



## Attendance and Registration Policy

February 2019

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1.0	April 2018	Wendy Southgate	Approved	Updated to include Department of Education guidance School attendance (2014)
2.0	February 2019	Alison Padday		Updated to include details of old Registration of Pupils Policy

Last Reviewed By: FGB – responsibility of Personnel and Resources going forward

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## ***Southwood Infants School***

### ***Attendance policy***

This policy was drawn up using a range of national documents including DfE Guidance School Attendance 2014

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this. This policy will be annually publicised in writing for all staff, parents and is via the school website and is available from the school office.

#### **Our school will:**

- Promote good attendance and reduce absence, including persistent absence
- Ensure every child has access to full time education, when appropriate
- Act early to address patterns of absence

Parents must perform their legal duty by ensuring children of compulsory school age who are registered attend regularly and on time.

#### **Rationale**

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 children and endeavour to provide an environment where all pupils feel valued and welcome. Parents and Children 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.

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 children and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open (190 days), unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

#### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between schools

#### **Promoting Good Attendance**

We expect all pupils to attend school, arriving punctually for each of the 190 days which constitute the school year. There must be a legitimate reason for all absences and the school must be notified of any absences in line with the procedures set out in this policy.

The school will use opportunities as they arise to remind parents/carers of their responsibilities and legal obligations to ensure that their children receive their full educational entitlement.

The Home/School agreement, newsletters, the school website and parent/carer information sessions and communications are used to achieve this. Effective care, guidance and support, an engaging curriculum

and reward systems to promote enjoyment of learning will be used to ensure that children enjoy school and look forward to attending.

We inform parents/carers on a termly basis of their child's levels of attendance and write personally to any parent/carer whose child's attendance drops below 90% where we have cause for concern. Where low attendance persists, further action will be taken, in consultation with the Local Authority, to ensure that the child involved is not being denied their full and proper entitlement to a full education.

All absences will be noted on the child's school record and on our annual reports.

Each year the school will examine its attendance figures and will review its systems for improving attendance at regular intervals to ensure that good attendance is achieved. This policy contains within it the procedures that the school will use to meet this aim.

### **Responsibilities of the school's attendance leader**

The Headteacher 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. The school's administration team will ensure that attendance is both recorded accurately, analysed and reported promptly to the Headteacher. This will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised.

The decision whether or not to authorise an absence will always rest with the school. In the case of regular absence due to illness, the Headteacher has the right to request medical evidence is provided to support the absence.

### **Responsibilities of classroom staff**

- Ensure that all children are registered accurately and promptly
- Promote and reward good attendance with children at all appropriate opportunities
- Liaise with the Headteacher on matters of attendance and punctuality
- Communicate any concerns or underlying problems that may account for a child's absence
- Support children with absence to engage with their learning once they are back in school

### **Responsibilities of children**

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Take responsibility for registering at the reception desk if they are late or leaving the school site during school hours.

### **Responsibilities of parents/carers**

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

#### **Parents will:**

- inform the school on the first day of absence
- discuss with the class teacher/Headteacher any potential future absences well in advance
- support the school with their child in aiming for 100% attendance each year
- make sure that any absence is clearly accounted for by telephone on the first and subsequent days of absence, or by letter or email if a phone is unavailable
- 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.

## Recording attendance

Legally the register must be marked twice daily. This is once at the start of the school day at, 8.50am, and again for the afternoon session at 1.05pm. The registers will be taken using the SIMS attendance module and the corresponding codes. The school office will monitor attendance and record absence due to sickness, holidays (authorised /unauthorised), other circumstances etc

The school office will always contact parents and carers of any child who does not arrive at school without explanation.

## Lateness/punctuality

It is important to be on time at the start of school. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

The school day begins at **8.50am** and all **pupils are expected to be in school at this time**. Classrooms are open from 8.35am and children are able to complete "early work"  
Morning registration is at 8.50am and it closes at 9.20am.

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 and coded **U** in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.

If a pupil is late due to a medical appointment, they will receive an authorised absence, coded **M**. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness is considered as **unauthorised absence and will be subject to legal action** (See Legal measures for tackling persistent absence or lateness for further detail).

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support will be offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school or Hampshire County Council will be required to issue parents with a Penalty Notice in accordance with **Hampshire County Council's Code of conduct: issuing Penalty Notices for unauthorised absence from schools (See Section 6 of this policy for further detail)**.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.

## What to do if my child is absent?

### First day 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 us as soon as possible on the first day of absence
- In some circumstances you may be required to give a written explanation for the absence

### **If your child is absent we will:**

- telephone you on the 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 Headteacher if absences persist
- refer the matter to the Hampshire County Council's Attendance Legal Panels if absence is unauthorised and falls below 90%.

### **Third day absence**

**Please note:** If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start ***child missing in education procedures as set down by Hampshire County Council guidance***. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family.

### **Ten days' absence**

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

### **Continued or ongoing absence**

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as ***persistent absentees***. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 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 had absence and their attendance level is falling towards 90% we will contact you and, depending on the reasons for the absence, will take further action including legal action

All our persistent absentee pupils and their parents are subject to an Attendance Plan or home school contract.

All children in our school are dependent on their parents to bring them to school regularly and on time. It is vital that children enjoy coming to school and do not have to carry blame or be made to feel unhappy if their parents are not supportive or effective in these areas.

### **Timeline of school action for persistent absence**

When pupils reach (or are close to) 90% attendance an automatic warning letter will be issued to parents. If attendance does not improve a further letter asking for illness to be evidenced (GP's signature/practice stamp). Slips to be provided.

Any children reaching 3 weeks absence/persistent absentee from previous academic year

### **Request for leave of absence**

Amendments to school attendance regulations were updated and enforced from September 2013: The Education (Pupil Registration, England) Regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that Headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all. **The fundamental principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time.** There are no rules on this as circumstances vary from school to school and family to family.

**There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised.**

Parents/carers wishing to apply for leave of absence need to fill in an application form (available from the school office or the school website) in advance and before making any arrangements.

If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in Hampshire County Council's *Code of conduct* parents/carers will be issued with a fixed-penalty fine or other legal action in accordance with the code (see Section Penalty Notices for non-attendance and other legal measures 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.

### **Understanding types of absence**

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

**authorised absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.

**unauthorised absence:** is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes:

- 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 they have been on holiday.*

### **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.

Children of non-compulsory school age 'once admitted' to a school must comply with the attendance policy.

### **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:

- the child or family do not require the support from any agency to improve the attendance
- 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 pupils 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.

Where a child has unauthorised absence the school must enforce **Hampshire County Council's**

**Code of conduct: issuing Penalty Notices for unauthorised absence from schools** 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-forparents/possible-penalties](http://www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-forparents/possible-penalties).

The *Code of conduct* states that schools or Hampshire County Council will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded **U**) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded **L**), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code **O**), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

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 either:

1~ 10 sessions of unauthorised absence or lateness in any 10 week school period

2 ~ one or more sessions of unauthorised absence during a public exam, formal school assessment or testing where dates are published in advance.

This includes where a pupil has unauthorised absence due to either: non-approval of a parent/carer's request for leave of absence, or a holiday that has been taken without permission.

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.

Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty 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 for 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).

## Leavers

If your child is leaving our school (other than when transferring to the junior school) parents are asked to:

1~ Give the attendance officer comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing

2~ If pupils leave and we do not have the above information, then your child is considered to be a **child missing in education**. This requires schools and local authorities to then carry out investigations to try and 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.

### **Absence through child participation in public performances, including theatre, film or television work and modelling**

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 licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

### **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, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

### **Gypsy, Roma, Traveller and Showman families**

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

### **Record preservation**

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years.

### **Other related Policies**

The following policies which are also relevant to school attendance;

- Admissions
- Behaviour
- Child protection and safeguarding
- County guidelines for Exclusions
- Special educational Needs
- Equality
- Teaching and Learning