



## POLICY FOR ATTENDANCE

### Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body in **January 2026**. It is due for review on **September 2026**

Signature

Headteacher

Date:

Signature

Governors

Date:

This policy has been revised in September 2025 to reflect changes to the statutory guidance [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

## **1. Introduction**

At the Federation of Broughton and West Tytherley Primary Schools we believe that regular and punctual attendance is a prerequisite to developing well-motivated pupils with a positive attitude towards their learning and who take pride in their school. As the DfE document 'working together to improve school attendance' (May 2022) asserts, "Good attendance is a learned behaviour".

At the Federation of Broughton and West Tytherley Primary Schools we have an ethos that demonstrates to pupils, parents/carers and the wider community how much we value good attendance. Term times are for education as stipulated by the Government. The school's default position is not to authorise any absence unless for exceptional reason.

Good attendance is everyone's business and barriers to education, although often specific and unique to each family, should be worked on together with all stakeholders; child, parents, wider family, teachers, support staff, the local authority and other local partners. In order to realise our vision of high achievement through a broad and balanced curriculum with opportunities for all, we must ensure that children can access this fairly and this means daily school attendance and punctuality. The routine children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, strong performance, relationships with peers and staff, and future aspirations all depend on good attendance.

Good attendance is important because:

- 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.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

In line with the Equality Act, the school will ensure that the Attendance Policy and practice is fair and non-discriminating and that all are treated equally and fairly, irrespective of gender, race, gender identity and sexuality or ability. This includes fair treatment for those with parents or carers who have protected characteristics. The school will also ensure that, where appropriate, reasonable adjustments are made to support disabled children.

### **Purpose**

The purpose of this policy is to ensure good attendance and punctuality for all pupils. It sets out the school's procedures for managing, recording and monitoring attendance, including details of how we will work in partnership with parents/ carers and relevant support agencies. We have this policy in order to promote and prepare children for life in modern Britain.

## **2. Legal Framework**

This policy meets the requirements of the Working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent and severe absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents and carers are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

## RESPONSIBILITIES FOR ALL

At The Federation of Broughton and West Tytherley Primary Schools, we believe that improving school attendance is everyone's business. It is a shared responsibility by governors, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim, always, to work in partnership with our parents.

| Role                          | Name                           | Contact details                                                                                                                                                                        |
|-------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attendance Lead               | Lucy Macey                     | <a href="mailto:l.macey@broughton.hants.sch.uk">l.macey@broughton.hants.sch.uk</a><br><a href="mailto:l.macey@west-tytherley.hants.sch.uk">l.macey@west-tytherley.hants.sch.uk</a>     |
| Attendance Officer            | Clare Yates<br>Harriet Bennett | <a href="mailto:c.yates@broughton.hants.sch.uk">c.yates@broughton.hants.sch.uk</a><br><a href="mailto:h.bennett@west-tytherley.hants.sch.uk">h.bennett@west-tytherley.hants.sch.uk</a> |
| Named Governor for Attendance | Derek Smith                    | Via the school office.                                                                                                                                                                 |

**The Governors** of The Federation of Broughton and West Tytherley Primary Schools, recognise the importance of school attendance and promote it through the school's ethos and across its policies. They may take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded.
- Identifying a member of the governing body/trustee to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Prioritising attendance in strategies, such as raising attainment, behaviour and combatting bullying, special educational needs and disabilities, wellbeing, and safeguarding.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school's attendance management processes are delivered effectively, and that consistent attendance support is provided for pupils who require it most by prioritising the staff and resources needed. This includes ensuring schools engage and work effectively with the local authority School Attendance Support Team and wider local partners and services.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker, those pupils under the Virtual School and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.

- Ensuring all school staff receive training about the safeguarding risks of poor attendance and children missing education.
- Ensuring that attendance data is shared with the Local Authority or Department for Education in line with statutory reporting deadlines.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy, which is published and publicised regularly so that it is easily accessible to pupils, parents and staff.

To help us all focus on this, **the Senior Management and Administration team** at the Federation of Broughton and West Tytherley Primary Schools takes responsibility to:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form and maintain positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences, with a whole school culture that encourages all pupils to attend and to achieve.
- Make sure all teaching and non-teaching staff know the importance of good attendance and the risks associated with poor attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.
- Have a clear school attendance policy which all staff, pupils and parents understand. Monitor the implementation and effectiveness of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure the schools have accurate, complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Ensure that there is a named Senior Attendance Lead who allocates sufficient time and resources to addressing matters relating to attendance.
- Attend the termly school attendance supporting meetings with the local authority, focusing on those pupils with severe absence, making sure a regularly reviewed plan is in place.

**All staff** at The Federation of Broughton and West Tytherley Primary Schools, will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Know the importance of good attendance and the risks associated with poor attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.

The members of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support.

Any concerns around attendance which relate to safeguarding will be referred to the DSL/DDSL.

The Federation of Broughton and West Tytherley Primary Schools, requests that **parents**:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Further information can be found at: Attendance guidance for parents | Hampshire County Council ([hants.gov.uk](https://hants.gov.uk))

**Pupils will:**

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

## **Absence and Attendance**

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

### **Leave of Absence**

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Leave of absence should not be granted for a pupil to take part in protest activity during school hours. All absences associated with a holiday or other absence for the purpose of leisure and recreation during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday or other absence for the purpose of leisure and recreation may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'.

At The Federation of Broughton and West Tytherley Primary Schools, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. The Federation of Broughton and West Tytherley Primary Schools will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 1). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised. The Federation of Broughton and West Tytherley Primary Schools will treat each application individually and discuss the circumstances of the application with parents before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should:

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period than the agreed number of days is taken.

(See Appendix 6 for more information).

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, the school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

The 1996 Education Act also sets out the circumstances in which a pupil has not failed to attend school regularly and therefore the parent has not committed an offence. The following are examples of these:

### **Medical appointments and absence due to illness**

Parents should try to make appointments outside school hours wherever possible. Where appointments during school time are unavoidable, we ask that parents notify the school before the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must sign their child out of school at the office. No pupil will be allowed to leave the school site without parental confirmation.

In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils with medical conditions at school and Hampshire policies regarding supporting children with health issues, Behaviour and attendance resources for schools | Hampshire County Council ([hants.gov.uk](https://hants.gov.uk)). We will also consider whether an Individual Healthcare Plan is required.

### **Pupil Absence for the purposes of Religious Observance**

The Federation of Broughton and West Tytherley Primary Schools acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

See Working together to improve school attendance - GOV.UK ([www.gov.uk](https://www.gov.uk)) page 86.

### **Parent travelling for occupational purposes**

The pupil is a mobile child if their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and

- Inform the school regarding proposed return dates.

## **Unauthorised Absence**

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday.
- Shopping for uniforms.
- Arrangements or appointments for cutting the pupil's hair.
- Closure of a sibling's school for INSET (or other) purposes.
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation.
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend.
- Absences taken without the authorisation of the school.

## **Our Procedures**

### **Register Keeping and Recording**

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

For the purpose of this policy, the school defines:

“Absence” as:

- Arrival at school after the register has closed.
- Not attending school for any reason.

“Regular” attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised.

Pupils must arrive in school by 9am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.15am. The register for the second session will be taken at 1.00pm and will be kept open until 1.10pm.

Registers are legal records, and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered. As the attendance register is a record of the pupils present at the time it was taken, the register should only routinely be amended where the reason for

absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, all schools must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time. The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

### **Reporting to parents**

The school will regularly inform parents about their child's attendance and absence levels, via a termly written report and dedicated letters should attendance cause concern.

Registers are entered directly by the Class teacher onto Arbor then checked by the administration team each morning. Teachers mark present/ absent and the school office then complete and follow up on any absence. Daily absence reports are created and reasons for absence subsequently recorded using the relevant codes.

Registers will be checked by the Admin Officer for regular attendance. The Admin Officer, along with the Headteacher, will review attendance across the school every three weeks and take action as below in the case of any concerns raised. Teachers should also be aware and report any concerns they may have to the Headteacher in the interim.

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

### **Late Arrival at School**

At The Federation of Broughton and West Tytherley Primary Schools all pupils are expected to arrive on time for every day of the school year. The school day begins at 9am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 9am. All pupils arriving after this time are required to report to the main office. If their arrival is before 9.15am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9.15am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

### **Expected absence procedure for parents**

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school, parents are expected to contact school by telephone on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school by 9.30am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent a home visit may be carried out.
- School will telephone home if a pupil leaves the school without permission.

In certain circumstances the school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Refer to Inclusion Support Service for support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Inclusion Support Service (ISS) | Hampshire County Council ([hants.gov.uk](http://hants.gov.uk)) and Behaviour and attendance resources for schools | Hampshire County Council ([hants.gov.uk](http://hants.gov.uk))
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

### **Attendance Rewards & Interventions**

At the Federation of Broughton and West Tytherley Primary Schools the attendance target will be 96% for all students. To achieve this:

- The school will use data to target attendance improvement efforts and governors will hold leaders to account at termly Standards committee meetings.
- Parents will be given termly attendance figures for children meeting the attendance targets or helpful letters when their child absence causes concern.
- Persistent absenteeism will be identified and access to wider support service will be provided to remove the barriers to attendance and setting out when support will be formalised in conjunction with the local authority
- School leaders will prioritise that every school day matters by ensuring that decisions made around the opening of the schools in special circumstances such as extreme weather etc. will reflect the priority with which they value school attendance. They will utilise wherever possible the late start option rather than full closure.

When the weekly absence report shows that a child has been absent without explanation, parents will be sent a letter requiring a reason to be given. If no satisfactory response is received, the parents will be invited to meet with the Headteacher to explain the absence.

## **Monitor and Analyse attendance**

The schools will:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. This should go beyond headline attendance percentages and should look at individual pupils, cohorts and year groups (including their punctuality) across the school.
- Use this analysis to provide regular attendance reports to class teachers or tutors to facilitate discussions with pupils and to leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).
- Undertake frequent individual level analysis to identify the pupils who need support and focus staff efforts on developing targeted actions for those cases.
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.
- Benchmark attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of the board or governing body and local authority when appropriate.

At The Federation of Broughton and West Tytherley Primary Schools we will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

“Persistent absenteeism” (PA) as:

- Missing 10% or more of schooling across the year for any reason.

“Severe absence” (SA) as:

- Missing 50% or more of schooling across the year for any reason.

## **School Specific Management of Attendance**

The Headteacher and Admin Officer will review attendance data on a three weekly basis, looking out specifically for children whose attendance is unexplained or under the national average. During the autumn term, attendance will be monitored in this way, but letters may not be sent home due to a small number of missed days representing a larger proportion of the total possible attendance sessions early in the academic year. Letters will be issued three-weekly to parents of any child/ren who:

- Have an attendance rate below 95% (receive attendance letter 1: Appendix B).
- Received letter 1 and whose attendance has not improved. They receive letter 2 (Appendix C)

- Children whose attendance falls below 90% (defined by the DfE as persistently absent) will receive letter 3 (Appendix D).

For any child whose attendance falls below 95%, and the vast majority is for illness or medical related reasons where there is not a serious medical issue (i.e. not referred if under the care of a consultant), all absences will be coded as unauthorised pending letters from Doctors or consultants or other medical evidence.

If a child's absence continues and is below 90%, an attendance action plan will be put into place with clear expectations and consequences. If attendance does not improve, the family may be referred to the Hampshire County Council Legal Intervention Team and legal measures taken. For more information on this step, please read the section below on persistent absenteeism. They will receive weekly updates of their child's attendance until it improves to 95% or more.

Children who are off for medical reasons and under the care of a consultant, will be considered to require measures set out in the DfE guidance 'Supporting Children with medical conditions at school' (Appendix E) which makes it imperative on schools to work with parents to find suitable ways of educating and supporting children who are under the care of a health professional.

This is not a policy based on numbers but based on the need for all children to be at school as much as possible so that they develop a flow of learning, can get engrossed in their topics and take a full and active part in school life.

As the attendance figure declines for a child, as detailed above, there will be intensifying support offered for the family and child which may include internal school support through to involvement of outside agencies and referrals to children's services. This places a highlight on the need for good attendance and the school to support the family in achieving this. If a child's absence is below 95%, there should be evidence of support offered and taken up by the parent. Where this is not engaged with by the family and attendance continues to decline, we will involve the support of the Legal Interventions Officer for Attendance and possibly refer the family to the Attendance Legal Panel.

### **Support Systems**

At The Federation of Broughton and West Tytherley Primary Schools we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and/or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example: bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child. Strategies we may use to support you include:

- The use of ELSA or other therapeutic interventions, such as TALA and Flourish.
- An assigned adult to ensure a guided start to the school day. This may involve the use of warm welcome and meet and greet from trusted adults.
- An adapted timetable. Regular check ins may be provided for children.

- A change of routine or access point. For example, this may include the introduction of soft start before going to classroom.
- A home/school communication strategy.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

### **Persistent Absence, Severe Absence and the use of legal interventions**

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could cause considerable damage to a child's educational outcomes.

A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 190 sessions (95 days). Absence at this level is causing considerable damage to a child's educational outcomes.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support. (Inclusion Support Service (ISS) | Hampshire County Council ([hants.gov.uk](http://hants.gov.uk)))

If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates' Court.

Parents found guilty of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

In line with Hampshire County Council guidance, we will notify the Inclusion Support Service of all reduced timetables as soon as a plan has been agreed.

### **Related Policies**

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential, the following policies will be adhered to, and are integral to this approach:

- Child Protection.
- Safeguarding.
- Medical needs.
- Admissions.
- Anti-bullying.
- Exclusion.

- Special educational needs.
- Teaching and learning.
- Behaviour and rewards.

### **Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE, (August 2024).
- School attendance parental responsibility measures, DfE (January 2015).
- Children missing education, DfE (September 2016).
- Keeping children safe in education, DfE (September 2025).
- Working together to safeguard children, DfE (July 2023).

### **Appendices**

The pages that follow contain appendices relevant to this policy.

## Appendix 1: Example leave of absence request form

### 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 authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised, and the local authority will consider 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)

If your child has siblings that are also applying for a leave of absence, please enter their name and school below:

Child's name(s): \_\_\_\_\_ School(s): \_\_\_\_\_

**Section B** Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, 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: \_\_\_\_\_

**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.**

**Tick as appropriate.**

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

\_\_\_\_\_

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

☐ 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.

**PLEASE NOTE:** This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period

A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

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

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

Continuation of section B (if required):

## Appendix 2: Example reply to leave of absence request

Dear Parent's name,

### **RE: Absence during term time – Child Name (Child DOB)**

Thank you for your application for absence in term time for Child's name. Whilst we appreciate your circumstances, **School Name** do not approve any absences during term time unless they are due to exceptional circumstances as per the guidance from the Department of Education.

The rationale behind this decision is that the Government has provided evidence that satisfactory progress at school is highly dependent on attendance.

**School Name** works closely with the Inclusion Support Service and if you choose to take your child out of school for the above unauthorised leave, we will notify the local authority and further action including legal action may be considered.

Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 which increases to £160 if not paid within the first 21 days. Thereafter if the Penalty remains unpaid after 28 days this may result in legal action be taken against you. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

I have noted the dates that Child Name will be absent from **School Name**, Dates of leave and the registers will be marked with the G code (unauthorised family holiday) for this period.

If you would like to discuss the matter further, please contact the school on **School Phone Number/contact details**.

Yours sincerely

Headteacher

## Appendix 3: Attendance Policy Quick Guide for Parents

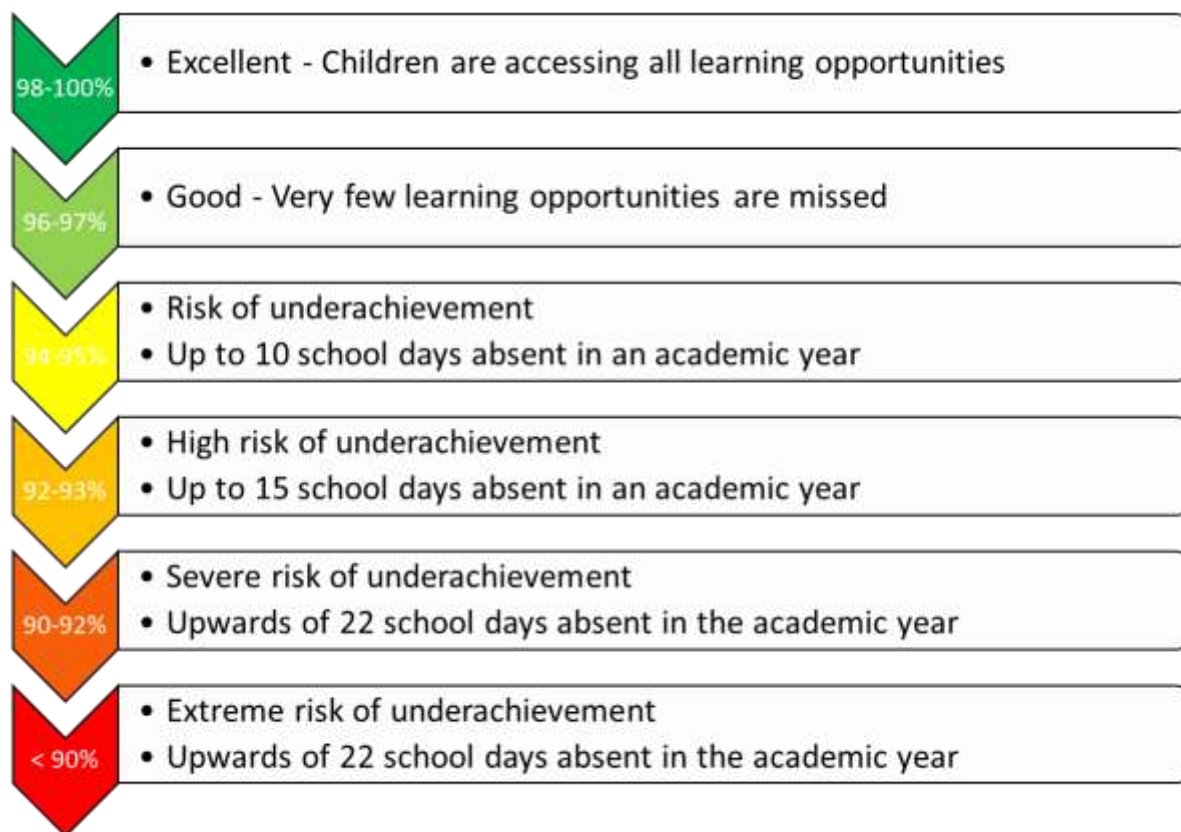
### Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

**You can support your child to have excellent attendance by taking these steps:**

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **09:00 am**
- If your child appears to be only slightly unwell, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



#### **‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?**

On each day your child is unfit to come to school, please report this absence using the school telephone line Broughton - 01794 301286 or West Tytherley - 01794340338 or via email [adminoffice@broughton.hants.sch.uk](mailto:adminoffice@broughton.hants.sch.uk) / [adminoffice@west-tytherley.hants.sch.uk](mailto:adminoffice@west-tytherley.hants.sch.uk) to the school office to let us know. In the message you must leave your child’s full name, year and class and give the specific reason for absence. The information you give will be recorded on our official register.

## Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via [adminoffice@broughton.hants.sch.uk](mailto:adminoffice@broughton.hants.sch.uk) / [adminoffice@west-tytherley.hants.sch.uk](mailto:adminoffice@west-tytherley.hants.sch.uk). You will receive a letter in response, to advise if the request has been granted or declined.

## Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in class by **09:00am**.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact the school admin office if you require any support with ensuring your child's regular school attendance.

## Appendix 4: Attendance Policy Quick Guide for Students

### Attendance Policy Quick Guide for Students

#### Roles and responsibilities:

All members of the school community at **The Federation of Broughton and West Tytherley Primary Schools** have roles and responsibilities in promoting and ensuring good attendance and punctuality.

#### Role of the pupils:

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the education opportunities available.

All pupils will:

- Ensure that they attend school regularly and on time.
- Be aware of their current attendance record and targets.
- Be aware of the consequences of poor attendance or truancy.
- Arrive to lessons punctually.
- Not leave school without permission.
- Inform a trusted adult if they feel that they are being bullied or feel unhappy in school.

## Appendix 5: Attendance codes

The following codes are taken from **Working Together to Improve School Attendance**

| Code     | Definition                                                                                                                      | Scenario                                                                                                                                                                                                                                            |
|----------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I</b> | Present (am)                                                                                                                    | Pupil is present at morning registration                                                                                                                                                                                                            |
| <b>\</b> | Present (pm)                                                                                                                    | Pupil is present at afternoon registration                                                                                                                                                                                                          |
| <b>L</b> | Late arrival                                                                                                                    | Pupil arrives late before register has closed                                                                                                                                                                                                       |
| <b>B</b> | Off-site educational activity approved by the school. Schools must also record the nature of the approved educational activity. | Examples of nature of activity <ul style="list-style-type: none"> <li>• 1) Attending taster days at college</li> <li>• 2) Attending courses at college</li> <li>• 3) Attending unregistered alternative provision arranged by the school</li> </ul> |
| <b>D</b> | Dual registered                                                                                                                 | Pupil is attending a session at another setting where they are also registered                                                                                                                                                                      |
| <b>K</b> | Attending education provision arranged by the Local Authority. Schools must also record the nature of the provision             | <ul style="list-style-type: none"> <li>• Attending courses at college</li> <li>• Attending unregistered alternative provision such as, home tutoring</li> </ul>                                                                                     |
| <b>P</b> | Sporting activity                                                                                                               | The pupil is attending a place for an approved educational activity that is a sporting activity                                                                                                                                                     |
| <b>V</b> | Educational visit or trip                                                                                                       | An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff                                                                                                                                      |
| <b>W</b> | Attending work experience                                                                                                       | The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education                                                    |

| Code                             | Definition                                                                                                                                                                                              | Scenario                                                                                                                                                                                                                                                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Absent – leave of absence</b> |                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                            |
| <b>C</b>                         | Leave of absence for exceptional circumstances<br>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance | Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school |
| <b>C1</b>                        | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad                                                                                 | All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours                                                                                                                                                            |
| <b>C2</b>                        | Leave of absence for a compulsory school age pupil subject to a part-time timetable                                                                                                                     | All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs                              |
| <b>E</b>                         | Excluded                                                                                                                                                                                                | Suspended or permanently excluded and no alternative provision made                                                                                                                                                                                                        |
| <b>I</b>                         | Illness (not medical or dental appointment)                                                                                                                                                             | The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness                                                                         |
| <b>J1</b>                        | Interview                                                                                                                                                                                               | Attending an interview for employment or for admission to another educational institution                                                                                                                                                                                  |
| <b>M</b>                         | Medical appointment                                                                                                                                                                                     | Attending a medical or dental appointment                                                                                                                                                                                                                                  |
| <b>R</b>                         | Religious observance                                                                                                                                                                                    | The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to                                                                                                                                          |
| <b>S</b>                         | Study leave                                                                                                                                                                                             | Studying for a public examination. Must be used sparingly with revision opportunities in school                                                                                                                                                                            |
| <b>T</b>                         | Parent travelling for occupational purposes                                                                                                                                                             | The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them                                                                                                                               |
| <b>X</b>                         | Non-compulsory school age pupil not required to attend school                                                                                                                                           |                                                                                                                                                                                                                                                                            |

| Code                                                                 | Definition                                                              | Scenario                                                                                                                                                                                         |
|----------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Absent - unable to attend school because of unavoidable cause</b> |                                                                         |                                                                                                                                                                                                  |
| <b>Q</b>                                                             | Unable to attend the school because of a lack of access arrangements    | This is linked to transport not other access arrangements                                                                                                                                        |
| <b>Y1</b>                                                            | Unable to attend due to transport normally provided not being available | The school is not within walking distance of the pupil's home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available |
| <b>Y2</b>                                                            | Unable to attend due to widespread disruption to travel                 |                                                                                                                                                                                                  |
| <b>Y3</b>                                                            | Unable to attend due to part of the school premises being closed        |                                                                                                                                                                                                  |
| <b>Y4</b>                                                            | Unable to attend due to the whole school site being unexpectedly closed | Adverse weather                                                                                                                                                                                  |
| <b>Y5</b>                                                            | Unable to attend as pupil is in criminal justice detention              | In police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.                                                                       |
| <b>Y6</b>                                                            | Unable to attend in accordance with public health guidance or law       |                                                                                                                                                                                                  |
| <b>Y7</b>                                                            | Unable to attend because of any other unavoidable cause                 | An emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.                                                        |

| Code                        | Definition                               | Scenario                                                                                                                                                                                          |
|-----------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unauthorised absence</b> |                                          |                                                                                                                                                                                                   |
| <b>G</b>                    | Unauthorised holiday                     | Holiday not granted by the school                                                                                                                                                                 |
| <b>N</b>                    | Reason for absence not yet established   | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| <b>O</b>                    | Absent in other or unknown circumstances | Where no reason for absence is established or the school is not satisfied that the reason given                                                                                                   |
| <b>U</b>                    | Arrival after registration               | A pupil has arrived late after the register has closed but before the end of session.                                                                                                             |

| Code                        | Definition                                  | Scenario                                                                                                      |
|-----------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Administrative Codes</b> |                                             |                                                                                                               |
| <b>Z</b>                    | Prospective pupil not on admission register | To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. |
| <b>#</b>                    | Planned whole school closure                | Whole school closure due to half-term/bank holiday/INSET day/use of whole school as polling station           |

## Appendix 6: Penalty Notices

### Penalty Notices for non-attendance – Hampshire's *Code of conduct*

The code of conduct states that:

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

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

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

### Legal measures for absence taken when the Headteacher has declined parents/ carers' request for leave of absence

Where a pupil has unauthorised absence due to either:

- non-approval of a parent/ carer's request for leave of absence or
- a holiday that has been taken without permission

And the unauthorised absence (coded G) is for 10 or more sessions (5 days) in any 100 possible school sessions/ 10 week period then a Penalty Notice for non-attendance will be issued.

If a child has other types of unauthorised absence (coded O and U) and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:

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

Parents and carers will be warned of the likely hood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through the school's attendance policy and website. The Penalty Notice is a fine that is issued to each parent/ carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued **to one or more parents/ carers** for each child. **NB:** This could mean four Penalty Notices for a family with two siblings both with unauthorised absence for holiday, i.e. one Penalty Notice for each child to each parent.

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

**Please note:** If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order.

For further information parents/carers can request a leaflet from school.