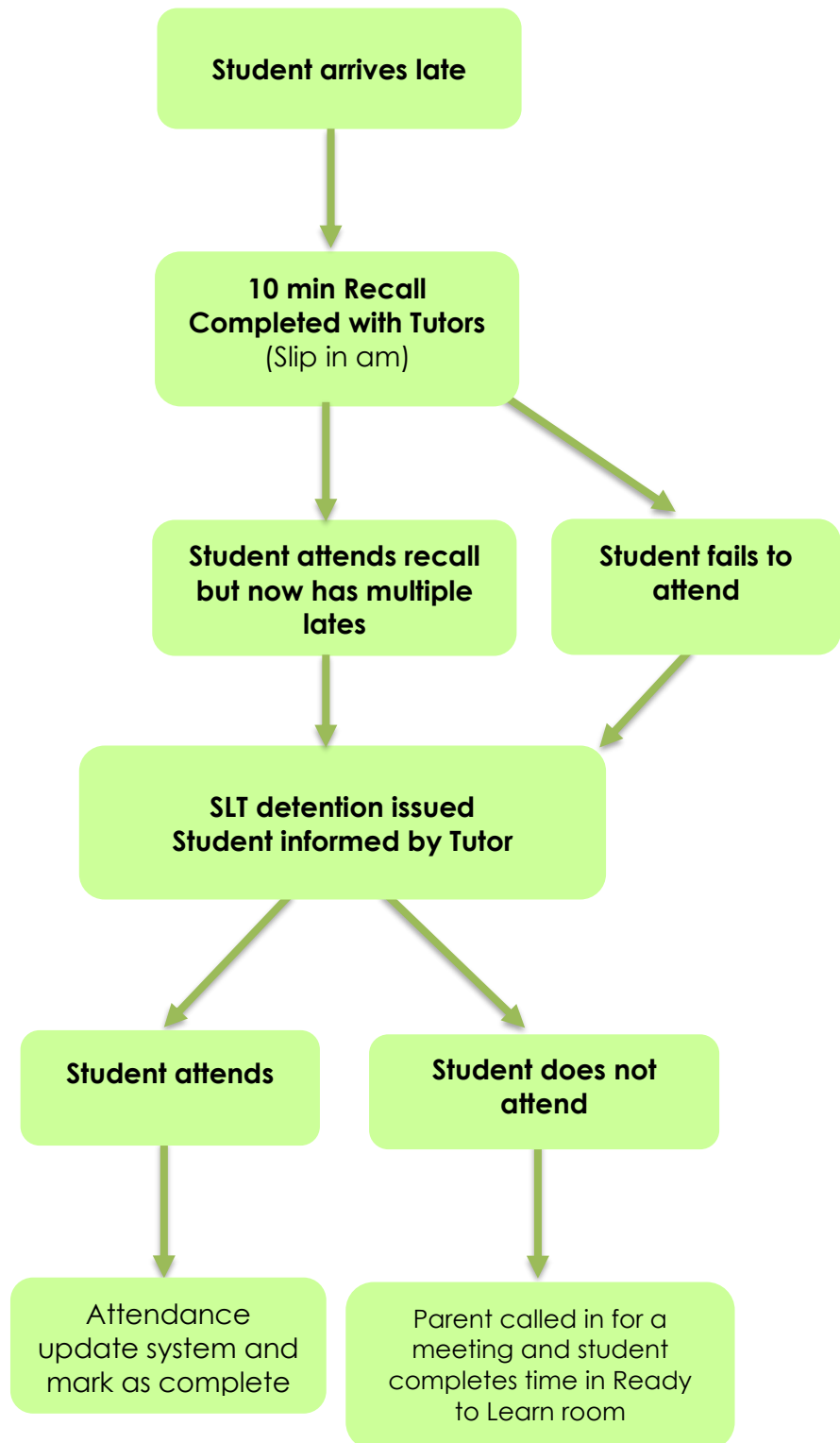
- **What if my child has further unauthorised absence from school?**

If you pay the Penalty Notice and your child has further unauthorised absences, you may be prosecuted for the further unauthorised absences but not for the absences during the period covered by the Penalty Notice.

- **Can I get help if my child is not attending school?**

Yes. Both the school and Hampshire County Council Children's Services Department are available to provide advice and support.

## Appendix 8 - Lateness processes



## Appendix 9 – Request to authorise absence from school due to exceptional circumstances

Before submitting your request, please book an appointment with Ms S Bannard (Assistant Headteacher). Call 023 92 489800 ext 251. Please bring this form with you to your appointment.

### Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. Please note there is no general right to authorise absence for a family holiday and if you take your child out of school without permission the absence will be unauthorised and we may refer the matter for consideration of legal action.

You are advised not to make any arrangements until your request has been considered.

#### Section A – to the headteacher

I wish to apply for

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

To be authorised as absent from school (please include dates and time):

from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

#### Section B

Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school. If you are requesting authorisation to attend a specific event, for example a funeral, please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of the page.

#### Section C

I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

PTO



**Hampshire**  
County Council

[www.hants.gov.uk](http://www.hants.gov.uk)

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

**Section D – for school use only**

**Delete as appropriate**

Request approved for \_\_\_ number of days from the dates and times \_\_\_\_\_

Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

A personal discussion with you is requested ☐ Please contact: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Current attendance rate: \_\_\_\_\_

## **Appendix 10 - Working together to improve school attendance – DfE Guidance September 2022**

Link to DfE guidance document:

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/working-together-to-improve-school-attendance)

## Appendix 11 – Summary table of responsibilities for school attendance – DfE Guidance September 2022

Extract from:

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

### All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers. Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

### Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

### Persistently absent pupils

Parents expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>



### Severely absent pupils

<b>Parents are expected to:</b>	<b>Schools are expected to:</b>	<b>Academy trustees and governing bodies are expected to:</b>	<b>Local authorities are expected to:</b>
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>

### Support for cohorts of pupils with lower attendance than their peers

<b>Parents are expected to:</b>	<b>Schools are expected to:</b>	<b>Academy trustees and governing bodies are expected to:</b>	<b>Local authorities are expected to:</b>
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Not applicable.	<p>Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.</p> <p>Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.</p>	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.
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#### Support for pupils with medical conditions or SEND with poor attendance

<b>Parents are expected to:</b>	<b>Schools are expected to:</b>	<b>Academy trustees and governing bodies are expected to:</b>	<b>Local authorities are expected to:</b>
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and</p>	Regularly review attendance data and help school leaders focus support on the pupils who need it.	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

	governing body meetings and with local authorities.		
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### Support for pupils with a social worker

<b>Parents are expected to:</b>	<b>Schools are expected to:</b>	<b>Academy trustees and governing bodies are expected to:</b>	<b>Local authorities are expected to:</b>
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Regularly monitor the attendance of children with a social worker in their area.</p> <p>Put in place personal education plans for looked-after children.</p> <p>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</p>

### Monitoring

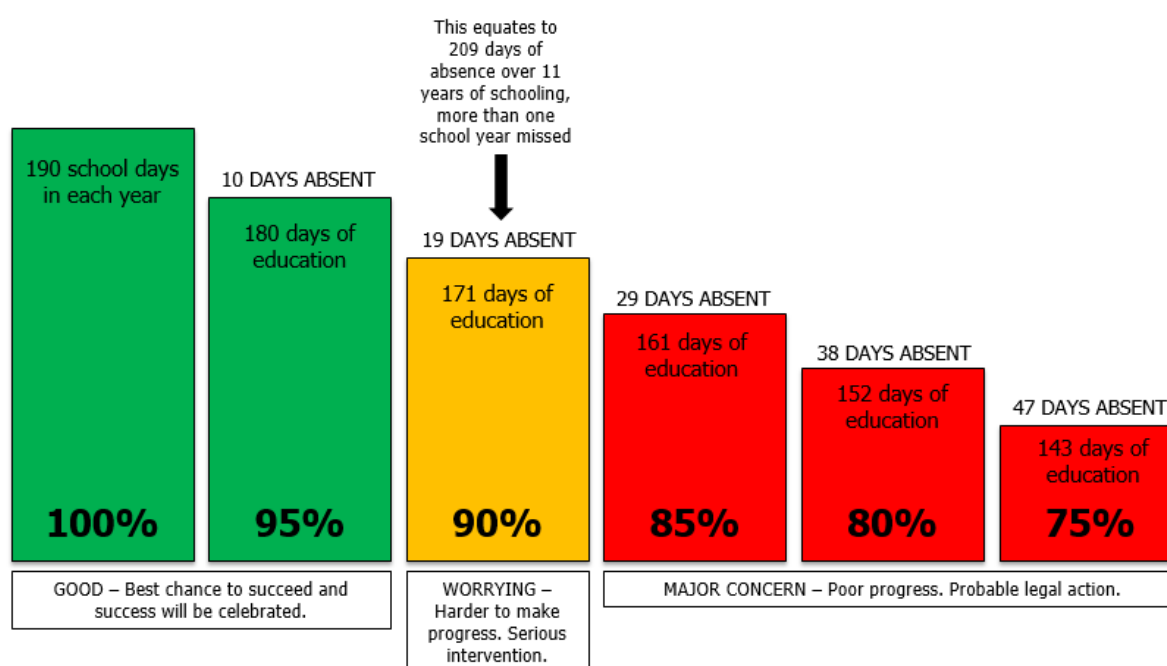
<b>Parents:</b>	<b>Schools:</b>	<b>Academy trustees and governing bodies:</b>	<b>Local authorities:</b>
<p>Schools regularly update parents on their child's attendance.</p>	<p>Ofsted considers schools' efforts to improve or sustain high attendance as part of inspections. Multi-academy trusts regularly review attendance data and support schools.</p>	<p>DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections.</p>	<p>DfE Regions Group monitors local authority efforts as part of regular interaction.</p>

## Appendix 12 - Statement from the Governing Bodies and Headteachers within the Havant Federation of Schools

Excellent and regular attendance is essential for a child's education to be successful. It is the responsibility of parents to ensure that their child attends school. We thank those parents who ensure that the attendance is above 95%. Absence from school should only occur in the extreme of circumstances and holidays taken in term time will not be authorised.

### What is excellent attendance?

The graph clearly shows what all schools expect in terms of excellent attendance. 90% attendance is not good enough; it needs to be 95% and above.



### How does attendance affect progress?

Attendance below 95% can adversely affect the academic progress of your child and limit their social development as they have reduced access to activities that promote this.

There is a direct correlation between excellent attendance and student outcomes. Those students who have 95% and better attendance make significantly positive progress. Those students with under 95% attendance do not make as much progress as those with similar abilities across the country while those with 80% attendance make significantly less progress than those of similar ability across the country. There are always exceptions to this but overall the statistics really reinforce and clearly show that attendance matters. If a child is not in school, they are not learning and can get left behind.

### How can you encourage good attendance?

- Expect your child to go to school and ensure that your child knows this.
- Ask your child about their day at school and talk about what they might be doing in the future at school.
- Approach the school earlier rather than later if you have issues with attendance.

- If your child's attendance could be attributed to emotional wellbeing, please contact a member of the pastoral team who can refer to appropriate support.

## **Attendance Information:**

### **Holidays**

Holidays in term time will not be authorised. Requests for absence may be authorised if there are exceptional circumstances but the length of time authorised is likely to be limited. Parents of students found to have been on holiday when either authorisation had not been granted or permission not sought will be liable to prosecution. The onus will be on parents to prove that the child(ren) were not on holiday. No form of absence immediately before or after a school holiday or a family holiday will be authorised unless evidence is provided of genuine and exceptional reasons for absence. Unauthorised absence could result in prosecution.

### **Requests for absence in exceptional circumstances**

The decision to authorise an absence due to exceptional circumstances will be based on the individual facts and circumstances and considered on a case by case basis by the Headteacher. Where an exceptional circumstance forms part of a longer absence, only the exceptional circumstance element will be authorised.

Examples of circumstances that would be considered on a case by case basis include weddings and funerals of close family members.

Absence for religious observance would be considered in line with The Education Act 1996 S444(3c) which defines, 'any day exclusively set apart for religious observance by the religious body to which his/her parent belongs'.

In addition, absence to participate in sporting or creative activities operating at a high standard of achievement would be considered but authorised absence would be limited within any school year and documentary evidence, such as a licence, would be required.

### **Absence for illness**

Hampshire County Council guidance states if your child has no temperature but has a cough, cold, headache, earache then as with adults, the medical advice is to give them paracetamol and send them to school. We will always contact you if your child's condition worsens or if we believe their illness is contagious such as chicken pox, vomiting, etc. Please refer to the school attendance policy or the school website for further information.

If your child has been ill in the night and has had broken sleep, please consider sending them into school in the afternoon with a note. Your child may feel better and they will have the chance to attend some lessons, find out about homework and learning missed and to join their friends.

### **Ongoing medical absence**

Please note regulations for schools give the Headteacher the right to consider whether to accept the parent/carers position with regard to medical absence – and may decide to unauthorise these absences. For ongoing conditions that prevent a student attending school, it will be necessary for us to request medical evidence advising that the student is unfit to attend. This must also state how long this will be for. Please note that the Education Act 1996 places the responsibility on parents/carers to provide medical evidence when requested by the school.

### Absent, but able to learn

If your child is absent due to a long term or contagious illness but is able to work at times, please contact the school to request work. We have some online learning platforms so students can complete relevant learning at home.

### Appointments

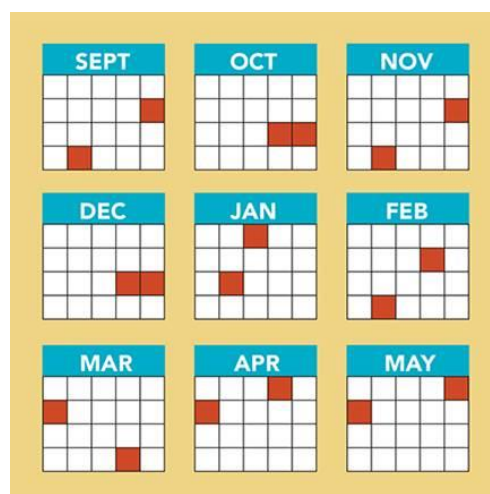
Medical and dental appointments should be made outside of the school day whenever possible. If taken in the school day, when possible, register for the session before attending an appointment and return to school following an appointment. As schools, we only authorise a maximum of half a day for a single urgent medical appointment and evidence will be requested in the form of an appointment confirmation message, letter, booking slip or similar. There are exceptions to this if a student is having longer or specialist medical treatment. Please be aware that the absence or illness of a student should not affect the education of their siblings. If a student has an appointment (particularly at the beginning or end of the school day) arrangements should be made to ensure that the other sibling is either dropped off or collected on time.

Remember to contact the school for any absence explaining the reason. All students should be reported ill by their parents on the first day of absence. Parents must call in every day that their child is absent. Parents are requested to supervise their child to catch up on work missed once their child is well enough.

### Persistent absence

A persistent absentee is defined as attendance below 90%. A typical pattern of absence could look like the example alongside, totalling 18 days of absence in the school year. If this were to continue for five years of secondary school, then they would miss the equivalent of half of a school year.

We monitor each student's attendance very closely, and especially those who are at risk of falling into this category. When a student's attendance falls below 95% the following actions will ensue:



- Stage 1 – Letter home notifying parent/carer that their child's attendance has dropped below 95% and is a concern.
- Stage 2 – Formal letter from school expressing our continued concern that a student's attendance has not improved.
- Stage 3 – Formal letter requiring that parent/carer provides medical evidence to support absence related to illness and advising that absences will be unauthorised unless evidence is provided.
- Stage 4 - Parent/carer invited for a formal meeting at the school. Attendance voluntary parenting contract signed (or offer and rejection recorded) – Penalty Warning given verbally.
- Stage 5 – Formal letter sent if parent/carer fails to attend a formal meeting on two consecutive occasions. Letter advises that a FPN or Legal Team referral will be made if attendance does not improve.
- Stage 6 – Formal letter to parent/carer advising that a referral has been made to the Attendance Legal Panel or Fixed Penalty Notice given.

At every stage it is imperative that parents/carers ensure that there are good lines of communication with the school. The school will endeavour to support, advise and provide strategies for parents/carers who are willing to engage.

Please contact the school to request assistance if required. Appointments can be made with Form Tutors, Class Teachers, pastoral staff, attendance officers, family support workers and education healthcare workers as available in each school. Parenting advice and support may be available.

### **Punctuality**

Missed registration will be regarded as unauthorised absence and relevant legal proceedings may ensue.

### **Further Information and Advice**

Hampshire County Council – Behaviour and attendance guidance for parents/carers can be found online at <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents#step-6>

Hampshire County Council information for Penalty Notices for non-attendance at school: Advice for parents and carers can be found online at <https://documents.hants.gov.uk/code-of-conduct-issuing-penalty-notices-for-unauthorised-absence-from-schools.pdf>

All Hampshire advice is available via their website: [www3.hants.gov.uk](http://www3.hants.gov.uk)

If you would like further clarification, please contact your child's school.