



# Ringwood School

## Attendance & Punctuality Policy

<b>Policy Name</b>	Attendance & Punctuality Policy
<b>Date</b>	01 September 2024
<b>Author</b>	Clare Adams – Deputy Headteacher
<b>Created on</b>	01 September 2024
<b>Authorised By</b>	Student Welfare Committee / FGB
<b>Review Frequency</b>	2 years
<b>Review Date</b>	01 September 2026
<b>Rationale for Policy</b>	Statutory

## Contents

1. AIMS.....	3
2. LEGISLATION AND GUIDANCE.....	4
3. ROLES AND RESPONSIBILITIES .....	4
4. RECORDING ATTENDANCE .....	6
5. AUTHORISED AND UNAUTHORISED ABSENCE.....	10
6. STRATEGIES FOR PROMOTING ATTENDANCE.....	13
7. SUPPORTING STUDENTS WHO ARE ABSENT OR RETURNING TO SCHOOL.....	14
8. ATTENDANCE MONITORING .....	15
9. MONITORING ARRANGEMENTS .....	16
10. LINKS WITH OTHER POLICIES .....	16
Appendix 1: attendance codes .....	17
APPENDIX 2: What can I do to encourage my child to attend school?.....	20

## Vision

- As a school we recognise the link between high levels of attendance and academic progress. Therefore, we are all responsible to provide a welcoming, engaging and safe learning environment, which supports high levels of attendance.
- As a school we recognise that attendance is everyone’s business and that the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual students and their families.
- As a school we recognise the statistical link between underachievement and absence below 95%. Regular and punctual attenders make better progress both socially and academically, achieving positive outcomes.
- As such, we all have a responsibility to promote good attendance and punctuality.

## 1. AIMS

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend school

The school will employ a range of strategies to support families in pursuit of parents meeting their legal duty to ensure their children attend regularly, and will promote and support punctuality in attending lessons.

For a child to be academically successful for their next steps, a high level of school attendance is essential.

For our children to take full advantage of the educational opportunities on offer, it is vital your child is 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 and are proven in supporting children's emotional wellbeing. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

### **Good attendance will support students to develop:**

#### **Friendships**

- Students will have the opportunity to develop strong relationships with adults and peers and develop valuable social skills.

#### **Achievement**

- Students will achieve better grades and overall personal and academic success.

#### **Better emotional health**

- Students will have a greater sense of belonging in a safe school community.

#### **Enrichment**

- Through wider experiences like trips, sports and clubs you will develop confidence and self-esteem

## 2. LEGISLATION AND GUIDANCE

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- <https://www.legislation.gov.uk/uksi/2006/1751/contents>[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

<https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made> It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

This policy complies with our funding agreement and articles of association.

## 3. ROLES AND RESPONSIBILITIES

### 3.1 The Governing Body

The governing body is 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. The Governor linked to attendance will meet with the deputy headteacher termly.

### 3.2 The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Setting a clear vision for improving and maintaining good attendance
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the deputy headteacher to be able to do so
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

### 3.3 The Attendance Champion (Deputy Headteacher)

Parsonage Barn Lane Ringwood Hampshire BH24 1SE T: 01425 475000

E: [reception@ringwood.hants.sch.uk](mailto:reception@ringwood.hants.sch.uk) [www.ringwood.hants.sch.uk](http://www.ringwood.hants.sch.uk)

Registered in England and Wales Registration Number: 7552519

The attendance champion for attendance will:

- Leading, championing and improving attendance across the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Work with the Hampshire County Council Inclusion Support Service to tackle persistent absence
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is the deputy headteacher and can be contacted via main reception.

### **3.4 The Attendance Officer**

The Attendance Officer will:

- Monitor attendance data at the school and individual student level
- Take calls from parents about absence and record them in Arbor
- Report concerns about attendance to the deputy headteacher/Heads of Year
- Arrange calls and meetings with parents, alongside Heads of Year and the Pastoral Support Team, to discuss attendance issues
- Advise the Headteacher on any Fixed-Penalty Notices that may need to be raised

### **3.5 Class Teachers, Tutors and Cover Supervisors**

Class teachers, tutors and cover supervisors will:

- Accurately record student attendance on a daily/lesson basis, using the correct codes
- Promote and reward good attendance at all appropriate opportunities
- Liaise with the parent/carers on matters of attendance and punctuality where attainment is being hindered
- Communicate any concerns or underlying problems that may account for a child's absence with the attendance officer, head of year and/or safeguarding team

### **3.6 Students**

Students will:

- Attend every day unless they are ill or have an prearranged authorised absence
- Arrive in school on time and be in tutor for morning registration by 8.40am each morning
- Go to all their lessons on time

- Take responsibility for registering at the Reception Desk if they are late (after 9.00am) or are leaving the school site during school hours

### **3.7 Parents/Carers**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day, on time
- Call the school to report their child's absence before 0840 on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with 3 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any voluntary parent contracts regarding attendance that are made with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the child's tutor in the first instance, who can be contacted via email

Parents/carers will:

- Inform the School on the morning of the first and every subsequent day of absence.
- Discuss with the school any planned absences well in advance.
- Support the School with their child in aiming for 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.
- Ensure that their child catches up on any work missed due to absence. It is a student's responsibility to approach staff in person or via email for the work that they need to catch up.

## **4. RECORDING ATTENDANCE**

### **4.1 Attendance register**

We will keep an electronic attendance register and place all students onto this register.

We will take our attendance register at the start of the morning (AM) session and again during the afternoon (PM) session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every student 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.

We will also record:

- For students of compulsory school age whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

**The school day starts at 0840 and ends at 1500.**

**Students must arrive in school by 0840 on each school day.**

The register for the morning (AM) session will be taken at 0840 and will be kept open for the duration of the tutor time session. The register for the afternoon (PM) session will be taken at 1400 and will be kept open for the duration of period 5.

#### **4.2 Unplanned absence**

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 0840, or as soon as practically possible, by calling the school attendance officer, who can be contacted on 01425 475000 (a voicemail can be left) or by emailing [attendance@ringwood.hants.sch.uk](mailto:attendance@ringwood.hants.sch.uk).

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school will ask for 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 will be notified of this in advance.

#### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment via the attendance officer on 01425

475000 (a voicemail can be left) or by emailing [attendance@ringwood.hants.sch.uk](mailto:attendance@ringwood.hants.sch.uk); the appointment should also be written in the student's diary, so they can show it to reception when signing out.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and punctuality**

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U)

It is important to be on time at the start of the AM and PM sessions, and to all lessons. The start of school/lessons are used to give out instructions, check prior knowledge or organise work. If your child is late, they can: miss work; input from their class teacher; cause disruption to the lesson for others; it can also be an embarrassing experience for them, leading to possible further absence.

- **The school day begins at 8:40am and all students are expected to be in school in their tutor room at this time, ready to be registered**
- All lateness is recorded daily. Punctuality sanctions from the school will follow based on this information and it could also be used by the courts, should a prosecution for non-attendance or lateness be necessary
- If a student 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.

Students who are consistently late are disrupting not only their own education but also that of the other students. On-going and repeated lateness is considered as unauthorised absence and could be subject to legal action. Sanctions will be applied to students who are late in accordance with the behaviour policy.

Parents/carers of students 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/carers will be invited to attend the school and discuss the problem and further support will be offered to reduce lateness.

#### **4.5 Following up unexplained absence**

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Telephone the student's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school will also send an email.
- Identify whether the absence is approved or not



- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the local authority and the Child Missing Education team.
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals for example to the Early Help Hub.
- Where support is not appropriate, not successful, or not engaged with, the school will contact the Legal Intervention Team (LIT) at the Local Authority for support
- The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

### **3rd Day of Absence**

If your child is not seen and contact has not been established with any of the named parent/carers after three days of absence, the school is required to start a 'child missing in education procedure' as set out by Hampshire County Council Guidance. A home visit will be conducted by the attendance officer and other staff member.

### **10 Day Absence**

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If a child is not seen and contact has not been established with any of the named parent/carers then the Local Authority is notified and a referral submitted to the Legal Intervention Team (LIT).

Parents should make sure that the school always has an up-to-date contact number and email address and update the Arbor Parent Portal with any changes to your contact details as soon as possible.

### **4.6 Persistent Absence and severe absence**

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Document actions through the use of a Voluntary Parenting Contracts (VPC)
  - Listen, and understand barriers to attendance
  - Explain the help that is available

- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant, including referring families to the Early Help Hub.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

Where an absence is authorised, the school will expect that all students take responsibility for catching up on missed work on their return to school; students should seek advice and support from their individual class teachers. Parents/carers should continue to provide relevant correct absence certification to the school.

Absence for whatever reason disadvantages a child by creating gaps in his/her learning. Research shows these gaps affect attainment when attendance falls below 95%. 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 been absent and their attendance level is falling below 90%, we will contact you and, depending on the reasons for the absence, will look to put intervention in place to support your child's attendance. This will form part of an agreed attendance plan, with responsibilities for attendance being agreed between all parties.

Should attendance continue to fall below 90%, without sufficient reason, then the School will continue to make efforts to help attendance, with more stringent guidelines agreed. One of the possible outcomes at this point would be a referral to the Legal Intervention Team (LIT)

#### 4.7 Reporting to parents

Attendance will be reported to parents/carers regularly in the following ways:

- Students will be asked by their tutors to write their current attendance figure into their diary weekly; the student diary is the primary means of communication between the school and home.
- Attendance will be reported on every student's progress check during the academic year.
- Parents can see their child's attendance figure at any time through the Arbor Parent Portal.

## 5. AUTHORISED AND UNAUTHORISED ABSENCE

### 5.1 Approval for term-time absence

The headteacher will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as '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 for Leave of Absence Form' in advance of the absence and before making any travel arrangements; this form is available on the school website. <https://www.ringwood.hants.sch.uk/attendance>

Leave of absence will not be granted for a student to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via <https://www.ringwood.hants.sch.uk/attendance> or the [attendance@ringwood.hants.sch.uk](mailto:attendance@ringwood.hants.sch.uk) mailbox.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (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 student is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)

- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

### Written warning:

Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence either via a letter or through the 'Application for Leave of Absence form'. If your child has an ongoing pattern of unauthorised absence then you will receive a written warning of the possibility of a Penalty Notice being issued. This warning will advise you about the extent of your child's absence and warn you that if your child's attendance does not show a significant improvement and if this improvement is not maintained thereafter, a Penalty Notice may be issued without further warning.

### No appeal process:

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

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## **6. STRATEGIES FOR PROMOTING ATTENDANCE**

The foundation for good attendance is a strong partnership between the school, parents/carers and the child. The Home/School agreement (found on page 24 of the student diary) contains further details of how we work with parents/carers and our expectations of what parents/carers will need to do to ensure their child maintains good attendance.

To help promote good attendance we will:

- Challenge students to have attendance over 95% and regularly discuss and explain the reasons why this is so important
- Report to parents/carers via student diaries every child's weekly attendance rate

Parsonage Barn Lane Ringwood Hampshire BH24 1SE T: 01425 475000

E: [reception@ringwood.hants.sch.uk](mailto:reception@ringwood.hants.sch.uk) [www.ringwood.hants.sch.uk](http://www.ringwood.hants.sch.uk)

Registered in England and Wales Registration Number: 7552519

- Celebrate good attendance rates with a half termly celebration of 100% and 98%+ through assemblies, house points and emails home.
- Set individual targets for students identified as persistent absentees and reward progress
- Work with parents/carers, students and staff so that together we can raise attendance levels across the school. Parents can see their child's attendance figure at any time through the Arbor Parent App.
- Conduct home visits to encourage good attendance and support persistent absentees in attending school

Work together in the knowledge that improved attendance is everyone's responsibility.

## **7. SUPPORTING STUDENTS WHO ARE ABSENT OR RETURNING TO SCHOOL**

### **7.1 Students absent due to complex barriers to attendance**

- Senior Leaders & Heads of Year will meet to identify the barriers to good school attendance. When appropriate, the child's views will also be gathered.
- An attendance contract (VPC) may be put in place to support progress towards improved attendance. This will be in agreement with the parent/carer, Head of Year and the child.
- School-based interventions will be offered such as ELSA support, flexible starts, a time-limited part-time timetable so the child can build success and other Emotionally-based School Avoidance resources
- External Interventions may be offered: referrals to the Inclusion Team, Educational Psychologist, CAMHS, Early Help/Family Support Services
- Regular contact with home via the Attendance Champion and Attendance Officer will be established to maintain clear communication between the parents and the school
- 6<sup>th</sup> Form Mental Health Ambassadors: a student can be linked to a 6<sup>th</sup> Form Mental Health Ambassador who will meet weekly to support the child through the challenges of school life.

### **7.2 Students absent due to mental or physical ill health or SEND**

- Senior Leaders & Heads of Year will meet to identify the barriers to good school attendance. When appropriate, the child's views will also be gathered.
- If appropriate, the attendance policy will be implemented alongside the Children with Medical Conditions policies.
- Identify a trusted adult to work with the child and the family to explore the positive and negative influences on absenteeism and build resilience.
- School-based interventions will be offered such as ELSA support, flexible starts, a time-limited part-time timetable so the child can build success and other Emotionally-based School Avoidance resources
- External Interventions may be offered: referrals to the Inclusion Team, Educational Psychologist, CAMHS, Early Help/Family Support Services
- Regular contact with home via the Attendance Champion and Attendance Officer will be established to maintain clear communication between the parents and the school
- 6<sup>th</sup> Form Mental Health Ambassadors: a student can be linked to a 6<sup>th</sup> Form Mental Health Ambassador who will meet weekly to support the child through the challenges of school life.

Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the student's needs, the school will inform the local authority.

### **7.3 Students returning to school after a lengthy or unavoidable period of absence**

As soon as parents have informed the school of the expected date of return:

- A Senior Leader will meet with the parents (and child if appropriate) in advance of the first day to discuss expectations, reasonable adjustments and individual health care/My Support Plans that may be in place
- Flexible start: students will be offered the option to arrive outside of busy times, where the child will be welcomed by an adult known to them.
- Regular contact with home via the Attendance Champion and Attendance Officer will be established to maintain clear communication between the parents and the school
- School-based interventions will be offered such as ELSA support, flexible starts, a time-limited part-time timetable so the child can build success and other Emotionally-based School Avoidance resources

## **8. ATTENDANCE MONITORING**

The Attendance Officer monitors student absence on a daily basis. Tutors support their tutees each morning to ensure positive attendance is encouraged and any issues or concerns are dealt with swiftly. Heads of Year and the Attendance Champion and PP Lead meet half termly to discuss strategies to support key students who are below 90% attendance.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health. Parents should call in every day that a child is absent, unless explicitly told they do not need to by the Attendance Officer (i.e. if a child has been admitted to hospital).

If a student's absence persists, we will contact the parents to discuss the reasons for this. Continued falling attendance will trigger a meeting with the appropriate professional in school. This could include, for example, your child's Head of Year, the Attendance Officer, the SENCO and/or the Attendance Champion (DHT).

If after contacting parents a student's absence continues to rise, a referral to the Legal Intervention Team (LIT) will be discussed. Failure to improve attendance and/or punctuality in line with specific short-term targets may also result in a referral to Hampshire Attendance Legal Panel.

Data will be 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.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

### **8.1 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## **8.2 Using data to improve attendance**

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families
- Provide regular attendance reports to facilitate discussions with students and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and student premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

## **9. MONITORING ARRANGEMENTS**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every 2 years by Deputy Headteacher. At every review, the policy will be approved by the full governing board.

## **10. 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 [working together to improve school attendance](#) (applies from 19 August 2024)

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		

<b>C1</b>	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
<b>M</b>	Medical/dental appointment	Student is at a medical or dental appointment
<b>J1</b>	Interview	Student has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Student has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Student of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Student is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Student is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Student is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		

<b>Q</b>	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Student is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes

<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective student not on admission register	Student has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## **APPENDIX 2: WHAT CAN I DO TO ENCOURAGE MY CHILD TO ATTEND SCHOOL?**

### **1. My child is trying to avoid coming to School. What should I do?**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the School, the parents/carers and the child. 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.

Please either telephone or use the student diary to contact your child's Tutor or Head of Year as soon as possible and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional, such as your GP.

### **2. What can I do to encourage my child to attend School?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

Your child will bring home their school diary each evening. Please ensure you look at it with your child and sign it ready for the next day.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

Help them to plan their time, encouraging them to effectively schedule any home learning, ensuring a balance between study, family and leisure time every evening. Maintaining a balance will help alleviate any unnecessary stress.

Contact the School early if you are having trouble getting your child to school; if there are genuine concerns, working in partnership is often a good way to overcome them