



# Attendance Policy

The governing body of adopted this policy on 16<sup>th</sup> May 2023

Developed with the Coalville Collaborative Partnership



**Approved by:** [Name]

**Date:** [Date]

**Last reviewed on:** [Date]

**Next review due by:** [Date]

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### 1. Aims

At Hugglescote Community Primary School 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, Mr P Driver, 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
- Referring families to the Attendance Team at County Hall

#### **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 Mr Driver and can be contacted via the school office on 01530 832721

#### **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 attendance officers to tackle persistent absence

The attendance officer is Mr P Driver and can be contacted via the school office on 01530 832721

### **3.5 Class teachers**

Class teachers 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 office staff**

School office 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 attendance officer to provide them with more detailed support on attendance

### **3.7 Parents/carers**

Parents/carers are expected to:

Make sure their child attends every on time. All children to be in school by 8.45 am.

- Call the school to report their child's absence on the school absence line on 01530 832721 by 8.45am. 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

## **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

Any amendment to the attendance register will include:

The original entry

The amended entry

The reason for the amendment

The date on which the amendment was made

The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

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.

The register for the first session will be taken at 8.45 am and will be kept open until 9.00 am. The register for the second session will be taken at 1pm (EYFS) 1.10pm KS 1 and 1.15pm KS 2.

## **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 8.45 am or as soon as practically possible by calling the school office staff (see also section 7).

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.

Please email [hugglescote@hugglescote.leics.sch.uk](mailto:hugglescote@hugglescote.leics.sch.uk) to inform the school 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.

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

## **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 pupils' emergency contacts, the school will undertake a home visit in line with our Safeguarding Policy.

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 attendance officer

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

The school will regularly inform parents about their child's attendance and absence levels, via half-termly written reports.

## 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.

We define 'exceptional circumstances' as observance of a religious holiday or event, a death in the immediate family or a family emergency.

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. 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)

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

#### Holidays in Term Time

- Parents have no entitlement to take their child on a holiday during term time. All requests for absence during term time must be made in advance and will be considered on an individual basis.
- In the first instance, parents/carers must complete a request form on Weduc with relevant details.
- Parents/carers will be then asked to attend a meeting with our Attendance Officer/ Headteacher to discuss the nature of the absence.
- We will then confirm the outcome of this meeting in writing.
- We have an obligation to review all requests and, should the absence still take place where permission has not been granted, the appropriate action may result in a fine.

### 5.2 Legal sanctions

#### Penalty notices

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

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

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

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

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

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

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

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

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

### Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support. Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

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

## 6. Strategies for promoting attendance

- Please communicate regularly with school if you are finding things difficult. All our staff, including our Attendance Officer (Mr Paul Driver), Pastoral Support worker (Miss Louise Galdes) and ELSA (Mrs Vicky Senior), are here to help and support you.
- Wraparound Care is available for Breakfast Club (7.45am until 8.45am) and After School Club (3.15 pm until 5.45pm).

### Establishing a good routine can help:

- Regular bedtimes so children aren't tired in the morning and are up on time.
- Help your children to get into a regular routine by using an alarm set at the same time every day.
- Ensure that children eat breakfast before they leave the house.
- Help your child to become independent by encouraging them to get everything ready the night before.

## 7. Attendance monitoring

### 7.1 Monitoring attendance

Hugglescote Community Primary School will:

- › Monitor attendance and absence data weekly, 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 board.

## 7.2 Analysing attendance

Hugglescote Community Primary 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

Hugglescote Community Primary School will:

Provide regular attendance reports to, 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
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

## 8. Monitoring arrangements



This policy will be reviewed as guidance from the local authority or DfE is updated annually. 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

## 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>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Attendance and punctuality letters to families.

Letter 1 Initial concern

LETTER OF CONCERN - ATTENDANCE

\*\*\*\*\*  
\_\_\_\_\_

I am writing to advise that the attendance of \*\*\*\*\* this academic year is \*\*\*\*\*%. This means that \*\*Name\*\* has missed \*\*\*\* sessions which is the equivalent of \*\* days.

There is clear evidence of attendance under 96% negatively effects a child's performance and success. The government expects all children to have attendance of 96% or above each academic year.

We will be monitoring \*\*\*\*\* attendance and expect to see an immediate improvement. If you need any support with \*\*\*\*\* attendance please contact the school office so we can work together in ensuring the best outcomes for \*\*\*\*\*.

Yours sincerely



Paul Driver  
Headteacher

**Letter 2 Further letter of concern - Invite to meeting**

**FURTHER LETTER OF CONCERN - ATTENDANCE**

Pupil Name

Dear \_\_\_\_\_,

Further to my previous letter dated ----- in which I expressed concern regarding ----- attendance, I am disappointed to see that ----- attendance has dropped to ----- . As you are aware regular attendance at school is essential and should be no less than 96% each academic year.

Parents and carers are responsible by law for making sure that their children attend school regularly, are on time and are not absent without good reason.

In view of your child's current level of absence I would like to invite you to a meeting in school. A senior leader from the school will be contacting you to make an appointment to meet. In the meeting we will discuss the reasons for the absences and then together we will draw up a plan of action to remedy the situation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Driver', with a long horizontal flourish extending to the right.

Paul Driver  
Headteacher

**FURTHER LETTER OF CONCERN - ATTENDANCE**

\*\*\*\*\*  
\_\_\_\_\_

Dear Parent / Carer,

I am writing to inform you that despite the school supporting you to improve \*\*\*\*\* attendance I have no option other than to refer the matter to the local authority.

Further to my previous letter dater\*\*\*\*\* in which I expressed concern regarding \*\*\*\*\* attendance, I am disappointed to see that \*\*\*\*\* attendance has dropped to / remained at/ not improved. As you are aware regular attendance at school is essential and should be no less than 96% each academic year.

In the absence of any contact regarding any difficulties I will be left with no alternative but to refer \*\*\*\*\* attendance to the pupil services court team at Leicestershire County Council for legal action to commence under section 444 of The Education Act 1996; failiure to ensure regular attendace of your child. You will receive documentation in the next few days from the Local Authority.

Yours sincerely



Paul Driver  
Headteacher

**Holiday – warning in relation to holiday request**

Dear parent/carer

**RE: FORMAL WARNING IN RELATION TO YOUR FAMILY HOLIDAY REQUEST**

I write in response to your recent request to be permitted to \*\*\*\* on a family holiday during term-time from xxxxx to xxxx

New government guidelines, which came into effect on 1st September 2013, prevent Head teachers from granting any leave of absence during term time, unless there are exceptional circumstances. A family holiday during term-time does not fall under the category of 'exceptional circumstances' and I am therefore unable to grant leave of absence for your family holiday request.

As a result, I must inform you that, should you disregard my decision and \*\*\*\* have absences recorded as a result of an unauthorised family holiday, Leicestershire County Council may be advised of this matter and may be requested to issue Penalty Notices in line with their policy.

The parent(s) of any child who has absences recorded as a result of an (unauthorised family holiday/persistence absence) will each be fined £60 which must be paid within a 21-day period. Failure to pay the fine(s) within this timescale, will result in the fines being doubled to £120 which will need to be paid within 28 days of the original fine being issued. If the fine(s) remain unpaid after the full period of 28 days has expired, parents may face legal action under section 444 of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

It is hoped that you will take serious consideration of the information outlined above and reconsider your plans to take a family holiday during school term-time.

Yours sincerely

Headteacher



**Punctuality Letter 1**

Late arrival letter 1  
Late Arrival at School: «Forename» «Surname» : «Reg

Dear Parent,

I am writing to inform you that «Forename» has been late xx times this academic year, during the period up to and including xx.

I do appreciate that slow traffic and other factors can contribute to children being late for school but please be aware it can be distressing and disruptive for children when they are late. It may also impact on their first lesson.

Therefore, can I remind you of the importance of punctual attendance at school and request that you ensure that your child arrives at school on time in the future. Pupils are expected to be in class ready to start learning by 8.45am.

A handwritten signature in black ink, appearing to read 'Paul Driver', with a long horizontal flourish extending to the right.

Paul Driver  
Headteacher

## Punctualiy Letter 2

Date

Persistent Lateness – arrival

Persistent Late Arrival at School: «Forename» «Surname» : «Reg»

Dear Parent/Carer,

I am writing to inform you that «Forename» has been late xx times to date this academic year, during the period up to and including xx. I am disappointed to see «Forename»'s punctuality has not improved since I wrote to you last.

Therefore, can I remind you of the importance of punctual attendance at school and request that you ensure that your child arrives at school on time in the future. If no improvement is made you will be invited to meet with a member of the Senior Leadership Team to discuss ways we can help support you regarding punctuality.

A handwritten signature in black ink that reads "Paul Driver". The signature is written in a cursive style with a long, sweeping horizontal stroke at the end.

Paul Driver  
Headteacher