



ST ALBAN'S CE (AIDED) PRIMARY SCHOOL

Love, Courage and Fellowship

'Inspired to make a difference in God's world with excellence and love'

Attendance Policy

Park and Leigh Park Primary Cluster of schools

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Rationale

At St Alban's CE Primary (Aided) 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.

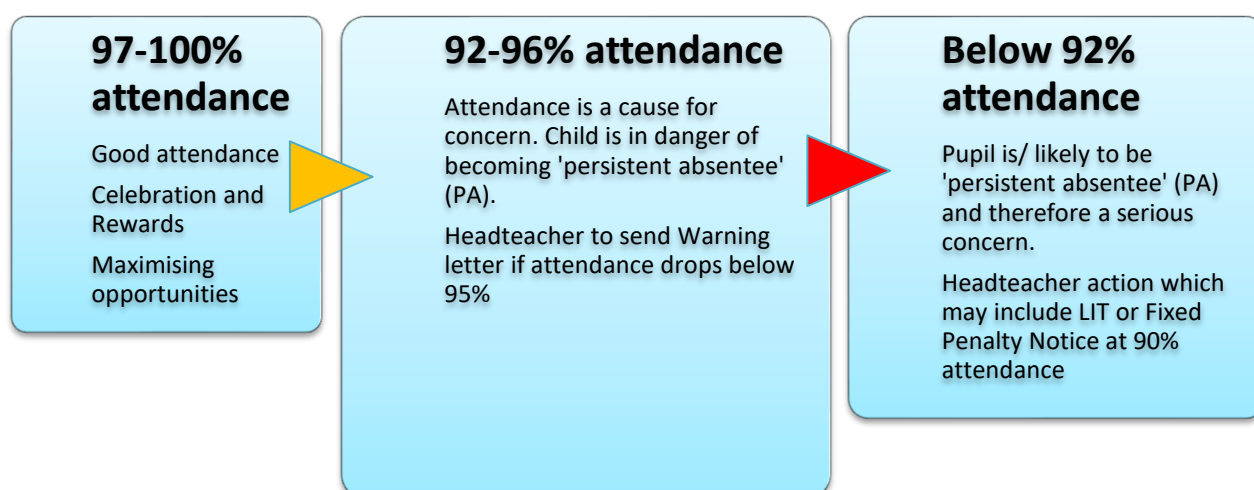
Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less well in school. Parental support is vital if students are to maintain optimum levels of attendance. Engagement with parents and the recognition of any barriers affecting attendance, 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, learning 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 2024***

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 pupil’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

evidence of an appointment – this can be a letter, text reminder or an appointment card.

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
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support
- Acknowledge many children will experience normal but difficult emotions that makes them nervous about attending, but it is important to note these pupils are still expected to attend school regularly to help overcome this.

***Working together to improve school attendance, table of responsibilities DFE,
September 2024***

Promoting strong attendance

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

- Displays in corridors
- Daily absence texts sent for all absentees, followed by home visits if necessary.
- A dedicated attendance team, including Home School Link Worker and the Headteacher
- The class with the best attendance each week are celebrated in Celebration Worship
- Good attendance of individuals is publicly celebrated half termly
- Half termly attendance overviews sent home with a comment from the attendance team

Rewards

Rewards *may* include

- Certificates for improved attendance
- Termly attendance rewards for 98-100% attendance
- 100% attendance and punctuality = Termly certificate awarded
- Rewards for class highest/most improved attendance

Strategies for Maintaining and Improving Attendance

- Verbal praise, encouragement and acknowledgement.
- Parent and pupil awareness as to the importance of good attendance – regular information given in: Celebration Worship, rewards, Parents' evenings.
- Headteacher 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 are discussed in weekly DSL meetings
- Prompt follow-up on absence – 1st day contact made with home via a phonecall and followed up by home visits or calls where necessary.
- Use of Educational Psychologist, SENCO and other outside agencies to support any suitable re-integration programmes for poor attendees
- Individual Attendance Action plans (IAP's) created for poor attenders in conjunction with parent and pupil

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 St Alban's CE Primary (Aided) School are completed using Arbor.

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 Arbor register as follows:

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

Absence from school

When a pupil 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. The Headteacher, the Admin Team and the Home School Link Worker 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 Pupils who DO NOT Attend School

- On the first day of absence, a phone call will be made if the parent has not already left a message indicating the reason their child is absent from school. If there is no response, a second phone call will be made which will be followed up by a home visit made to the family home. 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)
- Schools will also notify councils of names and addresses of sick pupils who they believe will miss 15 consecutive days

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 make a phone call to check the reason for the absence after 9.00 am.
- Reasons for absence are recorded on Arbor.

Absences

If a pupil 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 Headteacher or Home School Link Worker will send a warning letter.
- After 10 sessions of unauthorised absence a fixed term penalty may be issued.
- The Home School Link Worker 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 School Link Worker

- They are available to meet with, and offer support, to parents whose children have attendance/ punctuality issues.
- Create Individual Attendance Plan's to support the improvement of attendance
- If appropriate, inform the assigned social worker and/or youth offending worker of any unexplained absence

Late Procedures

- Pupils arriving after the AM register has been taken must be marked Late (L) by class teachers
- A daily text goes out for all students who arrive late at school
- The Headteacher, DSL team and Home School Link Worker will discuss pupils with persistent poor punctuality and take appropriate action

Pupils who arrive after 8.55am will need to enter school via main reception to sign in (see Appendix 8) with their parents.

Lateness

- 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 pupil leaves St. Alban's CE (Aided) Primary 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

St Alban's CE (Aided) Primary School is clear with parents that Elective Home Education (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
- 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
- St Alban's CE (Aided) Primary School will also direct parents to the linked website <https://www.hants.gov.uk/educationandlearning/educationinclusionservice/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.

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 at the school / = morning session \ = afternoon session
Code L:	Late arrival before the register is closed
Code K:	Attending education provision arranged by the local authority
Code V:	Attending an educational visit or trip organised by the school
Code P:	Participating in an approved sporting activity
Code W:	Attending work experience
Code B:	Attending any other approved educational activity
Code D:	Dual registered at another school
Code C1:	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad (authorised)
Code M:	Leave of absence for the purpose of attending a medical or dental appointment (authorised)
Code J1:	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution (authorised)
Code S:	Leave of absence for the purpose of studying for a public examination (authorised)
Code X:	Non-compulsory school age pupil not required to attend school (authorised)
Code C2:	Leave of absence for a compulsory school age pupil subject to a part-time timetable (authorised)
Code C:	Leave of absence for exceptional circumstance (authorised)
Code T:	Parent travelling for occupational purposes (authorised)
Code R:	Religious observance (authorised)
Code I:	Illness (not medical or dental appointment) (authorised)
Code E:	Suspended or permanently excluded and no alternative provision made (authorised)
Code Q:	Unable to attend the school because of a lack of agreed local authority access arrangements (not a possible attendance)
Code Y1:	Unable to attend due to local authority transport normally provided not being available (not a possible attendance)
Code Y2:	Unable to attend due to widespread disruption to travel caused by a local / national / international emergency (not a possible attendance)
Code Y3:	Unable to attend due to part of the school premises being closed (not a possible attendance)
Code Y4:	Unable to attend due to the whole school site being unexpectedly closed (not a possible attendance)
Code Y5:	Unable to attend as pupil is in criminal justice detention (not a possible attendance)
Code Y6:	Unable to attend in accordance with public health guidance or law (not a possible attendance)

Code Y7:	Unable to attend because of any other unavoidable cause (not a possible attendance)
Code G:	Holiday not granted by the school (unauthorised)
Code N:	Reason for absence not yet established (unauthorised)
Code O:	Absent in other or unknown circumstances (unauthorised)
Code U:	Arrived in school after registration closed (unauthorised)
Code Z:	Prospective pupil not on admission register
Code #:	Planned whole 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 pupil 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

1st day of absence Phone call made from 9.00am. Second call made to parents who haven't responded by 11am. Home visit if no response. We will contact other family members. Repeated for every day of absence.



2nd day of absence if no contact from home, repeat procedure as above. We will contact other family members.



If we are unable to make contact with home on **Day 3**, we may contact other outside agencies such as the police or children's services



If a child is absent for **10 consecutive days** and we are unable to make contact, we are obliged to notify the Local Authority that the child is 'at risk of being missing'

Appendix 5

Attendance Team Actions – led by Headteacher and Home School Link Worker

Personalised follow up of non-attendance of identified vulnerable pupils

Contact parents

Attendance Team Actions when pupils are at, or below, 96%

- Vulnerable pupils identified
- Warning letter sent if pupil reaches absenteeism of 6/50 sessions.



Individual Attendance Planning (IAP) meeting led by Home School Link Worker

- Warning Letter sent if pupil 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 Link Worker 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
- School Medical Officer referral
- SEN support
- Multi-agency meeting
- Daily Home Visits
- Legal Intervention Team (LIT)
- Time Out card
- Referral Process
- Attendance Report
- Specialist Group Work
- Personalised Programmes

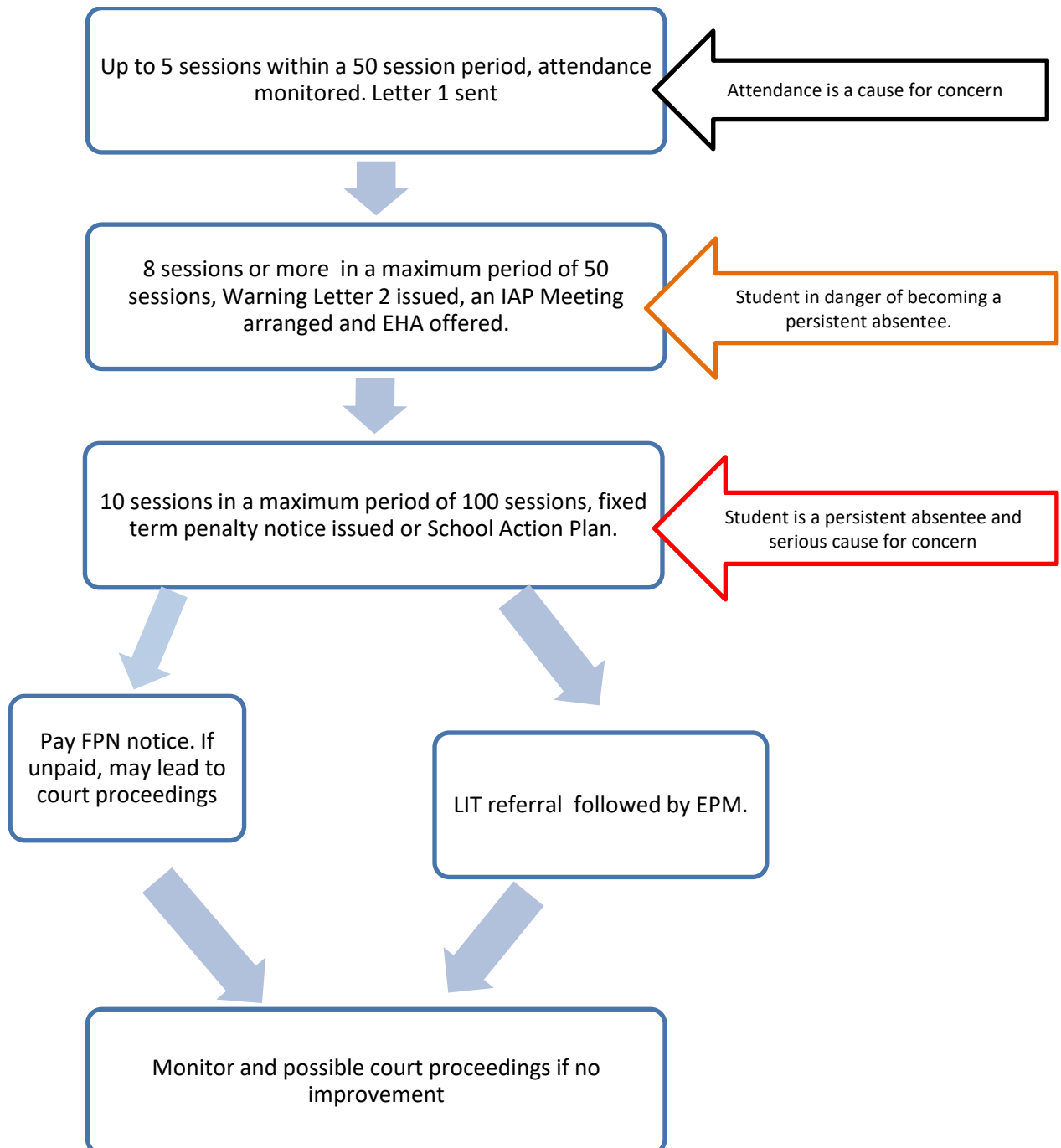
Outside Agencies

- 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.



Appendix 7 - "Fixed Penalty Notice"

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/carers 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 St Alban's CE (Aided) Primary School is Mrs Sarah Goldsworthy, 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/carers to discharge the potential liability for prosecution and subsequent conviction.

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

Payment of a Penalty Notice is £80 if paid within 21 days of receipt and £160 if paid after this but within 21 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, including different terms or school years 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.
- Where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events

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. A final 'notice to improve' is given as a last chance for parents to engage in support 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)).

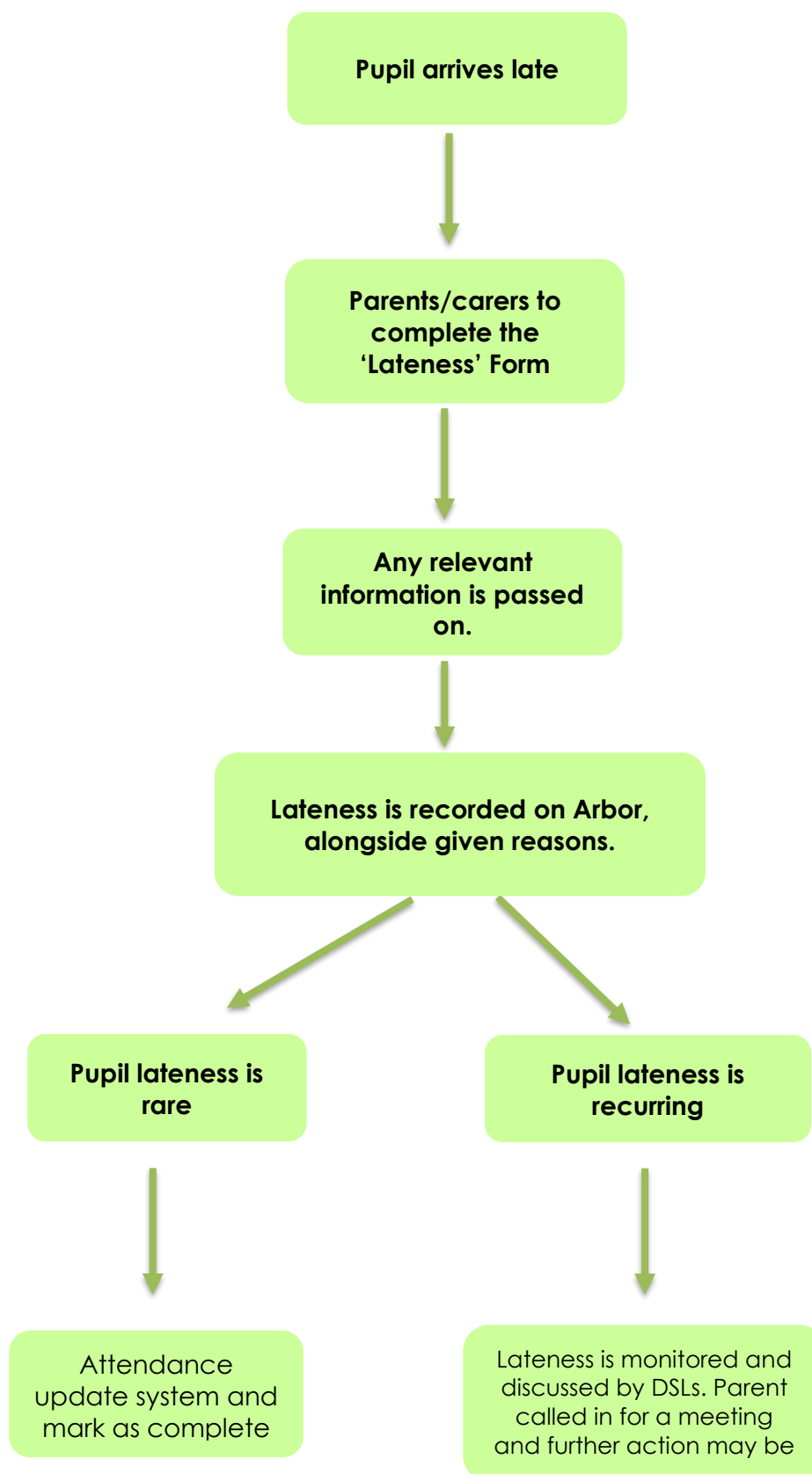
What if my child has further unauthorised absence from school?

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

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.

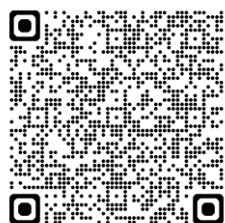
A personal discussion with you is requested ☐ Please contact: _____

Headteacher: _____ Date: _____

Current attendance rate: _____

Appendix 10 - Working together to improve school attendance – DfE Guidance September 2024

Link to DfE guidance document:



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

Extract from:

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

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</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>

	local area, such as schools previously attended and the schools of any siblings.		
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Severely absent pupils

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 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</p>

			need and child protection plans.
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Support for cohorts of pupils with lower attendance than their peers

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
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.

Support for pupils with medical conditions or SEND with poor attendance

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.</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,</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</p>

	<p>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 governing body meetings and with local authorities.</p>		<p>arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>
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Support for pupils with a social worker

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.</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

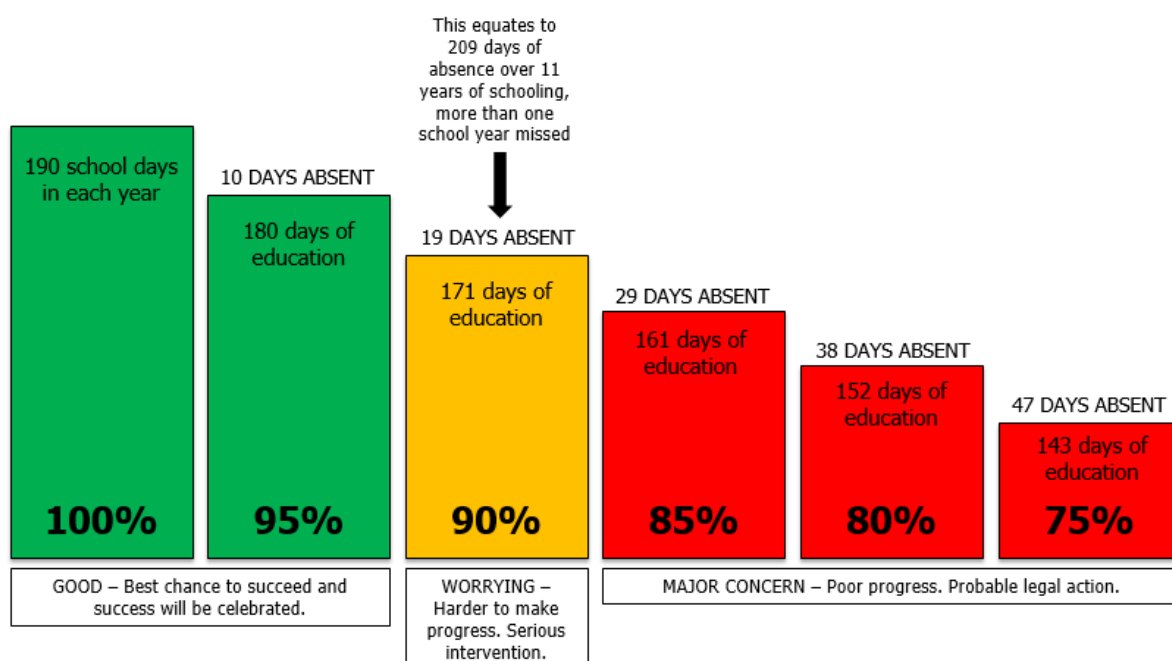
Parents:	Schools:	Academy trustees and governing bodies:	Local authorities:
Schools regularly update parents on their child's attendance.	Ofsted considers schools' efforts to improve or sustain high attendance as part of inspections. Multi-academy trusts regularly review attendance data and support schools.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

Appendix 12 - Statement from the Governing Bodies and Headteachers within the Havant Federation of Schools and Leigh Park Primaries

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 of their child 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 their peers. This can affect their feelings of positive well-being.

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. Say: 'Tell me one good thing about your school day?', not: 'What did you do today?'
- 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 nurture 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 pupils 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 home learning, 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 can undertake learning tasks at times, please contact the school to request learning tasks. 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.

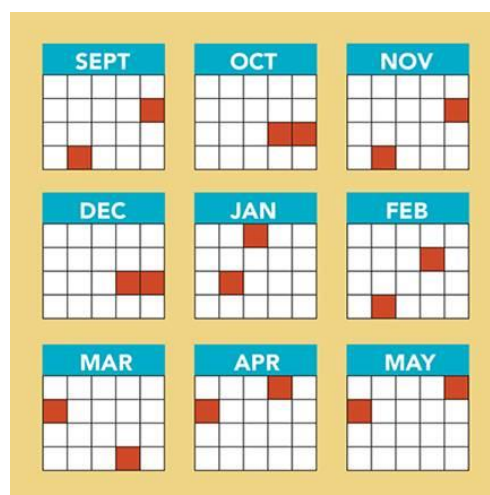
As schools, we only authorise a maximum of **half a day** for a single urgent medical appointment and evidence will be requested in the form of an appointment confirmation message, letter, booking slip or similar. There are exceptions to this if a child is having longer or specialist medical treatment. Please be aware that the absence or illness of a pupil should not affect the education of their siblings. If a pupil 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 pupils 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 learning 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 the seven years of primary school, then they would miss the over half of a school year.

We monitor each pupil's attendance very closely, and especially those who are at risk of falling into this category. When a pupil'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 the Headteacher, the Home School Link Worker or any member of the school Designated Safeguarding Team. 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

If you would like further clarification, please contact the school.

Signed by:

Chair of Governors, on behalf of the whole Governing Body of St Alban's CE (Aided) Primary School and in conjunction with all the Governing Bodies and Headteachers within the Havant Federation of Schools and Leigh Park Primaries