

# Attendance Guidance

Academic Year 2023-2026



## **Aims**

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Set high expectations for the attendance and punctuality of all pupils and communicate these regularly to pupils and parents/carers through all available channels
- Proactively manage and improve attendance across the school community
- Working with pupils and parents/carers to remove any barriers to attendance and punctuality by building strong and trusting relationships and working together to put the right support in place

## **Legislation and Guidance**

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Working together to improve school attendance May 2022/September 2022](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## **Roles and Responsibilities**

### **Trust Board and Local Governing Bodies**

The Trust Board and the Local Governing Bodies are responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy. They will:

- Recognise the importance of school attendance and promote it across the Trust's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance data, discuss and challenge trends and help school leaders focus improvement efforts on individual pupils or cohorts who need it the most
- Ensure school staff receive adequate training on attendance
- Share effective practice on attendance management and improvement across schools

### **Headteacher**

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Issuing fixed-penalty notices, where necessary

### **Designated Senior Leader**

The designated senior leader is responsible for:

- Championing and improving attendance in school

- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Overseeing attendance data analysis
- Communicating messages to pupils and parents/carers
- Advises the Headteacher when to issue fixed-penalty notices
- Supporting staff with monitoring the attendance of individual pupils

At Hazelbury the Headteacher is supported in the strategic monitoring of attendance by the Deputy Headteacher Melanie Bowman.

### **Attendance Officer**

The school Attendance Officer:

- Keeps the school's attendance records and records absences as reported by parents.
- Carries out first day calling where absence has not been reported.
- Reports concerns about attendance to the Designated Senior Leader
- Works with Education Welfare Officers to tackle persistent absence
- Arranges calls and meetings with parents/carers to discuss attendance issues

At Hazelbury the Attendance Officer is Nadiege Abolian. For any matter related to attendance they can be contacted by calling the school office or emailing [attendance@hazelburyprimary.org](mailto:attendance@hazelburyprimary.org).

### **School Office Staff**

School office staff take calls from parents/carers about absence and record it on the school management information system.

### **Class Teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes and submitting this information to the school office. Class teachers are also responsible for reporting any concerns around attendance they may have.

### **Recording Attendance**

#### **Attendance Register**

Each school will keep an attendance register and place all pupils onto this register. Each school will take an attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

Each school will keep every entry on the attendance register for 3 years after the date on which the entry was made.

### **Lateness and Punctuality**

- The school day starts at 8:45am where all children are offered breakfast. All pupils should arrive at school on time, ready for learning.
- Registers are taken at 9:00am. Pupils arriving after the register has been taken will be marked as late (L)
- Pupils arriving after 9:15am will be marked as unauthorised lateness (U). All pupils should arrive at school on time, ready for learning.
- Our attendance officer and senior leaders will discuss lateness with parents daily.

At Hazelbury punctuality is monitored and persistent lateness that becomes a concern can result in a referral to the education welfare officer.

At Hazelbury school the afternoon sessions start at 12:30 and registers are not kept open. School finishes at 3:15 and it is expected that children are collected promptly. If children are not collected by 3:30 they will be taken to the late room where lateness is recorded. Upon repeated late collection, children will attend after school club where parents may be charged for this service.

### **Following Up Absence**

Where any child we expect to attend school does not attend, or stops attending, each school will:

- Follow up on their absence with their parent/carer to ascertain the reason
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

At Hazelbury a text is sent to all parent's whose child is absent from school. First day calling will then take place and if school fails to make contact home visits are carried out as necessary.

### **Unplanned Absence**

Each school marks absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

At Hazelbury the pupil's parent/carer must notify the school on the first day of an unplanned absence by [9.00am] or as soon as practically possible.

This can be done via contacting the school on 0208 807 3140 and selecting reporting school absence or by emailing the school detailing the absence on [attendance@hazelburyprimary.org](mailto:attendance@hazelburyprimary.org)

### **Planned Absence**

We strongly encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, pupils should be out of school for the minimum amount of time necessary.

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Pupil's parent/carers must apply for other types of term-time absence as far in advance as possible of the requested absence. (Section 5: Term-time absences the school can authorise)

At Hazelbury school we ask all parents/carers to complete a request for absence form electronically or if unable to do so complete a form via the school office. Hazelbury will respond to each request individually in writing.

### **Authorised and Unauthorised Absence**

#### **Approval for Term-Time Absence**

Headteachers will only grant a leave of absence to pupils during term-time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

Each school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm the day/s requested are "set apart" for religious observance
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

#### **Reducing Persistent Absence**

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee and the school will put in support arrangements to address this as a matter of urgency.

At Hazelbury school absence is monitored weekly and any parent whose child's absence becomes a concern will be invited to an attendance clinic with their child's Assistant Headteacher. (where they will be able to see where their child's attendance falls on our attendance ladder – see Appendix 3). Should these concerns continue parents will be invited to an attendance clinic with our Education Welfare Officer. Continual attendance concerns of 10% unauthorised absence are referred to the Education Welfare Officer. Please see Appendix 3.

#### **Legal Sanctions**

Where there are unresolved attendance concerns, our schools may issue a penalty notice, following the Enfield Local Authority framework '[Code of Conduct for Issuing Education & Exclusion Related Penalty Notices January 2015](#)' and the Department for Education's statutory guidance on [school attendance parental responsibility measures](#).

The decision on whether or not to issue a penalty notice includes consideration of:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If issued with a penalty notice, each parent/carer must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

### **Strategies for Promoting Attendance**

Each school has a comprehensive range of strategies to promote good attendance, referring to strategies contained in the guidance from the [Department for Education](#).

At Hazelbury school attendance is celebrated weekly in our family assemblies. Classes who achieve the school's target of 95% are rewarded with a star. Classes who achieve 5 stars can choose their own celebration reward.

Termly, the winning class in each year group is invited to a celebration breakfast and 100% attenders are rewarded with hot chocolate and biscuits with a member of the Senior Leadership team.

Annually, the winning family receive a visit from the ice cream van and 100% attenders are also rewarded with a special treat.

### **Reporting to Parents/Carers**

Each school reports to parents/carers on their child's attendance record annually in the written end-of-year report. At Hazelbury parents will also receive termly information regarding attendance at Parent Conferences.

Where there are concerns about a child's attendance, each school has their own reporting procedure.

At Hazelbury school, should your child's attendance become a concern the school will invite you in to discuss this and how we can work together to improve it. You may be invited to an attendance clinic with our Education Welfare Officer to discuss how we can work together to ensure your child attends school regularly.

### **Attendance Monitoring**

Each school monitors pupil absence regularly and thoroughly in order to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of pupils whose absences may be a cause for concern
- Monitor and evaluate those pupils identified as being in need of intervention and support.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. Schools will compare attendance data to the national average and share this with the Trust Board and Local Education Committee.

At Hazelbury we regularly monitor individual absence but also at school level using the Monitor School Attendance DfE website.

### **Links with Other Policies**

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy

## Appendix 1: Attendance Codes

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

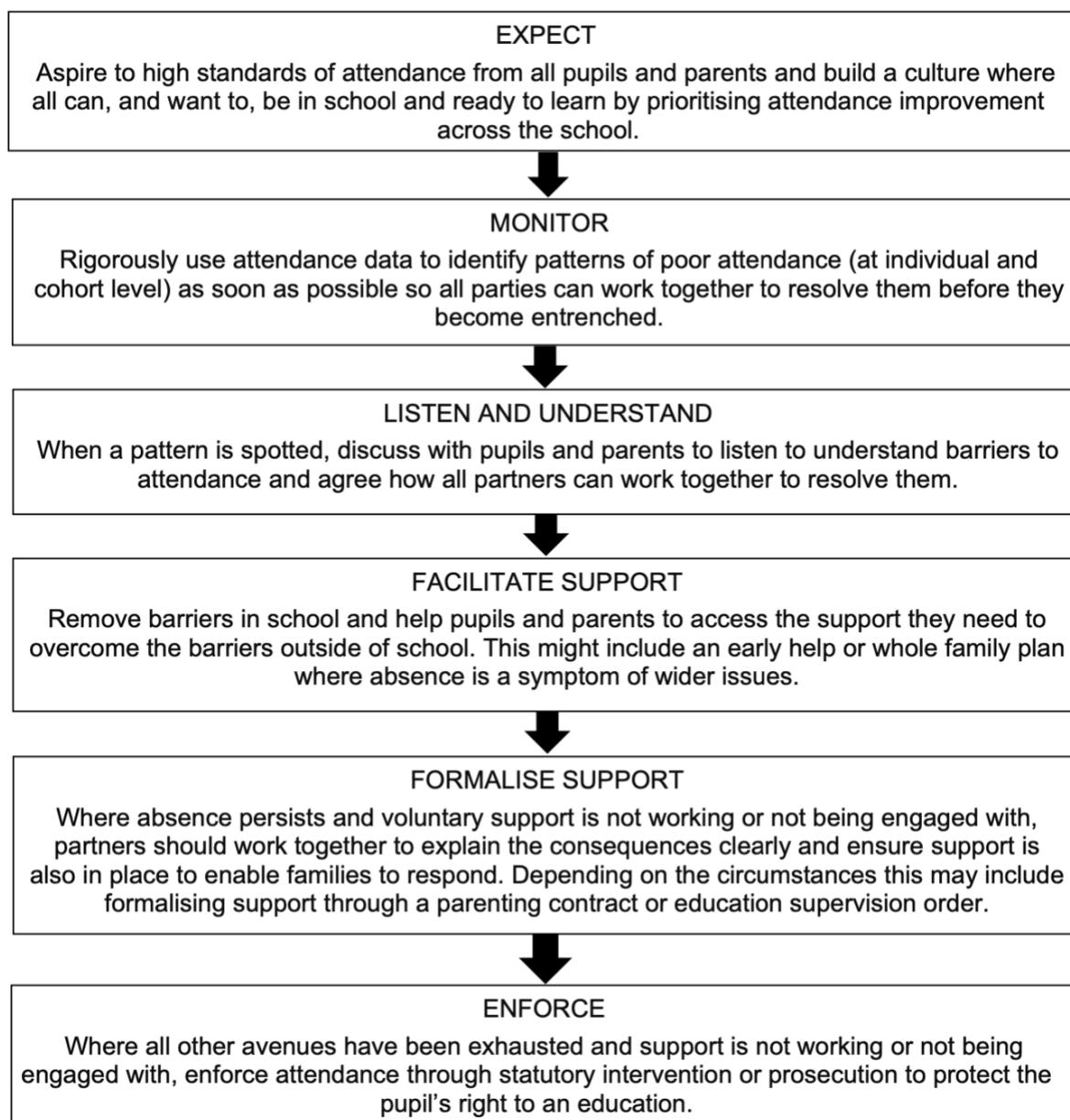
Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the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

Code	Definition	Scenario
<b>Authorised Absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

Code	Definition	Scenario
<b>Unauthorised Absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2: Working Together To Improve Attendance (DfE May 2022)

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



### Appendix 3: Reducing Persistent Absence

