



*Compassion Joy Perseverance Respect*

# **Attendance Policy**

**Approved – February 2022**  
**Next review – February 2023**

**Achieving Excellence Together**

<b>Lead Member of Staff</b>	Sharon Denney (SENDCo)
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**Context:**

This policy is written in line with the requirements of:

- 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
- Kent County Council Penalty Notice Code of Conduct
- Kent County Council Guidance Notes for Penalty Notice Requests for Unauthorised Absence

This policy should be read in conjunction with the following school policies:

- Safeguarding Policy
- Behaviour Policy
- Supporting Pupils with Medical Needs Policy
- SEND Policy
- Equality Policy

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## **1. Aims**

At Hunton Church of England Primary School, we are committed to the continuous raising of achievement of all of our pupils so that every child can fulfil their potential. Regular attendance at school is critical if our pupils are to be successful and benefit from the opportunities presented to them.

The Governors, Head Teacher and staff of Hunton CE Primary School have a duty to work, in partnership with parents and carers, to promote full attendance at school and we strive to meet this obligation by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. At Hunton, we actively promote 100% attendance for all of our pupils and we use a variety of rewards to promote good attendance and punctuality.

We recognise that parents/carers have a vital role, and a legal responsibility, to ensure good attendance and we are committed to identifying, investigating and working in partnership with parents/carers, pupils and other agencies to promote and support attendance and punctuality.

## **2. Legislation and guidance**

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

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

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 Body**

The governing board is responsible for monitoring attendance figures for the whole school on a termly basis. It also holds 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
- Issuing fixed-penalty notices, where necessary
- Logging all communication and meetings, regarding attendance, with families of children identified for focused attendance monitoring

### **3.3 The Attendance Officer**

At Hunton CE Primary School, the Attendance Officer is Sharon Denney.

The Attendance Officer is responsible for:

- Monitoring attendance and punctuality data across the school and at an individual pupil level
- Reporting concerns about attendance to the Headteacher
- Producing a termly attendance report for the Headteacher and governors
- Working with KCC attendance officers and education welfare officers to tackle persistent absence
- Arranging calls and meetings with parents to discuss attendance issues
- Advising the Headteacher when to issue fixed-penalty notices
- Providing attendance data to staff to inform parent consultation meetings and other wider meetings with parents
- Logging all communication and meetings, regarding attendance, with families of children identified for focused attendance monitoring
- Keeping accurate minutes of Attendance meetings, with clear records of advice given, actions taken and reviews.

### **3.4 Class teachers**

Class teachers are responsible for:

- Completing a register at the start of each morning and afternoon and submitting this to the school office. Marking the attendance registers daily is a legal requirement.
- Raising any concerns regarding absence or punctuality with the Headteacher or the Attendance Officer.
- Logging all communication and meetings, regarding attendance, with families of children identified for focused attendance monitoring

### 3.5 School office staff

School office staff are responsible for:

- Taking calls / messages from parents / carers regarding absence and ensuring that these are recorded, using the appropriate code, in both the register and on the school system
  - Contacting the parent / carer of any pupils who has failed to arrive at school, where the parents/carers have not provided a reason for absence, **by 10am on the first day of absence.**
- Timings for the School Day
- Ensuring that all parents / carers of all pupils arriving late sign their child in the late book
  - Entering information from the late book into the school's Management Information System, using the correct code (L for later before registers close and U for late after registers close) and using the comments box to record the time that the pupil arrived and the parent / carers reason for lateness
  - Providing weekly attendance data to the Attendance Officer for review, including collated data on pupils arriving late
  - Logging all communication and meetings, regarding attendance, with families of children identified for focused attendance monitoring using the logs in the School Attendance file located in the filing cabinet in the school office.
  - Storing copies of all letters, relating to attendance and punctuality, sent to parents / carers in the School Attendance file located in the filing cabinet in the school office.

## 4. Recording Attendance

### 4.1 Attendance register

Each class will keep an attendance register of all pupils currently on roll in the class.

Registers will be taken at the start of the first session of each school day and once during the second session.

Registers will show, for each pupil, whether they are:

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

Any amendment to the attendance register will include:

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

After the registers close, class teachers will ensure that they are returned to the school office. School office staff will be responsible for entering the appropriate DfE attendance codes in both the registers and on the school systems.

Appendix 1 shows the DfE attendance codes to be used.

Every entry on the attendance register will be retained for 3 years after the date on which the entry was made.

## 4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.30am or as soon as practically possible (see also section 7).

All notifications must be made by telephone using the absence reporting option on the school telephone system. Parents must leave their name, their child's name and class and the reason for absence.

All absence due to illness will be marked as authorised unless the school has a genuine concern about the authenticity of the illness. In some circumstances, such as where the authenticity of the illness is in doubt or where there has been repeated absence, 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.

If no explanation is received or the reason is considered to be unjustified or if it comes to light that a child went on holiday when they were reported to be unwell then this absence will be unauthorised and a fixed penalty notice may be given if appropriate (see section 7).

## 4.3 Planned absence

Parents must notify the school office of any planned absences either by letter or email.

Wherever possible, parents /carers are requested to make medical and dental appointments out of school hours. However, if this is not possible, the pupil should be out of school for the minimum amount of time necessary. For medical and dental appointments, **the Headteacher will only authorise a half day absence** unless clear evidence can be provided of the need for a full day. In addition, appointments will only be authorised where the pupil's parent/carer notifies the school **in advance of the appointment**.

For other types of term-time absence, parents/carers must apply as far in advance as possible of the requested absence. Section 6 details which term-time absences the school can authorise.

## 4.4 Following up absence

Where any child we expect to attend school does not attend, or stops attending, and there is no communication from the parent of carer;

- The school office will contact the parent/carer by 10 am on the first day of the unexpected absence to ascertain the reason
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

## 4.5 Children Missing in Education

Under the statutory guidance Safeguarding In Education 2016, schools have safeguarding responsibility in relation to children missing education. It is potentially a safeguarding issue when a child;

- is out of school where a leave of absence has not been agreed and no explanation has been provided
- is absent from school longer than was agreed
- fails to arrive at school on the agreed start date having accepted a place

No child should be removed from the school roll without consultation between the Headteacher and Attendance Service, when appropriate. When a child is missing from a school, schools have the initial responsibility to make reasonable enquiries and to establish the whereabouts of a child

If the school's initial actions fail to establish the details of the whereabouts of the child, then Kent County Council (KCC) should be contacted via the Children Missing Education online referral route – PIAS Digital Front Door (DfD), in line with Local Authority guidance.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents/carers and minutes of any meetings MUST be attached to the completed statutory referral form with any other relevant information

#### **4.6 Reporting to parents**

Details of each child's attendance record will be shared with his/her parents / carers annually in their written end of year report. This information will also be available to share at parent consultation meetings and may be referred to if relevant.

### **5. Lateness and Punctuality**

The school gate will be opened at 8.15am to avoid parents and children congregating on the roadside outside the school. It remains the responsibility of each parent / carer to provide adequate supervision for their child **until 8.30am**, when the gate to the playground will be opened and a member of staff will be on duty.

#### **No child should be on the school site unsupervised before 8.30am.**

Pupils in **Porteous and Borton** classes are expected to be in school by 8.40am each day. They will enter school via the main front door and go to their classrooms.

Pupils in **Devas and Bannerman** classes are expected to be in school by 8.45am each day. They will go to the playground area when the gate opens at 8.30am and Bannerman pupils will go straight to their classroom, via the back door, where they will be met by members of staff. Devas pupils will line up on the playground at 8.45am ready to follow their class teacher / TA to their classroom.

Parents are expected to leave the playground promptly once their child(ren) have go into class and are not permitted to go down to classroom doors to speak to class teachers, as staff are busy organising children at this time. Any important messages must be conveyed to staff via the school office.

Any parent / carer bringing a child into school after the start time for their class must go to the school office and sign their child in to the 'Late Book', stating the reason for lateness. These pupils will be marked as 'late before registers close' using an L code in the register. The School Office will enter this information onto the school's Management Information System using an 'L' code and enter the reason given in the comments box.

**The registers for the morning session will close at 9am.** Pupils arriving after the registers closed will be marked using a U code and this will count as an unauthorised absence. The School Office will enter this



information on the school's Management Information System using a 'U' code and use the comments box to record the time the pupil arrived and the reason given. Frequent lateness, either before (L) or after the register has closed (U), will be discussed with parents/carers and could provide grounds for prosecution or a Penalty Notice.

The afternoon session will begin, for all pupils, at 1.15pm. **Registers for the afternoon session will close at 1.30pm.**

## **6. Authorised and unauthorised absence**

The Headteacher is not obliged to accept a parent's/carer's explanation of absence. A letter or telephone message from a parent/carer does not in itself authorise an absence. Absences can only be authorized by the Headteacher, using a fair and consistent approach and following the principles set out in this policy. If an absence is not authorised, parents/carers will be notified.

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

Under the Education Regulations, 2006, Headteachers are unable to agree any leave of absence during term-time, unless they are satisfied that there are exceptional circumstances. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. By 'unavoidable' it implies that an event could not reasonably be scheduled at another time.

Should absence be agreed, Headteachers can specify the number of days a pupil will be allowed to be absent from school. Headteachers cannot give retrospective approval. At Hunton, the Headteacher will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

All authorised absences are granted at the Headteacher's discretion.

Parents do not have the automatic right to withdraw pupils from school for a holiday in term time. In accordance with the Education Regulations, the Headteacher cannot grant any leave of absence for holidays during term time. If there are exceptional circumstances around a child needing leave from school, these will be dealt with on an individual basis.

Any parent / carer wishing to request leave during term-time, either for a family holiday or any other reason, must apply in writing to the Headteacher, providing as much notice as possible. The Headteacher will make a decision, based on all the facts available and notify the parent / carer in writing. Term-time leave **cannot** be authorized retrospectively.

### **6.2 Authorised absences**

Valid reasons for **authorised absence** include;

- Pupil illness (please note that where a pupil is unwell with sickness or diarrhoea, they should remain at home for 48 hours following the last incident of vomiting or diarrhoea).
- Self –isolation where this is in line with government and public health guidance on transmissible diseases
- Illness and medical/dental appointments (see sections 4.2 and 4.3)

- 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
- Failure by the local authority to provide transport
- Wedding of a close family member (2 days’ maximum)
- Funeral of a close family member (2 days’ maximum)
- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent’s or child’s rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- Where the school has evidence that there are other pressing personal issues for a family that would warrant a short break from school.

### 6.3 Unauthorised absences

Where leave of absence is not agreed and the pupil is out of school, or the pupil is away longer than was agreed, or an application has not been made in advance, the absence is recorded as unauthorised. Absences will also be unauthorised where no explanation for the absence is received, or the reason given is considered to be unjustified, or if it comes to light that a child went on holiday or on a day-trip when they were reported to be unwell (see appendix 3).

If leave is taken which has not been authorised by the Headteacher, a fixed penalty may be issued by Kent County Council.

Example of **Unauthorised absences** (but not limited to these) include;

- Another member of the family is ill.
- The family have overslept, or had a late night.
- There are problems with uniform or clothing.
- Parent / carer has forgotten school dates.
- It has snowed and the pupil lives within walking distance of the school.
- A holiday, of any length, for which there are no exceptional circumstances
- An annual family event, such as a birthday.
- An outing, e.g. to a theme park.
- A shopping trip
- A parent or sibling has a medical or other appointment.
- Parent / Carer has a problem with their car.

## 7. Legal Sanctions and Penalty Notices

Regular and punctual attendance at school/alternative provision is both a legal requirement and essential for pupils to maximise their educational opportunities.

[Section 444A of the Education Act 1996](#) empowers designated local authority officers, Headteachers (and deputy and assistant Headteachers authorised by them) and the police to issue penalty notices to parents / carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

However, in Kent, all penalty notices for all unauthorised absences and exclusions are issued by Kent County Council's Attendance Service. The Attendance Service will receive requests to issue penalty notices from schools and alternative education providers, Kent Police and neighbouring local authorities.

The Headteacher may make a penalty notice referral when (but not limited to);

- A pupil has been late (after registers close) on 10 occasions in 50 school days and the parent / carer has not been able, or willing, to address the situation, despite appropriate support from the school, any relevant family support agencies, the School Liaison Officer and a Penalty Notice Warning Letter being issued.
- A pupil's attendance for the year is below 90% and the parent / carer has not been able, or willing, to address the situation despite appropriate support from the school, any relevant family support agencies (eg: Early Help), the School Liaison Officer and Penalty Warning Notice being issued.
- An excluded pupil is found in a public place during school hours without a justifiable reason
- Pupils are found to be overtly truanting (including pupils caught on truancy sweeps)
- Pupils are known to have taken unauthorised leave for the purpose of a family holiday, of any length, in term-time
- There is a delayed return from leave of absence without prior school agreement
- Persistent late arrival at school (after the school register has closed)

Penalty Notice Warning Letters, and Penalty Notices themselves, will be sent to both parents.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 22-28 days. The payment must be made directly to the local authority.

Where the payment for a Penalty Notice has not been made after 28 days, the local authority may decide to take legal action under [Section 444\(1\) Education Act 1996](#) for failure to ensure a child's regular attendance at school.

If this happens, the case will take place before magistrates who could issue the maximum fine of £1000 per parent per child for this offence.

There is no right of appeal against the issuing of a Penalty Notice because the authorisation of absence is the sole responsibility of the Headteacher.

## **8. Reducing Persistent Lateness and Absence**

At Hunton CE Primary School, we are committed to working in partnership with parents / carers and pupils to reduce incidences of persistent lateness and absence and promote good attendance at school.

We monitor the attendance and punctuality of all pupils closely and act swiftly, where there are concerns, to identify difficulties and support families to maintain good attendance at school.

Sanctions, of any nature, are for use only where parental co-operation in the effort to support regular attendance is either absent or deemed insufficient to resolve the presenting problem. They may be used as a means of enforcing attendance where there is a reasonable expectation that their use will secure improvement.

## 8.1 Persistent Lateness

The School Office will produce a report on pupils arriving late for school (both before and after registers have closed) on a weekly basis.

The Attendance Officer will review punctuality data weekly and termly.

All letters and meetings held with parents / carers will be logged in the School Attendance file stored in the filing cabinet in the school office.

**Where a pupil has been late (before or after registers close) on three occasions in 50 consecutive school days**, a letter (see appendix 4) will be sent to the child's parents / carers to remind them of the importance of being punctual at school. The letter will request that the school is notified if there are any specific difficulties causing the child to be late for school. The pupil will be subject to focused monitoring for the next two full terms.

**Where a pupil has been late (before or after registers close) on six occasions in 50 consecutive school days**, the parent / carer will be invited to an Attendance Meeting with the Headteacher and the Attendance Officer (see appendix 5). Attendance meetings will include the following;

- Reminder of the importance of punctuality and the parent / carer's legal obligations
- Discussion of any difficulties contributing to the child's lateness
- Planning of support to address these difficulties, where appropriate
- Information on next steps and how the child's punctuality will be monitored going forward

At this stage, referrals may be made to family support agencies (eg: Early Help) if this is deemed appropriate. The pupils will be subject to focused monitoring for the remainder of the school year.

**Where a pupil has been late (before or after registers close) on eight occasions in 50 consecutive school days**, and parents / carers have not been able, or willing, to address the situation, despite appropriate support from the school and any relevant support agencies (eg: Early Help), the family will be referred to KCC's School Liaison Officer, using the Digital Front Door, and a Penalty Notice Warning Letter will be sent (see appendix 6) .

**Where a pupil has been late (before or after registers close) on ten occasions in 50 consecutive school days**, and where the parent / carer has not been able, or willing, to address the situation, despite appropriate support from the school, any relevant family support agencies and the School Liaison Officer, the Headteacher may refer the parents / carers for a Penalty Notice (see section 7).

## 8.2 Persistent Absence

Pupils are classed as persistent absentees if their attendance is 90% or lower. At Hunton CE Primary School, we want all our pupils to strive for 100% attendance and so we intervene to support families before absence reaches this threshold.

The School Office will collate data on pupil attendance on a weekly basis.

The Attendance Officer will review the attendance data weekly and termly.

All letters and meeting held with parents will be logged in the School Attendance file stored in the filing cabinet in the school office.

**In terms 1 and 2**, the Attendance Officer will use the procedures below but give due consideration to the stage of the year in which data is being reviewed, as this can have a significant impact on percentages. Data

will be analysed and intervention will focus on pupils who have 1 or more unauthorised absences and pupils who have 3 or more days of absence in 100 consecutive school days.

**In terms 3-5**, the Attendance Officer will follow the procedures below:

**Where a pupil's attendance for the year falls below 95%**, an attendance reminder letter (see appendix 7) will be sent to the child's parents / carers to remind them of the importance of regular attendance at school. The letter will request that parents / carers notify the school if there are any specific difficulties underlying the absences. Pupils will be subject to focused monitoring for the next 3 terms

**Should the child's attendance remain below 95%**, any further unauthorised absences during the monitoring period will result in the parent / carer being invited to an Attendance meeting (see appendix 8) with the Headteacher and the Attendance Officer. Parents / carers may also be called to an Attendance meeting if their child's attendance at school shows no improvement during the 3 term monitoring period.

**Where a pupil's attendance for the year falls below 90%**, the parent / carer will be invited to an Attendance Meeting with the Headteacher and the Attendance Officer (see appendix 8). Attendance meetings will include the following;

- Reminder of the importance of regular attendance at school and the parent / carer's legal obligations
- Discussion of any difficulties contributing to the child's poor attendance
- Planning of support to address these difficulties, where appropriate
- Information on next steps and how the child's attendance will be monitored going forward

At this stage, referrals may be made to family support agencies (eg: Early Help) if this is deemed appropriate. The pupils will be subject to focused monitoring for the remainder of the school year.

**Where a pupil's attendance for the year is below 90%, and** parents / carers have not been able, or willing, to address the situation, despite appropriate support from the school and any relevant support agencies (eg: Early Help), the family will be referred to KCC's School Liaison Officer, using the Digital Front Door, and a Penalty Notice Warning Letter will be sent (see appendix 9) .

**Where a pupil's attendance for the year is below 90%, and** where the parent / carer has not been able, or willing, to address the situation, despite appropriate support from the school, any relevant family support agencies and the School Liaison Officer, the Headteacher may refer the parents / carers for a Penalty Notice (see section 7).

## **9. Strategies for promoting attendance**

At Hunton CE primary School, we adopt a whole school approach to promoting good attendance at school. Central to this approach is a commitment to working closely with parents and carers and building strong home-school partnerships, so that we can support them to secure the best outcomes for their child(ren).

We employ a range of strategies with the aim of working towards 100% attendance for all pupils, including;

- striving to make our school a safe and happy place for all pupils to be
- development of good support for children with medical conditions (including the use of individual healthcare plans), mental health needs (including school anxiety) and special educational needs (SEND)
- building effective relationships between staff, pupils and parents / carers
- taking action rapidly to identify and tackle bullying, sometimes using confidential and anonymous means for pupils to identify problems
- referrals being made to external agencies and used to support identified individuals and groups who are having difficulty in maintaining a good attendance

- inviting pupils to comment on features of the school that do not support their learning and attendance and listening to their views.
- ensuring that all parents / carers and pupils understand the importance of regular and punctual attendance at school
- delivering clear messages about expectations, routines and consequences to new pupils and families through prospectus and admission/transition events
- using physical presence to reinforce routines and expectations on arrival and departure
- regularly communicating expectations for attendance and punctuality through our newsletters, twitter and other communication channels
- establishing and monitoring reward systems for attendance and punctuality and sanctions for absence and lateness
- regular monitoring of the implementation of policy and practice,
- regular monitoring of whole school data to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions
- establishing, implementing and monitoring robust arrangements to identify, report and support children missing education (CME)
- nomination of a governor with an attendance remit and governors are informed regularly about attendance and punctuality through a head teacher's report and are aware of the strategies used to maintain and improve them.

## **10. Attendance monitoring**

### **10.1 Daily Monitoring**

Daily monitoring is undertaken by the school office and includes;

- Following up on any pupils who are unexpectedly absent and for whom no explanation has been provided by a parent / carer

### **10.2 Weekly Monitoring**

The School Office will;

- Print a weekly report showing pupils with less than 90% attendance for the year to date
- Print a weekly report showing pupils with 90-95% attendance for the year to date and authorised / unauthorised absences for these pupils.
- Print a weekly report showing late pupils (before registers close) for the previous 50 school days
- Print a weekly report showing late pupils (after registers close) for the previous 50 school days
- Flag any concerns with the Attendance Officer or Headteacher

The Attendance Officer will;

- Review the weekly attendance and punctuality data from the office
- Add pupils with attendance below 95% to the Attendance monitoring list, noting those with one or more absences
- Add pupils with attendance below 90% to the Attendance Monitoring list
- Add pupils with 3 or more lates to the Punctuality Monitoring list
- Check data for pupils on the Attendance / Punctuality monitoring lists
- Identify any letters to be issued

### **10.3 Termly Monitoring**

The Attendance Officer will produce a termly report, for senior leaders and governors, at the start of each term (with the exception of term 1) and at the end of term 6. This report will cover the previous term and detail;

- Whole school attendance for the year to the end of the previous term
- Whole school attendance for Pupil Premium pupil for the year to the end of the previous term
- Whole school attendance for pupils with SEND for the year to the end of the previous term
- Whole school attendance for GRT pupil for the year to the end of the previous term
- Whole school persistent absence for the year to the end of the previous term
- Number of pupils persistently absent for the year to the end of the previous term
- The number of pupils with attendance below 95% for the year to the end of the previous term
- Pupil Punctuality Monitoring list and number of lates for each pupil for each term to date
- Pupil Attendance Monitoring list and individual attendance figures for each child for each term
- Summary of actions taken in the previous term and an evaluation of impact

The Attendance Officer will review the school's attendance data alongside any nationally and locally published attendance data to identify potential areas of strength and areas for development. This will be discussed by SLT, alongside the pupil-level data provided in the termly reports, in termly Attendance and Safeguarding meetings. Information will be shared with the governing body at each governor's meeting.

### **10.4 Annual Monitoring**

Annual pupil-level absence data is 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 Attendance Officer and Headteacher will compare attendance data to the national average, and share this with the governing body. Areas of strength and areas for development will be identified and used to inform the school's School Evaluation Form (SEF) and the School Improvement Plan for the coming year.

## **11. Policy Review Arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated and, as a minimum, annually, by the Attendance Officer. At every review, the policy will be approved by the full governing board.

## Appendix 1: DfE attendance codes

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



<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<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

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

## Appendix 2: Term-time Leave Refusal Letter

<DATE>

<PARENTS/CARERS ADDRESS>

Dear

### Request for leave during Term-Time «Child's Name»

I have received your request to take «Name» out of school between «Date» and «Date», a total of «Number» school sessions.

From September 2013 the Department for Education amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence, except in exceptional circumstances.

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that, on this occasion, I am unable to authorise the leave. Please be aware that, if you decide to take «Name» out of school for unauthorised leave I may make a request for a Penalty Notice to be issued.

Or

Unfortunately, you did not apply in advance for permission for «Name» to be absent from school. As stated above, I am unable to authorise leave retrospectively and so «Name's» absence will be recorded as unauthorised and I may be making a request for a Penalty Notice to be issued. You will be notified if this is the case.

Penalty Notices are issued to **each parent of each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Headteacher

### Appendix 3: Holiday taken without request letter

<DATE>

<PARENTS/CARERS ADDRESS>

Dear

**Re: <Pupil name>**

**DOB:**

Dear

We/I believe (*always state why you believe this*) that your child has been taken on holiday during term time, between **DATE** and **DATE** . This holiday was not requested and has not been authorised.

Consequently, this absence will be recorded as code G, which is an unauthorised mark, unless you are able to provide us with evidence that your child was absent for another reason within the next 10 days.

Where a child has 10 unauthorised sessions within 100 school sessions a Penalty Notice may be issued. The Penalty Notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence of failing to secure your child's regular attendance at school.

The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of the Penalty Notice it will be £60 per parent, per child. If you pay the penalty within the time limits, no further action will be taken against you in connection with the offence as set out in the notice, i.e. your liability for the offence will be discharged.

Yours sincerely,

Headteacher

**Appendix 4: Punctuality reminder letter (3 in 50)**

<DATE>

<PARENTS/CARERS ADDRESS>

Dear

**Re: <Pupil name>**

**DOB:**

At Hunton, we work hard to ensure that every child has the opportunity to take part in all the learning experiences on offer, to enable them to reach their full potential and thrive at school. This means making sure that pupils attend school every day that they are well enough to do so and that they arrive punctually and ready to learn.

**During our recent monitoring of punctuality and attendance, it was noted that your child has been late on 3 occasions during the last 50 school days.**

When your child is late they miss out on the opportunity to settle with their friends at the start of the day and take part in some of our early morning activities, which may include things such as reading practice, spelling tests, times tables practice and targeted interventions. In some cases, they may miss the introduction to a lesson and be unable to access the activity without support. It can be very challenging for class teachers and teaching assistants to ensure that pupils who have missed these learning opportunities are brought up to speed.

Over the next two terms we will monitor your child's punctuality closely and, if there is no improvement you will be invited to an Attendance and Punctuality Meeting with the Headteacher and Attendance Officer.

If there are specific difficulties that are causing your child's lateness, please do let us know as we may be able to provide support.

We hope that you will work with us to ensure that your child is in school punctually every day.

Yours sincerely,

Headteacher

**Appendix 5: Attendance Meeting letter – punctuality (6 in 50)**

<DATE>

<PARENTS/CARERS ADDRESS>

Dear

**Re: <Pupil name>**

**DOB:**

Further to our letter, dated XXXX, we have been disappointed to see that there has been no improvement in your child's punctuality.

**During our recent monitoring of punctuality and attendance, it was noted that your child has been late on 6 occasions during the last 50 school days.**

This is now beginning to have a significant impact on your child's learning and the learning and management of the wider classroom.

In order to address this, **we are requesting your attendance at an Attendance and Punctuality Meeting with the Headteacher and Attendance Officer on XXXXXX at XXXXXXXX.** It is important that you attend this meeting so that we can discuss the issues around your child's lateness and how we can support you to improve this.

If you are unable to attend on this date / time, please contact the School Office to rearrange the meeting. If you do not attend this meeting, and there is no improvement in your child's punctuality, it is likely that a referral will be made to the Attendance Service.

Yours sincerely

Headteacher

## Appendix 6: Punctuality Referral and Penalty Notice Warning Letter

<DATE>

<PARENTS/CARERS ADDRESS>

Dear

**Re: <Pupil name>**

**DOB:**

Further to our letter, dated **XXXX**, we have been disappointed to see that there continues to be no improvement in your child's punctuality.

**During our recent monitoring of punctuality and attendance, it was noted that your child has now been late on 8 occasions during the last 50 school days.** This is something that we cannot ignore due to its impact on your child and the wider school.

This letter is to inform you that we will now be making a referral to the Attendance Service at KCC, who will contact you to discuss the situation.

Please remember that regular and punctual attendance at school is a legal requirement and that all parents are obliged to comply with this. **If this matter cannot be satisfactorily resolved, KCC may issue you with a Penalty Notice.** In this instance, both parents will be required to pay £60 within 21 days or £120 within 22-28 days. Failure to pay the Penalty Notice may result in legal action.

We hope that you will take the opportunity to work in partnership with the Attendance Service and the school so that we can ensure that your child is receiving their full entitlement to education.

Yours sincerely

Headteacher

## Appendix 7: Absence reminder letter (below 95%)

<DATE>

<PARENTS/CARERS ADDRESS>

Dear

**Re: <Pupil name>**

**DOB:**

At Hunton, we work hard to ensure that every child has the opportunity to take part in all the learning experiences on offer, to enable them to reach their full potential and thrive at school. This means making sure that pupils attend school every day that they are well enough to do so and that they arrive punctually and ready to learn.

**During our recent monitoring of punctuality and attendance, it was noted that your child's attendance is currently **XX%**.**

This is significantly below our school aspiration of 98%. You may not have realised that it was so low. We aim for 100% attendance for every child, but we are aware that sometimes children are unwell and if your child's absence was due to genuine illness then we fully understand.

However, it is essential that we ensure that every child is in school if they are well enough to be here. We will continue to monitor your child's attendance over the next two terms and hope to see an improvement. Please note that, should your child's attendance fall below 90%, you will be invited to attend an Attendance and Punctuality Meeting with the Headteacher and Attendance Officer.

**Of your child's absences **XX** were authorised and **XX** were unauthorised.**

If your child has unauthorised absences, we will monitor your child's attendance closely over the next two terms and any further unauthorised absences will result in you being invited to attend an Attendance and Punctuality Meeting with the Headteacher and Attendance Officer.

We are committed to working with you to help improve your child's attendance and you can help us with this by:

- **Trusting us to send your child home if they are unwell.** Sometimes children can be under the weather in the morning but perk up as the day goes on, or with a dose of Calpol. Please send you child in and we will always let you know if they are struggling.
- **Trusting us to keep your child safe.** We still have rigorous Covid risk assessment practices in place in school and are working hard to protect all our children and staff.
- **Talking to us if you are having difficulty getting your child to school.** We can help.
- **Talking to us if your child is anxious about school.** We can help.



.We hope that you will continue to work with us to ensure that your child has every opportunity for learning and new experiences at school.

Yours sincerely,  
Headteacher

**Appendix 8: Attendance Meeting letter (Below 95% and no improvement / Below 90%)**

<DATE>

<PARENTS/CARERS ADDRESS>

Dear

**Re: <Pupil name>**  
**DOB:**

We wrote to you earlier this year to notify you that your child's attendance had fallen below the 98% level that we expect for all pupils. We are disappointed to see that this has not improved.

**During our recent monitoring of punctuality and attendance, it was noted that your child's attendance is XX%.**

**Of these, XX were authorised absences and XX were unauthorised.**

This level of absence is now having a significant impact on your child's learning and progress at school. There are also implications for the class teacher's planning and staffing allocation, as h/she will need to address the gaps in your child's learning.

It is important that we address this situation urgently and so **we are requesting your attendance at an Attendance and Punctuality Meeting with the Headteacher and Attendance Officer on XXXXXX at XXXXXX.** It is important that you attend this meeting so that we can discuss the issues around your child's lateness and how we can support you to improve this.

If you are unable to attend on this date / time, please contact the School Office to rearrange the meeting. If you do not attend this meeting, and there is no improvement in your child's attendance, it is likely that a referral will be made to the Attendance Service.

Yours sincerely

Headteacher

## Appendix 9: Absence referral and Penalty Notice Warning Letter

<DATE>

<PARENTS/CARERS ADDRESS>

Dear

**Re: <Pupil name>**

**DOB:**

Further to our letter, dated **XXXX**, we have been disappointed to see that there continues to be no improvement in your child's attendance.

**During our recent monitoring of punctuality and attendance, it was noted that your child's attendance is **XX%**.**

**Of these, **XX** were authorised absences and **XX** were unauthorised.**

This is something that we cannot ignore due to its impact on your child and the wider school.

This letter is to inform you that we will now be making a referral to the Attendance Service at KCC, who will contact you to discuss the situation.

Please remember that regular and punctual attendance at school is a legal requirement and that all parents are obliged to comply with this. **If this matter cannot be satisfactorily resolved, KCC may issue you with a Penalty Notice.** In this instance, both parents will be required to pay £60 within 21 days or £120 within 22-28 days. Failure to pay the Penalty Notice may result in legal action.

We hope that you will take the opportunity to work in partnership with the Attendance Service and the school so that we can ensure that your child is receiving their full entitlement to education.

Yours sincerely

Headteacher