

PADNELL INFANT SCHOOL

BOARD OF GOVERNORS



ATTENDANCE POLICY

Name of Unit/Premises/Centre/School	Padnell Infant School
Date of Policy Review	March 2025
Date of Next Review	March 2027
Name of Headteacher	Mrs Mandy Grayson

Administration Record

Issue	Modification	Approved
1	Curriculum and Standards Committee Approval	18 September 2017
1.1	Curriculum and Standards Committee Approved	18 September 2017
2	Full Governing Body approval	25 March 2019
2.1	FGB Comments incorporated	25 March 2019
3.0	FGB approval	1 March 2021
4.0	FGB Approval	20 March 2023
5.0	FGB Approval	February 2025
6.0	FGB Approval	Sept 2025

Contents Page

- PADNELL INFANT SCHOOL 1**
- Administration Record 2**
- Contents Page..... 3**
- 1 Introduction..... 4**
- 2 Rationale / Statement of Intent: 4**
- 3 Good attendance is important because: 5**
- 4 Operating the Policy 5**
 - 4.1 Promoting Good Attendance..... 5
 - 4.2 Responsibilities of the School’s Attendance Leader 6
 - 4.3 Responsibilities of Classroom Staff:..... 6
 - 4.4 Responsibilities of Parents and Carers: 6
- 5 Recording Attendance..... 7**
- 6 Lateness /Punctuality 7**
- 7 What to do if my child is absent? 8**
 - 7.1 First Day Absence 8
 - 7.2 Third Day Absence **Error! Bookmark not defined.**
 - 7.3 Ten Day’s Absence..... 9
 - 7.4 Continued or Ongoing Absence 9
 - 7.5 Request for Leave of Absence:.....10
 - 7.6 Understanding types of absence:.....10
- 8 Penalty Notices for Non Attendance and other Legal Measures:.....11**
 - 8.2 Legal Measures for tackling persistent absence or lateness11
 - 8.3 Legal Measures for absence taken when the Headteacher has declined
parent/carers request for leave of absence12
- 9 What can I do to encourage my child to attend School?13**
- 10 Absence through child participation in Public Performances, including theatre,
film or TV work & Modeling14**
- 11 Absence through competing at regional, county or national level for Sport.15**
- 12 Gypsy Roma Traveller Showman and Showman families15**
- 13 Record preservation.....15**

1 Introduction

1.1.1 School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Hampshire County Council. This Attendance policy is also consistent with the following school policies:

- Admissions;
- Anti-bullying;
- Child protection;
- Exclusion;
- Safeguarding;
- Special Educational Needs;
- Teaching & Learning;
- Behaviour & Rewards;

1.1.2 The level of attendance & punctuality expected from all our pupils is 96% or more.

1.1.3 It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

2 Rationale / Statement of Intent:

2.1.1 For a child to reach their full educational achievement a high level of school attendance is essential (Above 96% minimum, however we aim for 97%).

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

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

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

3 Good attendance is important because:

- a. Statistics show a direct link between under-achievement and absence below 96%;
- b. Regular attenders make better progress, both socially and academically;
- c. Regular attenders find school routines, school work and friendships easier to cope with;
- d. Regular attenders find learning more satisfying;
- e. Regular attenders are more successful in transferring between schools.

4 Operating the Policy

4.1 Promoting Good Attendance

4.1.1 The foundation for good attendance is a strong partnership between the school, parents and the child.

4.1.2 To help us all to focus on this we will:

- Provide information on all matters related to attendance in our regular/weekly Home – Newsletter;
- Report to parents on how children are performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance through assemblies both weekly and half termly.

4.2 Responsibilities of the School's Attendance Leader

- 4.2.1 A member of the Senior Leadership Team with the support of office staff will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. He/she will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- 4.2.2 If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parent/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school**. The school can request that medical evidence is provided to authorise absences from parents whose children have poor attendance.

4.3 Responsibilities of Classroom Staff:

- 4.3.1 Ensure that all students are registered accurately
- Promote & reward good attendance at all appropriate opportunities;
 - Liaise with the Attendance Leader on matters of attendance and punctuality;
 - Communicate any concerns or underlying problems that may account for a child's absence.

4.4 Responsibilities of Parents and Carers:

- 4.4.1 Ensuring your child's regular attendance at school is a parent/carers legal responsibility (section 7 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.
- 4.4.2 Parents will:
- Support the school in aiming for their child to achieve 100% attendance each year.
 - Avoid taking their child out of school for non-urgent medical or dental appointments
 - Only request for leave of absence if it is for an exceptional circumstance.
 - Inform the school on the first day of absence by 9.15am;

- Make sure that any absence is clearly accounted for by phone on the first and subsequent days of absence. A email can be sent but may be followed up with a phone call from school.

5 Recording Attendance

- 5.1.1 Legally the register must be marked twice daily. This is once at the start of the school day 08:55 and again for the afternoon session at 13:00.

6 Lateness /Punctuality

- 6.1.1 It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons are used to give out instructions or organise work. If your child is late they will:

- Miss work
- Time with their class teacher getting vital information
- Cause disruption to the lesson of others

This can be embarrassing for the child, leading to possible reluctance to attend.

- The classroom doors are opened at 08:40 pupils are encouraged to be in school at that time. Morning registration is at 08:55 and it closes at 09:15;
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary;
- Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence;
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays;

- 6.1.2 Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action** (see [section 8](#) for further detail).

- 6.1.3 Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period the school or the Hampshire County Council will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance (See [section 8](#) of this policy for further detail).
- 6.1.4 Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns as necessary with other agencies. If one is available, the school will place a child into the after school club and provide the parent/carer with the bill.

7 What to do if my child is absent?

7.1 First Day Absence

- 7.1.1 A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.
- 7.1.2 If your child is absent you must:
- Contact us by 9.15am on the first day of absence;
 - If we have not heard from you by this time the absence will be automatically recorded as unauthorised.
- 7.1.3 If your child is absent we will:
- Telephone you on the first day of absence if we have not heard from you by 9.15am. If we cannot contact the priority contact we will continue to work through the list of numbers until we have confirmed where the child is. Once we have called and exhausted all your child's contacts and we still do not have a reason for the absence, a member of our Senior Leadership Team or our Parent Partner may conduct a home visit. This is because we have a duty to ensure your child's safety as well as their regular school attendance;
 - Invite you in to discuss the situation with our Headteacher if absences persist.
 - Follow up with a home visit if we have reason to doubt the information given as a reason for the absence.

- Refer the matter to the Hampshire's Legal Intervention Team if absence is unauthorised and falls below 90%.

7.2 Ten Day's Absence

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

7.3 Continued or Ongoing Absence

7.3.1 If a child misses 10% (3 weeks / sessions) or more schooling across the school year for whatever reason they are defined as **persistent absentees**.

7.3.2 Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 96%. As such we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90% we will contact you to discuss it further.

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

7.4 Request for Leave of Absence:

- 7.4.1 Amendments to school attendance regulations were updated and enforced from 19th August 2024: **(Pupil registration) (England) regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.** It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining ‘exceptional’ are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. **There are no rules on this** as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off in school time to go on holiday **and in the majority of cases holiday will not be authorised.** Parents/Carers wishing to apply for leave of absence need to fill in an application form available from the school office in advance and before making any travel arrangements.
- 7.4.2 If term time leave is taken without prior permission from the school, the absence will **be unauthorised** and if the number of sessions absent hits the thresholds set down in Hampshire’s Code of Conduct parent/carers will be issued with a fixed-penalty fine or other legal action in accordance the code (see section 6 for detail).
- 7.4.3 Taking holidays in term time will affect your child’s schooling as much as any other absence and we expect parents to help us by not taking children out during school time.
- 7.4.4 Absences either side of a school holiday will require medical evidence or be coded as unauthorised at the schools discretion.
- 7.4.5 Absences either side of an absence request will require medical evidence or be coded as unauthorised at the schools discretion.

7.5 Understanding types of absence:

- 7.5.1 Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an **exceptional reason** for the absence. There are two main categories of absences:
- a. Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. However, if we receive information that contradicts the reason a parent has given e.g., a child has been phoned in with illness and the information we receive indicates that they are on holiday, we may request additional information to support the initial reason and consider changing the absence to unauthorised.

- b. Unauthorised Absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes:
 - i) *Parents giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings;*
 - ii) *Truancy before or during the school day;*
 - iii) *Absences which have not been explained.*

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

8 Penalty Notices for Non Attendance and other Legal Measures:

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

8.2 Legal Measures for tackling persistent absence or lateness

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

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

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

- a. Parenting contracts set at Education Planning Meetings;
- b. Parenting orders;
- c. Penalty notices;
- d. Education Supervision Orders;

- e. Prosecution.

8.3 Legal Measures for absence taken when the Headteacher has declined parent/carers request for leave of absence

8.3.1 Where a pupil has unauthorised absence due to either:

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

8.3.2 Where a child has **unauthorised absence** the school must enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from: <https://documents.hants.gov.uk/childrens-services/HIAS/codeofconduct-IssuingPenaltyNoticesforunauthorisedabsencesfromschools.pdf>

The code of conduct states that:

- 8.3.3 Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil has been:
- a. 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 (codes G, U or O on the register)
 - b. Persistently late (coded *U*) for up to 10 sessions (five days) after the register has closed;
 - c. Persistently late before the close of the register (coded *L*), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code *O*), and where the threshold of 10 sessions (five days) has been met;
 - d. Absent for any public examinations of which dates are published in advance;
 - e. 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.

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

- i) 10 sessions of unauthorised absence or lateness in any 10 week school period.***

8.3.5 Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence either via a letter, through the leave of absence request form, or through the schools 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 parent/carers** for each child. **N.B** This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one PN for each child to each parent

8.3.6 Each penalty notice carries a fine of £80 per parent, per child 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 £160 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 Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

8.3.7 For further information parents/carers can request a leaflet from their school and should visit Hampshire County Councils website at:
<https://documents.hants.gov.uk/childrens-services/HIAS/PenaltyNotices-for-non-attendance-guidance-parents-carers.pdf>

9 What can Parents do to encourage their child to attend School?

9.1.1 For many parents, a child attending school may be their first experience of being separated from each other. This can seem daunting at first but consistency and a caring supportive home and school life will make the transition a quick and easy experience.

9.1.2 Make sure children get enough sleep and get up in plenty of time each morning. Ensure that they leaves home in the correct clothes and properly equipped. Show children interest in their day and that their education is valued.

- 9.1.3 Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school and the parents. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.
- 9.1.4 Parents should contact their child's class teacher immediately and openly discuss their worries. Children could be avoiding school for a number of reasons. It is important that the reason is identified so parents and school can work together to tackle the problem. In some cases, it may be helpful to discuss the circumstances of the difficulties with another professional such as your GP.

10 Leavers

- 10.1 If a child is leaving our school (other than when transferring to junior school), parents are asked to give the school office comprehensive information about their plans including any date of a move and their new address and telephone numbers, the child's new school and the start date when known. This should be submitted to our school in writing.

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

11 Absence through child participation in Public Performances, including theatre, film or TV work & Modeling

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

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

- 12.1.1 Parents of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the Headteachers discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching.

13 Gypsy Roma Traveller Showman and Showman families

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

14 Record preservation

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