



*The* HENRY  
BEAUFORT *School*

## Attendance Policy

Policy Amended by:	A. Applin	July 2023
Consultation by:	S. Watt/ E.Colebourn/ H.Briggs/ A.Applin	September 2023
Reviewed and Recommended by:	Welfare Committee	September 2023
Approved by:	Governing Body Welfare	September 2023
To be Reviewed	Yearly	September 2024

**National guidance:**

***Working together to improve school attendance May 2022***

***School Attendance Parental Responsibility Measure***

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

[Back into School | Children's Commissioner for England \(childrenscommissioner.gov.uk\)](https://childrenscommissioner.gov.uk)

[Keeping children safe in education 2023 - part one \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

**HCC Guidance:**

***Information on Penalty Notices for non attendance at school***

***Effective practice document for school attendance procedures and admissions for Gypsy, Roma and Traveller children 2014.***

***Guidance for children on school roll but absent and at risk of missing in education (2016).***

***Elective home education – advice to schools for Headteachers to apply (2014).***

***Hampshire County Council Guidance for schools and other education providers – promoting student attendance and recording absence***

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Linked Policies available here- [The Henry Beaufort School - Reports and Policies](#)

- Positive behaviour policy
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## Section 1: Rationale

### 1.1 Statement of Intent

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel safe, valued and supported. Parents and students 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 and working together to remove any barriers to attendance.

The law relating to school attendance states in Section 7 of the Education Act 1996 that the parent of every child of compulsory age shall cause him/her to receive fulltime Education suitable:

- a. to age, ability and aptitude and
- b. to any special educational needs he/she may have either by regular attendance at school or otherwise.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school

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 students and their parents or carers the importance of regular attendance.

For our students to take full advantage of the educational opportunities offered it is vital that each student is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines students 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.

Good attendance is important because:

- Statistics show a direct link between underachievement and attendance 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.

## Section 2: Attendance at The Henry Beaufort School

### 2.1 Promoting Good Attendance & Punctuality

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

child. The Home/School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- Provide information on all matters related to attendance in our school communications, Headteacher's newsletter and website
- Report to you on how your child is performing at school, what their attendance and punctuality rate is and how this relates to their attainment each term
- Celebrate good attendance by displaying tutor and team achievements
- Reward good or improving attendance through school competitions, certificates and outings/events
- Set targets for the school for attendance and display these in the school
- Meet with parents, students and staff to work together on raising attendance levels individually and across the school.

## 2.2 Roles and Responsibilities

A member of the Senior Leadership Team 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 recorded accurately and analysed. (S)he will work alongside the Admin Attendance Team to ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Miss Colebourn Assistant Headteacher is responsible for the school's strategic approach to attendance:

[emma.colebourn@staff.beaufort.hants.sch.uk](mailto:emma.colebourn@staff.beaufort.hants.sch.uk)

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 student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school.**

### **Responsibilities of Tutors**

- Ensure that all students are registered accurately daily before the registration closes
- Promote and reward good attendance of student's at all appropriate opportunities.
- Reward with an extra stamp for every week of full attendance
- Support students to track their attendance and record this in the student handbook
- Liaise with the Head of Year and attendance leader on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a student's absence
- Support students with absence to engage with their learning once they are back in school and refer any student to HoY for additional support and guidance

Follow up unexplained absences and keep register codes updated – the correct absence code must be recorded within 5 working days of the session – all N codes to be discussed with the student. Contact parents about attendance concerns following three days of absence, record the outcome on Arbor. Responsibilities of Admin Attendance Team

- Collate all leave of absence request forms and inform parents of the school's decision to authorise or unauthorise absence via letter
- Collate and share whole school, tutor, team and year attendance every month
- Provide early identification of absent Disadvantaged students or students who deemed as 'vulnerable'
- Identify and intervene where patterns of absence occur
- Refer continued absence concerns to HoY
- Keep all school register codes up to date and send out the first day absence email/in app message
- Follow up unexplained absences and keep register codes updated – the correct absence code must be recorded within 5 working days of the session
- Collate interventions on absence, keeping a record of letters sent and penalty notices issued
- Send out warning letters prior to a Penalty notice.
- Working closely with Primary Feeder schools to support families prior to transition.

### **Responsibilities of Head of Year**

- When a student's attendance reaches 10 authorised absence codes or 94%, the HoY will communicate attendance with both the student and parents, record the outcome of communications on Arbor
- Liaise with the Attendance Team and SLT on matters of attendance and punctuality
- Promote & reward good attendance with students at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a students' absence and monitor any safeguarding issues
- Support students and parents to overcome barriers to attendance, arrange meetings and signpost appropriate support including the use of OLC, Family Support Worker, Student Academic Mentor, Assistant HoYs, Behaviour and Support Manager, Student Support and Guidance Manager, LSP for oversight of Emotional Based School Avoidance.

### **Responsibility of SLT member responsible for Attendance**

- When a student's attendance reaches 15 absence codes or 90% the SLT member will communicate with parent and student, record the outcome of communications on Arbor
- Information shared – In case of legal action
- Review and improvement to be monitored by Head of Year
- External agencies considered
- Promote high levels of attendance across all students
- Support vulnerable groups
- Liaise with Hampshire County Council and initiate student tracking procedures
- Liaise with external agencies to safeguard students with attendance concerns.

### **Responsibilities of Students**

- Attend every day unless they are ill or have an authorised absence
- Arrive in school on time
- Go to all their registrations and lessons on time
- Take responsibility for registering at the Reception Desk if they are late or are leaving the school site during school hours

- Provide evidence following absence or appointments.

## **Responsibilities of Parents and Carer**

**Ensuring your child's regular attendance at school is a parent/carers' legal responsibility (section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.**

Parents will:

- Inform the school before the start of the school day if their child is absent. If not at 9.00am the first day of absence contact will be made. This will be repeated on all subsequent days, unless the school has indicated otherwise.
- Discuss with the Head of Year any planned absences well in advance
- Support the school in aiming for 100% attendance each year for their child. The DFE have shared this guidance for parents to consider what is appropriate illness from school [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)
- Make sure that any absence is clearly accounted for by:
  - reporting any absence through the Arbor app. Or contact Student Support if you do not have access to this.
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request leave of absence if it is for an exceptional circumstance. Requests must be made in writing and sent to the Headteacher on 'Request to authorise absence from school due to exceptional circumstances' form, available from Reception, the Student Support office, or from the school website [The Henry Beaufort School - Absence & Attendance](#)

## **Record preservation**

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.

## **Section 3: Recording Attendance**

### **3.1 Recording Attendance**

Legally the register must be marked twice daily. This is once at the start of the school day and again for the afternoon tutor session. Tutors should mark students as present only if they have physically seen them. At Henry Beaufort we will share your child's attendance certificate with you during key meetings. Parents can also view a live attendance certificate in Arbor through the parent app.

#### **AM Registration**

If a student arrives between 8:30 and 8:40am. the attendance will be registered as L (before register closes) by the tutor. The student still must make their way to tutor for the tutor to record this. If a student registers after 8.40am he/she will need to register in the school reception using the inventory. Students arriving after 9.00am will be e registered as U (late after register closes).

#### **PM Registration**

If a student arrives late to tutor time the attendance will be registered as L for that session (before register closes).



### 3.2 Lateness /Punctuality

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 a child is late he/she can miss work, time with the class teacher getting vital information and cause disruption to the lesson for others. This can also be embarrassing to the student and lead to possible further absence.

- The school day begins at 8:30am and all students are expected to be in school at this time. Morning registration is at 8:30am until 8:40am. Late code (L) will be used after 8.30am. Officially the register closes at 9.00am and after this students are coded as unauthorised (U) unless there are genuine reasons for lateness e.g. bus breakdown
- 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 DfE guidance. This mark shows him/her to be on site, but legally recorded as an absence.
- If a student is late due to a medical appointment, he/she will receive an authorised absence coded 'M'. Please be advised that, where possible, doctors' and dentists' appointments are to be made outside school hours or during school holidays. Please record this in both Arbor through the parent app but also in the Student Handbook to be signed by the Tutor.

Students who are consistently late (L) 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 will be subject to legal action** (see section 6 for further detail). The school may request a meeting to tackle persistent lateness.

Parents, guardians or 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, guardians or carers will be invited to attend the school to discuss the problem and offered support. If support is ineffective, 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 Hampshire County Council will be required to issue parents with a Penalty Notice. This is in accordance with Hampshire's Code of Conduct for issuing Penalty Notices for non-attendance (see Section 6 of this policy for further detail).

## **Section 4- What to do if my child is absent?**

### **4.1 First Day of Absence**

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

If your child is absent, you must:

- Contact the school on the morning of the first day of absence. Information received via phone/email is used to update the registers. The quickest and best method for reporting absence is through email to [absence@beaufort.hants.sch.uk](mailto:absence@beaufort.hants.sch.uk). Alternatively send the school an in app message through Arbor or call us 01962 880073 option 1. If you have informed the school we will still require a note with an explanation of the absence on the first day back through a conversation between the child and the tutor.

If your child is absent, we will:

- Contact you in Arbor through email and on the parent app on first day of absence if we have not heard from you; *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 the Tutor, Student and/or Head of Year if absences persist
- Refer the matter to the SLT if the absence is unauthorised and attendance falls below 90% and refer the matter to the Hampshire County Council's Attendance Legal Panels if absence is unauthorised and falls below 90%.

### **4.2 Third Day of Absence**

If your child is not seen and contact has not been established with you or 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 down by Hampshire County Council Guidance. We will make all reasonable enquires to establish contact with parents and the child including making enquires to known friends, and wider family. The Vertical Tutor/ Admin Attendance Team, Head of Year or SLT member will try to establish contact. If contact is unsuccessful the school will follow HCC guidance.

Hampshire County Guidance 'Children on roll but at risk of Missing in Education'

### **4.3 Tenth Day of Absence**

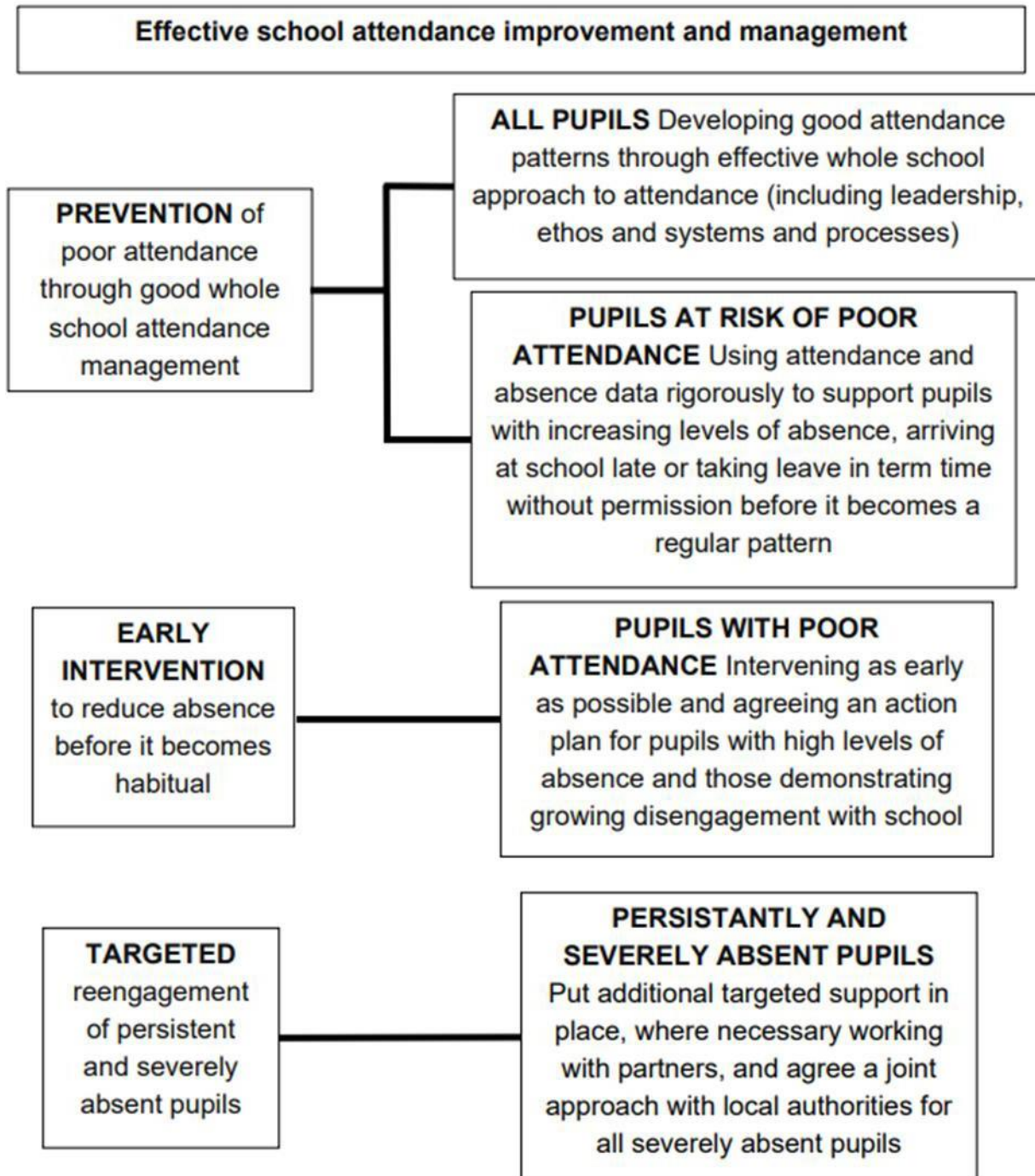
We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child has not been seen and contact has not been established with the named parent/carer then the Local Authority is notified that the child is 'at risk of missing' his/her education. Children's Services Staff will visit the last known address and alert key services to locate the child. Parents/carers have a responsibility to ensure their contact details are up to date.

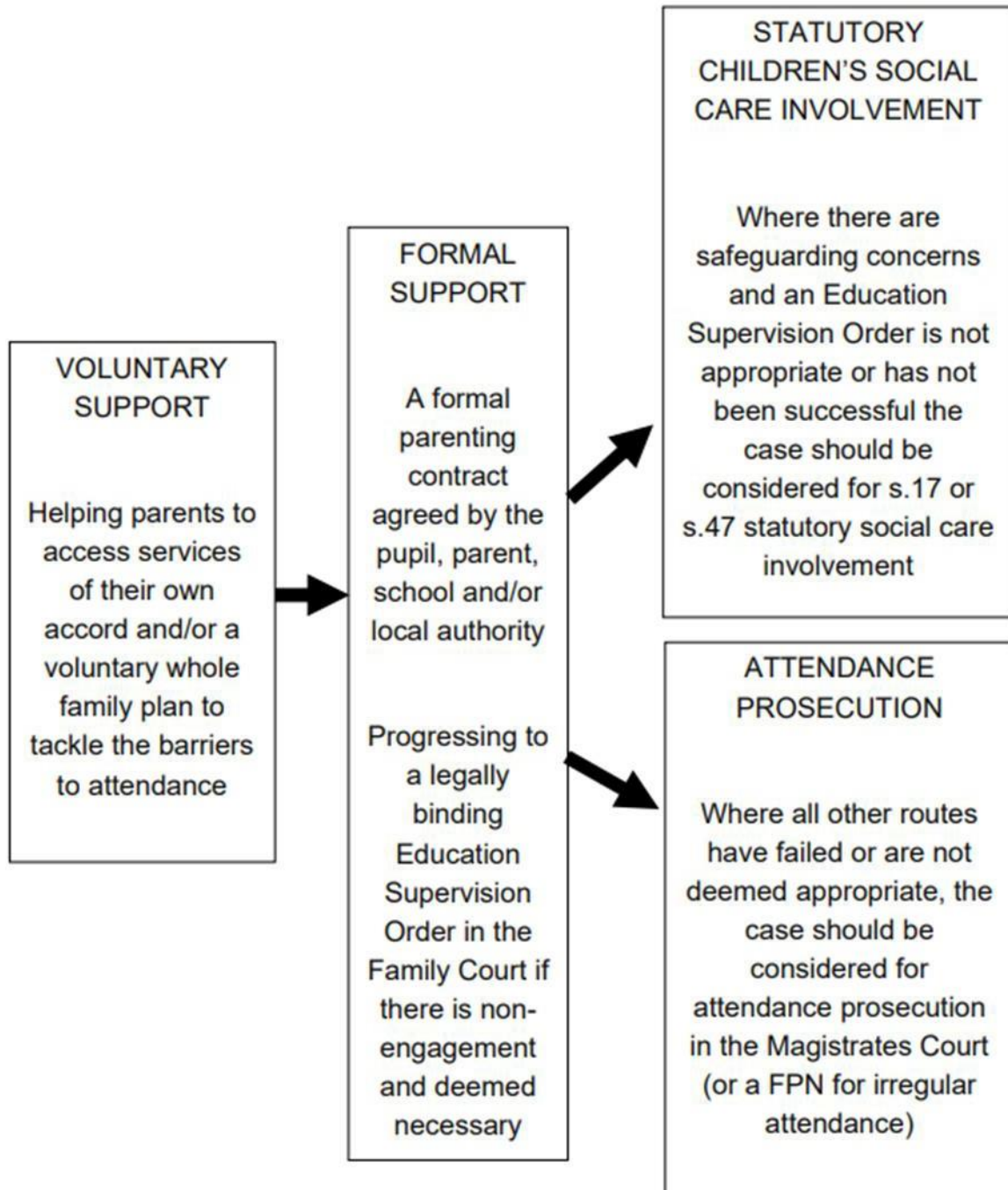
For children who are classified as 'looked after' or those who have a social worker this process will be initiated on day 5 of the absence using the same procedure as above. On every day that a vulnerable child is absent from school then a phone call will be made to make contact with parents to ascertain the reasons why. After 5 days of absence a home visit will be initiated in partnership with the HoY and Family Support worker. Early intervention and to address absence is essential to identify the existence of any underlying safeguarding risk as per KCSiE (2023)

#### **4.4 Continued or Ongoing Absence**

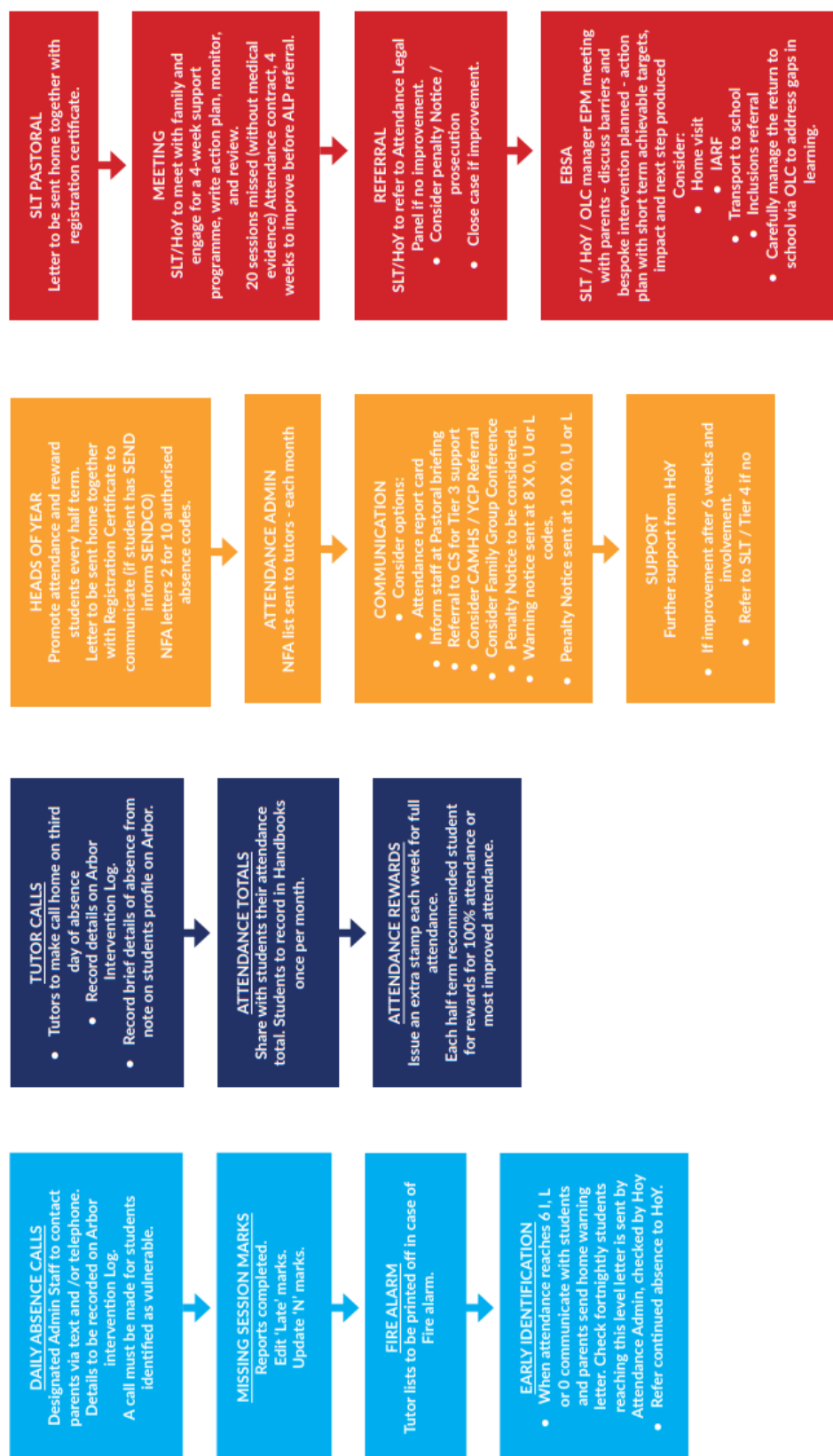
If your child misses 10% (equivalent to 3 weeks in a year) or more schooling across the school year (or if attendance drops below 90% over a number of weeks) for whatever reason they are defined as a **persistent absentee**. Whether this absence is authorised or unauthorised the school will invite parent/carers to discuss the issues and agree an action plan to support the child and/or parent/carer.

The school will use the following procedures to support attendance monitoring and improvement:









## **Section 5: Types of absence**

### **5.1 Understanding types of absence – Authorised & Unauthorised:**

Students 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:

1. **Authorised Absence:** occurs 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.
2. **Unauthorised Absence:** occurs when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes:
  - parents giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings
  - truancy before or during the school day
  - absences which have not been explained.

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 that he/she has been on holiday.

#### **Further Guidance**

*Hampshire County Council Guidance for schools and other education providers – promoting student attendance and recording absence.*

#### **Attendance codes:**

<b>Present at School</b>	<b>Registration Code /</b>	<b>Present in school</b>
	<b>Code L:</b>	Late arrival to tutor
	<b>Code U:</b>	A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
<b>Attendance codes for when pupils are present at approved off-site educational activity</b>	<b>Code B:</b>	Off-site educational activity
	<b>Code D:</b>	Dual Registered - at another educational establishment
	<b>Code P:</b>	Participating in a supervised sporting activity
	<b>Code V:</b>	Educational visit or trip
	<b>Code W:</b>	Work experience
<b>Absence codes when pupils are not present in school</b>	<b>Code C:</b>	Leave of absence authorised by the school
	<b>Code E:</b>	Excluded but no alternative provision made
	<b>Code H:</b>	Holiday authorised by the school
	<b>Code I:</b>	Illness (not medical or dental appointments)
	<b>Code M:</b>	Medical or dental appointments
	<b>Code R:</b>	Religious observance
	<b>Code S:</b>	Study leave
	<b>Code T:</b>	Gypsy, Roma and Traveller absence
<b>Unauthorised Absence from school</b>	<b>Code G:</b>	Holiday not authorised by the school or in excess of the period determined by the head teacher.
	<b>Code N:</b>	Reason for absence not yet provided
	<b>Code O:</b>	Absent from school without authorisation
	<b>Code U:</b>	Arrived in school after registration closed
<b>Administrative Code</b>	<b>Code X:</b>	Not required to be in school
	<b>Code Y:</b>	Unable to attend due to exceptional circumstances
	<b>Code Z:</b>	Pupil not on admission register
	<b>Code #:</b>	Planned whole or partial school closure

## **5.2 Request for Leave of Absence**

If you wish to take your child out of school during term time please complete this absence request form. Each request form is completed on an individual basis by the Headteacher. [The Henry Beaufort School - Absence & Attendance](#)

Important notes for parents/carers requesting absence:

- You will receive a similar letter to letter 5 in Appendix 3 on return
- We are unlikely to authorise absence in normal circumstances
- To ensure consistency across Winchester schools we advise you to inform us of any siblings for whom you are also requesting holiday so that we can discuss our decision with their school
- It is important that you request absence well in advance so we have time to prepare our decision
- Please take careful note that we must inform Hampshire County if you meet the thresholds in section 6 that requires a Penalty Notice
- The school is obliged to investigate any absence and will follow up on any intelligence gained that may contradict the information shared by parents. At this stage we would amend registration codes in line with section 5.1.

Amendments to school attendance regulations were updated and reinforced from September 2015: (Student 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 the 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 write to the Headteacher in advance and before making any travel arrangements. If term time leave is taken without prior permission from the school, the absence will be unauthorised. If the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct then parent/carers will be issued with a fixed-penalty fine, or other legal action in accordance the code (see Section 6 for detail). 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.



## Section 6 Penalty Notices

### 6.1 Aims of Penalty Notices

The use of a Penalty Notice is an intervention to improve attendance.

Fixed penalty notices are intended to prevent the need for court action and should be used where a fixed penalty notice is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).

#### Penalty Notices for non-attendance and other legal measures

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.

#### Legal measures for tackling persistent absence or lateness

Hampshire schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

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

The following legal measures will be used for students of compulsory school age who are registered at a school:

- parenting contracts set at Education Planning Meetings
- parenting orders
- Penalty Notices
- Education Supervision Orders
- Prosecution.

The *Code of conduct* states that schools or Hampshire County Council will issue a Penalty Notice for any unauthorised absence where the student 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 after the register has closed (coded U) for up to 10 sessions
- persistently late before the close of the register (coded L), for up to 10 sessions

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

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 Penalty Notice is issued for:

- 10 sessions of unauthorised absence or lateness in any 10 week school period

This includes where a student 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.

### Further Guidance

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 [www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties](http://www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties).

## 6.2 Before issuing Penalty Notices

Schools should take all reasonable steps to ensure good attendance without the use of Penalty Notices.

When a child has become a concern the school will issue a penalty warning and if there is no improvement the school will start the Penalty Notice process.

Parents and carers will be warned of the likelihood 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.*

## 6.3 The Process of Penalty Notices

At The Henry Beaufort School the authorised persons who can action a Penalty Notice are:

- The Headteacher
- The Assistant Headteacher with oversight of attendance.

Other appropriate adults involved in your child's attendance will pass necessary information to the authorised person who will then pass this on to the attendance legal panel. In cases where an authorised person has concerns about a student's attendance, he/she must ensure that contact has been made with the parent/carers in order to try to resolve any difficulties.

If the issuing of a Penalty Notice is under consideration the authorised person should, in most cases, arrange for a Penalty Notice warning letter, signed by the Headteacher in the case of schools, to be sent to the parent/carers.

Council Penalty Notice warning template (see Appendix 4- Letter H). The letter should include:

- details of the student's absence ( including attendance certificate)
- an offer to meet with the parent to discuss the concerns and to provide advice and support in an attempt to resolve any difficulties
- a statement of the legal responsibilities of the parent regarding attendance

- the consequences for the parent in failing to ensure his/her child's regular attendance; in particular, warning that further unauthorised absences could result in a Penalty Notice or prosecution
- an expectation that, after receipt of the warning letter, the level of attendance will significantly improve and that this improvement will be maintained.

#### Process to a Penalty Notice

1. Parents contacted regarding attendance concerns.
2. School issues penalty warning to encourage improvement.
3. If there is no improvement, school issues Penalty Notice paperwork using Arbor
4. Hampshire County Council is informed and a Penalty Notice is issued.

In more complex cases there may be a referral to the Legal Intervention Team (LIT) who will decide on the best course of action either through intervention or legal measures. They are also responsible for following up fines. The school only reports to Hampshire County Council with all information and it does not collect fines. It is advised you share all information with the school in order to ensure an appropriate decision with the LIT..

#### Further Guidance

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 the 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.

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 against you, such as prosecution or an Education Supervision Order. For further information parents/carers can request a leaflet from their school and should visit Hampshire County Council's website at:  
[www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-forparents/possible-penalties](http://www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-forparents/possible-penalties)

## **Section 7: Support with Attendance**

### **7.1 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 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. Guidance from the Children's Commissioner can be found here [Back into School | Children's Commissioner for England \(childrenscommissioner.gov.uk\)](https://www.childrenscommissioner.gov.uk)

Contact your child's Vertical Tutor immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons, such as difficulties with school work, bullying, friendship problems and 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.

**At The Henry Beaufort School, the relevant staff are:**

1. Vertical tutor
2. Lead Tutor
3. Head of Year and Assistant Head of Year
4. Family Support Worker
5. Service Family Co-ordinator.
6. SENDCo and EBSA LSP
7. Sue Watt- Admin Assistant (Attendance)
8. Julie Clarke First Day absence
9. Hannah Wallis Vulnerable phone call home on day of absence
10. Student Academic mentor

Contact details for staff can be found here- [The Henry Beaufort School - Contacts](#)

### **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 a student handbook. Please ensure you look at it with your child and sign it weekly. Be interested in what your child is doing in school, talk to them about the things they have learnt, what friends they have made and even what they had for lunch.

### **7.2 Leavers**

If your child is transferring to another school, parents are asked to:

- Give the Head of Year comprehensive information about their plans, including any date of a move and their new address and telephone numbers, their child's new education provider and the start date when known. This should be submitted to our school in writing.

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

### **7.3 Gypsy/Roma, Traveller and Showman Families**

For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families, see Hampshire County Council guidance at:

<https://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-maindocument.pdf>

Please note students must have attended 200 sessions in a rolling 12-month period to be able to request leave for work purposes.

Further support and guidance is available from Hampshire County Council's Ethnic Minority and Traveller Achievement Service (EMTAS).

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 he/she is 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.

### **7.4 Absence through child participation in public performances, including theatre, film or TV work & modelling**

*For further advice and guidance on child employment and performance licenses visit Hantsweb at*

<http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/child-employment.htm>

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.

### **7.5 Absence through competing at regional, county or national level for sport**

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, at the Headteacher's discretion whether to authorise this and he/she 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 is also at the discretion of the Headteacher and is not likely to be given if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

### **7.6 Study Leave**

We believe that students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and students will be expected to attend school in the usual way. A bespoke timetable will be provided for the Year 11 students to ensure they get the most from this revision period for their June GCSE examinations. Study leave will only be granted to Year 11 students during the time of the GCSE examination period. Should any students wish to attend school (or should their parents wish them to) on the days and at times when they are not sitting examinations, arrangements will be made for them to do so. The school will work within the following legal requirements:

- Study leave should only be granted to Year 11 students and never to those in other year groups
- It should never exceed 15 school days in a year and is most appropriately granted during the examination period itself, i.e. not before the beginning of that period
- It should always be granted sparingly, taking account of an individual student's/ability to manage and benefit from unsupervised study
- Any student has the right to attend school during study leave and a parent has the right to insist he/she does so
- Any sessions given to students as study leave are classified as authorised absence (coded S as it is not an 'approved educational activity') and should be recorded and reported on by the school as such.

### **7.7 Teenage Pregnancy**

Support will be directed by the key worker to keeping a pregnant student in school and wherever possible to securing her return to full time education as soon as possible after the birth. A student who becomes pregnant should be allowed no more than 18 weeks authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.

### **7.8 Service Family Co-Ordinator**

The Henry Beaufort School recognises the particular circumstances faced by service children and families. Having consulted CEAS guidelines and SCE school policies, it has been decided that, although service children are expected to adhere to the attendance policy in line with their peers, there may be exceptions.

At the discretion of the Headteacher, limited time off may be approved in exceptional circumstances. Such circumstances could include:

- Where a parent has been/ will be deployed for an extended period
- Where the family live away from their extended family and suffer bereavement or serious illness
- Where the family is posted away and travel for transitional purposes (e.g. visiting new schools)



## Appendix 1



### Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we 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: \_\_\_\_\_

PTO



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 Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non attendance being issued.**

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

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

Continuation of section B (if required):



### How do I pay?

Details of payment arrangements are included in the Penalty Notice. You must ensure that you include your Penalty Notice reference number on any payment method so the payment can be tracked. Failure to do so may result in the Penalty Notice being recorded as unpaid. Full payment is required within prescribed timescales - see 'What Happens If I Do Not Pay?' below. Payment in part or by instalments is not possible. Late payments will not under any circumstances discharge criminal liability for the offence and you may be liable for prosecution. Any late payments received will be refunded.

#### What happens if I do not pay?

From the date of posting you have up to 21 days to pay £60 or failing that a further 7 days to pay £120. If you fail to make any payment within the 28 days provided the local authority will consider commencing proceedings in the Magistrates' Court for the original offence of failing to ensure regular attendance under s444 Education Act 1996. If convicted there are a number of possible sentences, including a fine of up to £1,000 (in the case of a prosecution under section 444(1)) or a fine of up to £2,500 and/or a period of up to three months' imprisonment (in the case of a prosecution under section 444(1A)).

### Can I get help if my child is not attending school?

Yes. The school is available to provide advice and support and signpost you to other support agencies in the locality.

## Appendix 2



### SERVICES FOR SCHOOLS

## Information on Penalty Notices for non-attendance at school

Education Act 1996, section 444A

## Advice for parents and carers

Applied from February 2019



**Hampshire**  
County Council

[www.hants.gov.uk](http://www.hants.gov.uk)



to five school days) of unauthorised absence, in the last 10 school week period.

*Unauthorised absence* is absence not approved by the school and will be coded on your child's attendance record as one of the following:

O – unauthorised absence

U – late after close of registration

G – non-approved leave of absence (holiday).

*Persistent Lateness (L)* code which reaches the threshold may result in the issuing of a Penalty Notice.

### Is a warning given?

If your child has an ongoing pattern of unauthorised absence then you will normally 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.

**Further support, advice and guidance is available from:**

### The Department for Education

- [www.gov.uk/school-attendance-absence/overview](http://www.gov.uk/school-attendance-absence/overview)
- [www.gov.uk](http://www.gov.uk)

### Hampshire County Council

- <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

### Is there an appeal process?

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

### Penalty Notices and the Education Act 1996

Section 444A of the Act gives powers to the local authority, and headteachers to issue Penalty Notices in circumstances where it is believed that a person has committed an offence under Section 444(1); that is, where a child fails to attend regularly at their registered school.

### What is a Penalty Notice?

A Penalty Notice is a fine which may be issued as an alternative to prosecution. If it is paid it does not require a court appearance and does not result in a criminal record.

### Who can be issued with a Penalty Notice?

Where absence warrants the issuing of a Penalty Notice, anyone with Parental Responsibility, or having day to day care of the child can be issued with one Penalty Notice for each of the children with unauthorised absence. If two parents have two children this may result in four Penalty Notices, 2 Penalty Notices per parent.

### What if my child has further unauthorised absence from school?

If you pay the Penalty Notice and your child has further unauthorised absences additional legal action may 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 may result in further legal action for you, such as prosecution or an Education Supervision Order.

### How is a Penalty Notice issued and how much is the fine?

Penalty Notices are either posted to your home or delivered to you by hand. Each Penalty Notice fine is £60 if paid within 21 days of the date of posting and £120 if paid after this but within 28 days of the date of posting.

### When are they issued?

As set down by the Department for Education, Penalty Notices can be issued for unauthorised absence. In Hampshire, Penalty Notices are issued when a pupil has had 10 or more half-day sessions (equivalent

## **Appendix 3**

### Exemplar letters to parents

#### Letter to parents at start of term re attendance

Dear Parents,

For a child to reach their full potential, a high level of school attendance is essential. It is our duty as a school to consistently strive to achieve a goal of 100% attendance for all children, so we will take every opportunity to convey the importance of regular attendance to you and your child.

When it comes to absence, we as a school must follow the Hampshire County Council Attendance Policy.

Good attendance is important because:

- Statistics show a direct link between underachievement and attendance below 95%.
- Regular attenders make better progress, both socially and academically, and enjoy learning more.
- Regular attenders find school; routines, work and friendships easier to cope with.
- Regular attenders are more successful in transitioning between primary school, secondary school and higher education, employment or training.

To support this, your child's Head of Year will closely monitor their attendance and send you a series of letters, which are set out by Hampshire County Council. Below is an explanation of these letters.

Please note that each day is made up of two sessions, which are recorded at the morning and afternoon tutor sessions.

**LETTER 1** is issued when your child reaches 6 or more sessions of authorised sick absence.

This letter is sent at an early stage so that you as a parent can have a conversation with your child, about the importance of attendance and whether, although feeling unwell, they could still have attended school. Ultimately it is up to you as a parent whether you think your child is well enough to attend.

**LETTER 2** is issued when your child reaches 10 or more sessions of authorised sick absence.

This means that any further absence would be unauthorised unless evidence such as a doctor's note, an appointment slip or a copy of the prescription / medication is provided.

**LETTER 3** is issued when your child reaches 6 or more sessions of authorised absence, or lateness to school.

Please note that being late for school (arriving after 8.35am), unless for a valid reason such as attending a medical appointment also counts as unauthorised absence.

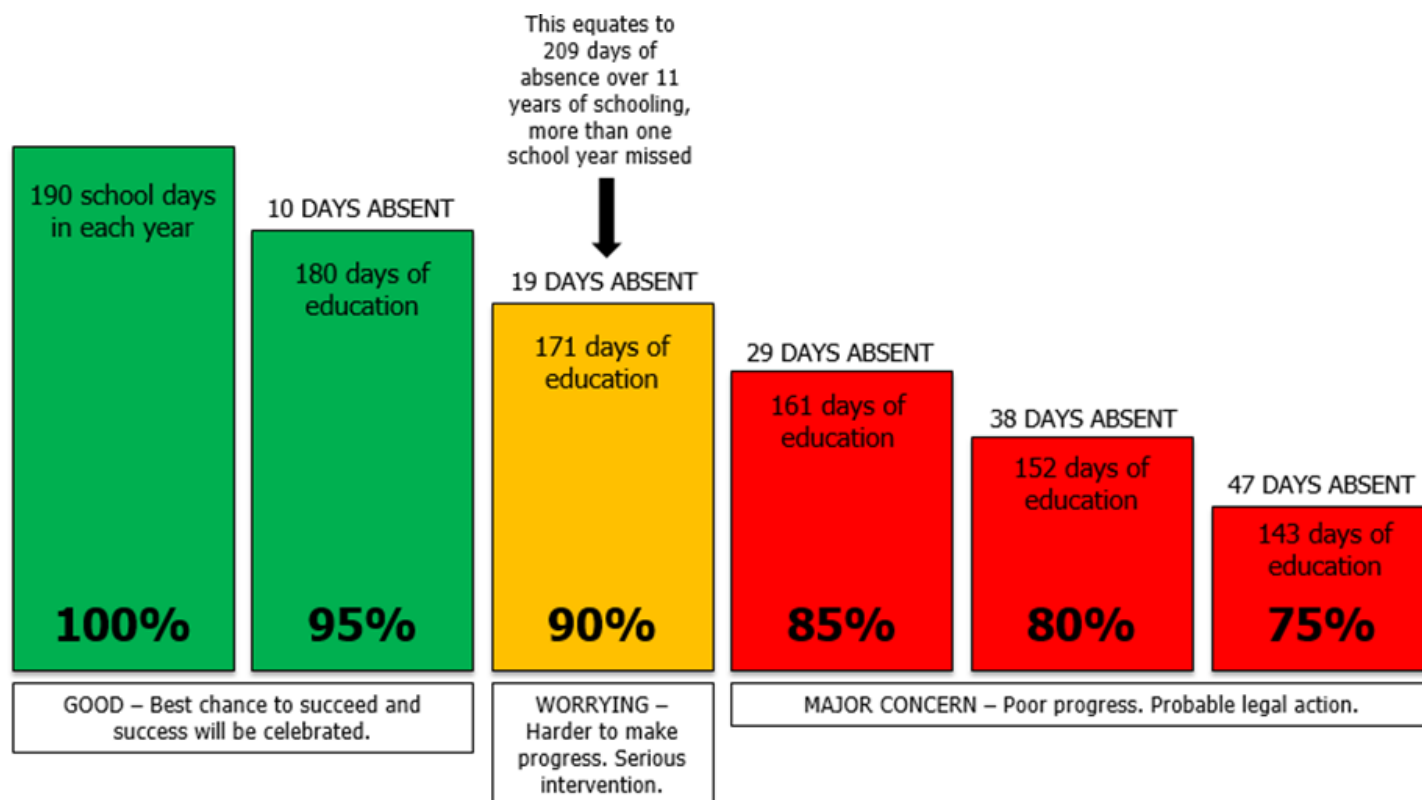
**LETTER 4** is issued when your child reaches 8 or more sessions of authorised absence.

This letter is the Penalty Notice warning. This means that should further unauthorised absence be taken, and there have been 10 or more sessions of unauthorised absence in the last 100 sessions, the school could issue a Penalty Notice or refer the matter to the Legal Intervention Team without further notice.

Please note that the trigger points mentioned above are used in the Autumn term. The trigger points will be increased throughout the academic year. The overall objective is that your child is able to reach the end of the academic year with an attendance percentage of 95% or above.

All guidance regarding attendance is in our attendance policy and is accessible through our website. The school website also has other information which you might find helpful, in supporting your child's attendance.

The following graph shows how the number of days absent impacts a child's attendance percentage, and why an attendance percentage of 95% or above is fundamental to your child's success in school and beyond.



### If your child is absent from school

Please email the following address: [absence@beaufort.hants.sch.uk](mailto:absence@beaufort.hants.sch.uk) (It is also helpful if you copy your child's tutor into the email trail), by 9.00am **each** day your child is absent.

If you do not have access to email, telephone the school on 01962 880073 (press 1 for Student Support) by 9.00am **each** day your child is absent. Please note that if you telephone, a letter of explanation will be required when your child returns to school.

If we have not heard from you and your child does not attend morning registration a text message will be sent to you via School Comms. If the school does not receive an explanation as to why your child is absent, it is possible that the absence will be treated as unauthorised.

Letter 1

[Name and Address]

[Date]

Dear [Parent/Carer]

**Re: [Student's name]'s Attendance**



Further to the letter sent to you at the start of the term which explained the process that the school would follow to support and encourage good attendance (A copy of this is available on the website), I am writing to you because [Student's name] has had at least [Number] sessions absent from school for illness so far this year, if this pattern should continue it could mean that they would fall below the 95% attendance expected at the end of the academic year.

Please note that each day is made up of two sessions, which are recorded at the morning and afternoon tutor sessions.

The school has a duty to provide you with this information in order to promote improvement in rates of attendance, so that where possible, your child is able to reach the 95% attendance target set by the Department of Education at the end of the academic year. I am sending this letter at this early stage so that you as a parent can have a conversation with your child about the importance of attendance and whether, although feeling unwell, they could still have attended school.

Please note that ultimately it is up to you as a parent whether you think your child is well enough to attend.

All guidance is in our attendance policy and is accessible through our website, including the next steps that will be taken if attendance drops further. The school website also has other information which you might find helpful, in supporting your child's attendance.

You may also find the following website useful:

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

I enclose the following additional information on attendance that you may find useful:

- Registration Certificate which shows their current attendance percentage.
- Leaflet on absence
- DFE guidance on attendance effects on attainment.

I would very much like to support you and your child, so please contact me as soon as possible, if you would like to discuss any issues or barriers that your child has in attending school, and how your child's attendance might be improved.

Thank you for your support in your child's attendance. I trust that your child's attendance will improve.

Yours sincerely

[Name]  
Head of Year [Number]

Letter 2  
[Name and Address]

[Date]

Dear [Parent/Carer]

Re: **[Student's name]**'s Attendance

I am writing to you because **[Student's name]** has had at least [Number] sessions absent from school for illness so far this year. If this pattern should continue it could mean that they would fall below the 95% attendance expected at the end of the academic year.

Please note that each day is made up of two sessions, which are recorded at the morning and afternoon tutor sessions.

Since our previous communication **[Student's name]** attendance has not improved. **I am therefore informing you that the school will not be able to authorise any future absences for illness**, unless medical evidence such as a prescription slip or appointment confirmation is provided.

The school has a duty to provide you with this information in order to promote improvement in rates of attendance, so that where possible, your child is able to reach the 95% attendance target set by the Department of Education at the end of the academic year.

All guidance in our attendance policy is accessible through our website, including the next steps that will be taken if attendance drops further, which could include a Penalty Notice being issued, or being referred to the Legal Intervention Team. The school website also has other information which you might find helpful, in supporting your child's attendance.

I enclose the following additional information on attendance that you may find useful:

- Registration Certificate which shows their current attendance percentage.
- Leaflet on absence
- DFE guidance on attendance effects on attainment.

I would very much like to support you and your child, so please contact me as soon as possible, if you would like to discuss any issues or barriers that your child has in attending school, and how your child's attendance might be improved.

Thank you for your support in your child's attendance. I trust that your child's attendance will improve.

Yours sincerely

[Name]  
Head of Year [Number]

Letter 3

[Name and Address]

[Date]

Dear [Parent/Carer]

**Re: [Student's name]'s attendance - Warning letter Unauthorised absence**

I am writing to you because [Student's name] has had at least [Number of sessions] sessions absent from and/or where they have been late to school which are unauthorised and coded L, U, or O. If this pattern should continue it will/could mean that they would fall below the 95% attendance expected at the end of the academic year.

Please note that each day is made up of two sessions, which are recorded at the morning and afternoon tutor sessions.

The school has a duty to provide you with this information in order to promote improvement in rates of attendance, so that where possible, your child is able to reach the 95% attendance target set by the Department of Education at the end of the academic year.

Parents will receive a Penalty Notice Warning letter if during the last 100 sessions, their child, is marked as being:

- *absent for 8 or more half-day sessions, which are unauthorised (coded O or G)*
- *persistently late (coded U) for 8 or more half day sessions after the register has closed; our registration closes at 09:00*
- *persistently late (coded L) for 8 or more half day sessions before the register has closed: so after 08:35 but before 09:00.*

**Please note** that a combination of unauthorised codes can be used, and these do not need to be on consecutive days.

All guidance in our attendance policy is accessible through our website, including the next steps that will be taken if attendance drops further, which could include a Penalty Notice being issued, or being referred to the Legal Intervention Team. The school website also has other information which you might find helpful, in supporting your child's attendance.

I enclose the following additional information on attendance that you may find useful:

- Registration Certificate which shows their current attendance percentage.
- Parent leaflet on Penalty Notices
- Leaflet on absence
- DFE guidance on attendance effects on attainment.

I would very much like to support you and your child, so please contact me as soon as possible, if you would like to discuss any issues or barriers that your child has in attending school, and how your child's attendance might be improved.

Thank you for your support in your child's attendance. I trust that your child's attendance will improve.

Yours sincerely

[Name]  
Head of Year [Number]

Letter 4

[Name and Address]  
Dear [Parent/Carer]

[Date]

**Warning Letter in Respect of a Penalty Notice for Non Attendance**



I am writing with regard to **[Student's name]**, DOB: **[Date]**, school attendance and to advise you that despite attempts to resolve the concerns, **[Student's name]**, attendance/punctuality remains unsatisfactory.

According to our records your child, has had **[Number] half-day sessions of unauthorised absence or lateness** from The Henry Beaufort School between the period **[Monday [Date] to [Date]]**. These unauthorised absences can be found on the enclosed Registration Certificate. Definitions of the absence marks can be found on the **Key to Codes** panel.

You are advised that parents/carers are required by law to ensure that their children attend school regularly and punctually. Failure to do so may result in prosecution under the Education Act 1996, section 444(1), and 444(1A). The Local Authority is empowered to issue Penalty Notices to parents/carers whose children fail to attend school regularly and punctually as the absence has been recorded as unauthorised. As a school we are issuing this warning in line with Hampshire County Council's Code of Conduct for issuing Penalty Notices.

**The purpose of this letter is to warn you that if [Student's name]'s attendance and/or punctuality does not significantly improve and that improvement be maintained, you will be issued with a Penalty Notice or referred to the Legal Intervention Team without further warning.**

If you believe you will be unable to ensure your child's regular attendance and punctuality at school, you should contact **[Head of Year's details, Head of Year [Number]] at The Henry Beaufort School, Priors Dean Road, Harestock, Winchester, SO22 6JJ** as soon as possible to arrange a meeting to discuss any difficulties and available support.

Yours sincerely

Miss S Hearle  
Headteacher

[Name and Address]

[Date]

Dear [Parent/Carer]

Re: Leave Of Absence Request for [**Student's name**]'s Attendance

Thank you for returning your request for leave of absence for the dates given above. As you know schools are only able to authorise absence from school in exceptional circumstances.

The decision to authorise an absence due to exceptional circumstances will be based on the individual facts and circumstances and considered on a case by case basis. Where an exceptional circumstance forms part of a longer absence, only the exceptional circumstance element will be authorised.

We have looked carefully at your circumstances and your request has **not been approved**. The absence request form is attached to this letter, and also **acts as the Penalty Warning**.

We enclose the Parent leaflet on Penalty Notices that you may find useful.

All guidance is found in our attendance policy, found at [www.beaufort.hants.sch.uk/about us](http://www.beaufort.hants.sch.uk/about-us).

Parents will receive a Penalty Notice if their son/daughter is marked as being:

*absent for 10 or more half-day sessions (five school days), which is unauthorised, during the last 100 possible school sessions – these do not need to be consecutive.*

Please note that each day is made up of two sessions, which are recorded at the morning and afternoon tutor sessions.

We trust that your child's full attendance will be encouraged given this information and our decision. If you have further attendance queries please contact your child's Head of Year or, if it is regarding this specific request, please write to the Headteacher.

Yours sincerely

Miss S. Hearle  
Headteacher

Appendix 4- [Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

## Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

## Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>

## Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>



## Support for cohorts of pupils with lower attendance than their peers

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Not applicable.	Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.  Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.

## Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance.  Proactively engage with the support offered.	Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.  Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.  Consider additional support from wider services and external partners, making timely referrals.  Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.  Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.

## Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance.  Proactively engage with the support offered.	Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Regularly monitor the attendance of children with a social worker in their area.  Put in place personal education plans for looked-after children.  Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.