



# Attendance Policy

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| DATE UPDATED | June 2023        |
| AUTHOR       | SLT              |
| VERSION NO.  | V.01             |
| NEXT REVIEW  | Summer Term 2024 |
| REVIEWED BY  | WSC              |

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## 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

### 3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors

- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### **3.3 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is John Tromans and can be contacted via [info@parkhighstanmore.org.uk](mailto:info@parkhighstanmore.org.uk).

### **3.4 The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the designated senior leader responsible for attendance (authorised by the headteacher) when to issue fixed-penalty notices.

The attendance officer can be contacted via [info@parkhighstanmore.org.uk](mailto:info@parkhighstanmore.org.uk) or on 0208 952 2803.

### **3.5 Class teachers/form tutors**

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office on the same day.

### **3.6 School admin staff**

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the relevant pastoral team in order to provide them with more detailed support on attendance.

### **3.7 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time.

- Call the school to report their child's absence before 9am on the day of the absence, and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled lesson on time

## **4. Recording attendance**

### **4.1 Attendance register**

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

Pupils must arrive in school by 08.30 on each school day.

The register for the first session will be taken at 08.40 and will be kept open until 09.10. The register for the second session will be taken at 13.30 and will be kept open until 14.00.

### **4.2 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 09.45 or as soon as practically possible by calling the school. (see also section 7).

This can be done by calling the school office on 020 8952 2803.

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

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

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

### **4.3 Planned absence**

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

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

To request a leave of absence, please contact the school office at [info@parkhighstanmore.org.uk](mailto:info@parkhighstanmore.org.uk)

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

### **4.4 Lateness and punctuality**

A pupil who arrives late:

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

Students who are persistently late to school will be identified early and work with the pastoral team to improve their punctuality. Should this not improve, parents are at risk of being fined by the local authority.

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

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact further numbers we hold for the student, complete a home visit or contact the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

### **4.6 Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels via progress checks and communication from form tutors and the pastoral and attendance teams.

## **5. Authorised and unauthorised absence**

### **5.1 Approval for term-time absence**

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible by emailing [info@parkhighstanmore.org.uk](mailto:info@parkhighstanmore.org.uk). The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Other valid reasons for authorized absence can be found in the School Attendance Guidance [School attendance guidance May 2022 \(publishing.service.gov.uk\)](#)

## 5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices will be issued by the local authority, when requested by the Headteacher

The decision on whether or not to issue a penalty notice may take into account:

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

If the payment has not been made after 28 days, the local authority will proceed to prosecution.

Information regarding penalty notices can be found on Harrow Council's website [Education Penalty Notices – Harrow Council](#)

## 6. Strategies for promoting attendance

To improve and raise attendance, some of the following strategies are used:

- > Celebrating good and improved attendance in assemblies
- > Promoting the value of attendance as well as celebrating attendance via displays

- > raising the profile of attendance with parents and the wider community through the use of the home-school agreement, parents' evenings, school newsletters, or other communications
- > targeted intervention and support in areas of specific need
- > working in partnership with the Education Welfare Service and the local authority.

## **7. Attendance monitoring**

Attendance data is monitored regularly to identify pupils or cohorts that require support with their attendance. This is analysed and used by a range of stakeholders to implement appropriate interventions to improve attendance.

### **7.1 Monitoring attendance**

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing body.

### **7.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3 Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers, form tutors and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **7.4 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

| <b>AIM - Attendance Intervention Model for irregular attendance</b> |  |   |   |   |
|---|--|---|---|---|
| <b>Phase</b>  | <b>School Actions</b>  |   | <b>LA Children's Services</b>   | <b>LA Education Services</b>  |
| <b>Phase 1</b>  | First day response – log of texts / calls  |   |   |   |
| Week  | 1 <sup>st</sup> School Warning letter including offer of support if difficulty   |   |   |   |
| 1-3 minimum   | 2 <sup>nd</sup> School Warning letter, offering opportunity to discuss in school if required   |   |   |   |
|   | Home visit – if school based worker  |   |   |   |
| <b>Phase 2</b>  | Meeting / School Attendance Panel with parents   |   |   |   |
| Week  | Consider options:  |   |   |   |
| 4 -5  | 1. Consider PSP / Parenting Contract<br>2. Complete CAF with parental agreement for Early Support or referral to other services<br>3. Refer to LA School Attendance Liaison (SAL) Officer<br>4. Consider issuing an Education Penalty Notice<br>5. Refer to Pre Court Panel (if complex / long standing)<br>If parents do not attend meeting, consider options 3 – 5 |   | 2.MASH team receive CAF & consider for Early Support, worker allocated; | 3.SAL officer contacts family, agree support plan / identify options / support;<br><br>Up to 6 weeks intervention, no progress, refer to school to follow options 3-5 |
| <b>Phase 3</b>  | <b>4. Education Penalty Notice</b>   | <b>5. Pre Court Panel</b>   |   |   |
| Week  |  |   |   |   |
| 5-8   | Send Penalty Warning letter & specify monitoring period  | Send School Warning letter re possible referral to LA pre court panel & specify monitoring period |   |   |
| <b>Phase 4</b>  | If no progress & further unauthorised absences, send Request to LA to issue EPN  | If no progress & further unauthorised absences, send Chronology for Pre Court Panel to LA         |   | LA determines to issue EPN / arrange PCP  |
| <b>Phase 5</b>  | EPN payment period   | Attend Pre Court Panel meeting with LA  |   | EPN issued or PCP meeting arranged  |
| Wk13-16   |  |   |   |   |
| <b>Phase 6</b>  | If unpaid, LA may withdraw EPN   | If no progress or engagement at PCP, LA to pursue court action                                    |   | Monitor EPN payment, review PCP and actions, refer to legal if court action, attend court as lead   |
| Wk 17+  | Complete witness statement if required and if parent pleads not guilty, may need to attend court.  |   |   |   |



## 8. Monitoring arrangements

This policy will be reviewed if guidance from the local authority or DfE is updated, and as a minimum each academic year by the senior leader with responsibility for attendance. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Absence request form

## Appendix 1: attendance codes

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

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

| Code                        | Definition                        | Scenario  |
|-----------------------------|-----------------------------------|---|
| <b>Authorised absence</b>   |                                   |   |
| <b>C</b>                    | Authorised leave of absence       | Pupil has been granted a leave of absence due to exceptional circumstances  |
| <b>E</b>                    | Excluded                          | Pupil has been excluded but no alternative provision has been made  |
| <b>H</b>                    | Authorised holiday                | Pupil has been allowed to go on holiday due to exceptional circumstances  |
| <b>I</b>                    | Illness                           | School has been notified that a pupil will be absent due to illness   |
| <b>M</b>                    | Medical/dental appointment        | Pupil is at a medical or dental appointment   |
| <b>R</b>                    | Religious observance              | Pupil is taking part in a day of religious observance   |
| <b>S</b>                    | Study leave                       | Year 11 pupil is on study leave during their public examinations  |
| <b>T</b>                    | Gypsy, Roma and traveller absence | Pupil from a traveller community is travelling, as agreed with the school   |
| <b>Unauthorised absence</b> |                                   |   |
| <b>G</b>                    | Unauthorised holiday              | Pupil is on a holiday that was not approved by the school   |
| <b>N</b>                    | Reason not provided               | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| <b>O</b>                    | Unauthorised absence              | School is not satisfied with reason for pupil's absence   |
| <b>U</b>                    | Arrival after registration        | Pupil arrived at school after the register closed   |

| Code | Definition  | Scenario   |
|------|---|--|
| X    | Not required to be in school                      | Pupil of non-compulsory school age is not required to attend   |
| Y    | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| Z    | Pupil not on admission register                   | Register set up but pupil has not yet joined the school  |
| #    | Planned school closure                            | Whole or partial school closure due to half-term/bank holiday/INSET day  |