



September 2024 - 2025

Attendance Policy

Date created	September 2020
Review period	Annual
Next due for review	September 2026
Governors Committee Responsible	FGB
Date Reviewed	September 2025

This policy was drawn up and is based on a number of national and local guidance including:

- the Department for Education's (DfE's) statutory guidance on [Working together to improve school attendance \(August 2024\)](#) and [School attendance parental responsibility measures](#).
- Legislation, which sets out the legal powers and duties that govern school attendance including: 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#), [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#), [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- It also refers to: [School census guidance](#), [Keeping Children Safe in Education](#) and the [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- Hampshire County Council guidance: <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents> as well as the Model attendance policy guidance for schools, academies and education centres



Kingsclere CE Primary School, Ash Grove, Newbury, Berkshire, RG20 5RE

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Attendance at Kingsclere CE Primary School

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1. Aims

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

At Kingsclere CE Primary School we are committed to providing an education of the highest quality which is inclusive of all our pupils and endeavours to provide an environment where all pupils feel valued and welcome.

Parents/Carers and pupils play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. Parents/Carers, teachers and our governors share the responsibility for supporting and promoting excellent school attendance and punctuality for all. As detailed in the Department for Education's statutory guidance on 'Working together to improve school attendance', **'Attendance is everybody's responsibility'**.

At Kingsclere CE Primary School we aim to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [Working together to improve school attendance \(August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- setting high expectations for the attendance and punctuality of all pupils with the aim to achieve a goal of 100% for all children
- taking every opportunity to promote good attendance and punctuality unless the reason for the absence is unavoidable
- 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 partnerships with families to make sure pupils have the support in place to attend school

The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance. Good attendance is important because:

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

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2. Roles and responsibilities

2.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

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- Holding the headteacher to account for the implementation of this policy

2.2 The Headteacher and Designated Safeguarding Lead - Jo Messenger - also known as the Senior Attendance Champion is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance and implementing this policy to the school
- Having a strong grasp of absence data and oversight of absence data analysis and analysing, evaluating and monitoring expectations, processes and progress of school-level absence and attendance data and reporting it to governors
- Benchmarking attendance data to identify areas of focus for improvement
- Supporting and ensuring staff can utilise Scholar Pack to monitor the attendance of individual pupils, report concerns about attendance to the Designated Safeguarding Lead/Headteacher responsible for attendance
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Safeguarding Officer to be able to do so
- Liaising with pupils, parents/carers and external agencies, where needed, building close and productive relationships to discuss and tackle attendance issues
- Delivering targeted intervention and support to pupils and families including reintegration plans in partnership with pupils and their parents/carers
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- The Senior Attendance Champion can be contacted via telephone on 01635 298583, via Weduc or email on: adminoffice@kingsclere.hants.sch.uk The Senior Attendance Champion will work in partnership with the School Leadership Team and SENCO and Safeguarding Officer (Year R and Key Stage 1 Phase Leader Lindsey Bowden, the Key Stage 2 Phase Leader Caroline Williamson, the School Finance Manager Lesley Dudman and the SENCO and Safeguarding Officer Attiya Khawaja) to support her in carrying out the above tasks in order to manage and support all children's attendance where required.

2.3 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 09:05 each morning and 13:10 each afternoon

Class teachers are also responsible for reporting any attendance concerns to the Headteacher and working in partnership with parents/carers, the Senior Leadership Team, SENCO and Safeguarding Officer and children to support in improving children's attendance and punctuality

2.4 School Admin/Office Staff

School Admin/Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Headteacher or SENCO/Safeguarding Officer where appropriate, in order to provide them with more detailed support on attendance
- Carry out first day calling when a child is absent and on subsequent days as detailed in the Attendance Policy
- Complete the relevant paperwork for issuing attendance letters and penalties as detailed in the Department for Education and Hampshire County Council 'Code of Conduct Issuing Penalty Notices for unauthorised absence from school' and 'Penalty Notices for non-attendance at school' when requested by the Headteacher (or Safeguarding Officer when directed by the Headteacher)

2.5 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day and on time
- Call the school to report their child's absence before 08:45 on the day of the absence and each subsequent day of absence, or 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
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Senior Attendance Champion (Jo Messenger) or SENCO and Safeguarding Officer (Attiya Khawaja), who can be contacted via telephone on 01635 298583, via Weduc or email on: adminoffice@kingsclere.hants.sch.uk

2.6 Pupils

Pupils are expected to:

- Attend school every day, on time

3. Recording attendance

3.1 Attendance register

We will keep an electronic attendance register on Scholar Pack 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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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

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- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age whether the absence is authorised or not
- The nature of the activity, where 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 6 years after the date on which the entry was made.

The school day starts at 08:45 and ends at 15:15.

Pupils must arrive in school by 08:45 on each school day.

The register for the first session will be taken by 08:55 and then closed. The register for the second session will be taken by 13:10 and then closed.

3.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 08:45, or as soon as practically possible, by calling the school on 01635 298583 or emailing via Weduc or the school email:

adminoffice@kingsclere.hants.sch.uk or alternatively you can come into the school and report to reception.

Where any pupil we expect to attend school does not attend, or stops attending, without reason, or no communication is made to the school regarding lack of attendance, the school will carry out the following:

First Day of Absence

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason and identify whether the absence is approved or not. If the school cannot reach the pupil's parent(s), the school will continue to make calls to the child's other emergency contacts that have been provided on the school system
- If contact can still not be made regarding the child's whereabouts the school will call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will involve the local education authority

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Three Days of Absence

- If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start child missing in education procedures as set down by Hampshire County Council guidance. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquires to known friends and wider family.
- If contact is made no later than five working days after the session(s) for which the pupil was absent, then the correct attendance code to use should be inputted as soon as the reason for absence is ascertained

Ten Days' Absence:

- We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of missing. Children's Services staff will visit the last known address and alert key services to locate the child.

In addition to the guidance above your child's unexplained absence may be reported to the pupil's youth offending team officer or police.

Where appropriate, the school may offer support to the pupil and/or their parents to improve attendance once contact has been made and if failure to inform the school continues or there is risk of persistent absence. Where support is not appropriate, not successful, or the parent is not engaging with the school, the school will issue a notice to improve, penalty notice or other legal intervention as appropriate (see section 5.2)

Please help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

3.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. However, we strongly encourage parents 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.

Parents should request leaves of absence through the 'Request for Absence' form – see Appendix 2.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 4 to find out which term-time absences the school can authorise.

3.4 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

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

- The school day begins at 08.45 and all pupils are expected to be in school at this time. Morning registration is at 08.45 and it closes at 08:55. Children will be marked as late if they are not in school by close of registration at 08:55.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary
- Arrival after the close of registration will be marked as an unauthorised absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. As previously detailed please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays
- If a child arrives late, a parent or carer must accompany them to the school office to sign them in and provide a reason for their lateness. It is a safeguarding concern if children arrive late unaccompanied by an adult. The school will make contact with parents or carers and/or relevant agencies as required if the procedure is not followed.

What happens if you are persistently late?

We encourage pupils and parents/carers to recognise our value of Respect when arriving in school. Pupils who are consistently late are disrupting not only their own

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education but also that of the other pupils. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action**. See *Hampshire's Code of Conduct for issuing Penalty Notices* (August 2024): <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Parents/Carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents/carers will be invited to attend the school to discuss the problem and support will be offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period the school or the Hampshire County Council will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance.

If parents/carers are late collecting their child at the end of the day

Parents/Carers are required to collect their child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns as necessary with other agencies. If one is available, the school will place a child into the after-school club and provide the parent/carers with the bill.

3.5 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 2.5 above) about their child's attendance and absence levels at Parents/Carers Consultation Evenings (or sooner if there are concerns) and a report will also be provided near the end of the school year.

4. Authorised and unauthorised absence

4.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave

- A temporary, time-limited part-time timetable
- 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.

'Exceptional circumstances' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off in school time to go on holiday and in the majority of cases holiday will not be authorised.

Parents/Carers wishing to apply for leave of absence will need to complete an application form available from the school office or Appendix 2 in advance and before making any travel arrangements.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 7 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Absence of a child from a Traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller

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is away the home school holds the place open and records the absence as authorised through the T code. Distance learning packs for Traveller children are not an alternative to attendance at school.

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Absence through child participation in public performances, including theatre, film or television work and modelling: Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.
- Absence through competing at regional, county or national level for sport: Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the headteacher's discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

4.2 Potential Sanctions and Penalty Notices

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Kingsclere CE Primary School follows Hampshire County Councils, Code of Conduct guidance on 'Issuing Penalty Notices for unauthorised absence from school' (August 2024). The 'Information on Penalty Notices for non-attendance at school Advice for parents and carers' (August 2024) is useful guidance for parents/carers to understand details around Penalty Notices. The guidance can be found at the following link: <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

The headteacher, the school Safeguarding Officer, 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 a copy of any penalty notice issued to a parent.

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.

Where a parent takes a term-time holiday but deliberately seeks to avoid the issuing of a Penalty Notice, for example, by declaring only eight or nine sessions (four or four and a half days) of absence on a Leave of Absence Form (LOAF), or by arranging a holiday to coincide with an INSET day so that only eight sessions are recorded as 'G' coded (unauthorised holiday) absence, a Penalty Notice may still be issued, even if fewer than ten sessions of absence are declared.

Where no LOAF form has been submitted, and it is evident that a parent has attempted to avoid penalty action through partial or undeclared absence, a Penalty Notice will be issued.

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 Hampshire County Council Code of Conduct. 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 3 weeks for the improvement period

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- The grounds on which a penalty notice may be issued before the end of the improvement period

5. Strategies for promoting attendance

We aim to reward, incentivise and improve attendance by celebrating good attendance in assemblies through our weekly Celebration Assembly. Our Attendance Teds are awarded to a class in Year R, 1 or 2 and a class in Year 3, 4 or 5/6 to celebrate the class with the highest attendance.

Our class teachers will also discuss with you at Parents/Carers Consultation Evening where attendance is good or improved and celebrate your child's attendance with you. If your child is close to or is a persistent or severe absentee, the class teacher will discuss this with you and how attendance can be improved.

Our Home School Agreement outlines the importance of parents/carers and children supporting their child's good attendance. We also include details in Kingsclere CE Primary School newsletter to raise awareness of the importance of good attendance and provide our families with updates about attendance and punctuality.

6. Supporting pupils who are absent or returning to school

6.1 Pupils absent due to complex barriers to attendance

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

6.2 What can I do to encourage my child to attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value their education.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

For many parents/carers, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.

6.3 Pupils absent due to mental or physical ill health or SEND

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

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for 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 will be notified of this in advance.

If pupils are absent from school due to mental or physical ill health, we work with families to consider any adjustments the school may be able to make and the additional support parents/carers can provide.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the local authority.

If children are absent due to medical needs we have a policy on, 'Supporting Pupils with Medical Needs' - [Our Policies | \(kingsclereprimary.com\)](https://www.kingsclereprimary.com) which can be found on our school website under **Information – Our Policies** and will work in partnership with parents/carers where your child's medical needs impact attendance or punctuality.

When the school works with families to improve attendance linked to mental or physical ill health, it may require families or the school, to make referrals to relevant external agencies for advice, support and/or intervention.

See our Mental Health and wellbeing resources on the school website which may also be useful with regards to supporting children's mental health and wellbeing: [Mental Health & Wellbeing | \(kingsclereprimary.com\)](https://www.kingsclereprimary.com)

6.4 Pupils returning to school after a lengthy or unavoidable period of absence

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It is important that on return from an unavoidable absence all pupils are made to feel welcome. Staff will ensure they greet the pupil personally and have a conversation to ensure they feel welcome. Staff will support the pupil in helping them to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Some pupils may require a personalised plan to support them back into school following a sustained period of absence e.g., a social story. This will be discussed with the SENCO and Safeguarding Officer prior to pupil return.

7. Attendance monitoring

7.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

At Kingsclere CE Primary School we monitor attendance and absence data (including punctuality data) systematically and regularly by combining technology with proactive strategies and clear communication to support pupils' success in attending school and ensuring that those who need help are identified and assisted early.

We use a variety of strategies to monitor attendance including:

- confirming absences through phone calls for further investigations or verifying absence through Weduc messages or school email to parent/carers and emergency contacts where necessary
- weekly attendance checks and analysing reasons for absence of lateness to spot children who are at risk of falling behind academically or pastorally and may need additional support and identifying where encouragement and attendance class rewards to motivate children to attend regularly and on time

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- using Scholar Pack to generate year group or other reports for analysis
- using Fischer Family Trust attendance data trackers to compare attendance at Kingsclere CE Primary against national and local averages
- meetings with parents/carers to support attendance
- discussions with children to support attendance where appropriate
- attendance improvement plans for chronic absenteeism
- referrals to external services including Hampshire County Council Attendance or Inclusion Team, the Legal Intervention Team, Primary Behaviour Service, School Nurse, Hampshire Youth Access, the MASH team or other external agencies
- staff training, surveys and professional discussions
- feedback from teachers, children and parents/carers

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- 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:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to facilitate discussions with pupils and families, and to the governing board and the School Leadership Team or the SENCO and Safeguarding Officer and Pupil Premium Lead
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming

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persistent or severe, including keeping them informed regarding specific pupils, where appropriate

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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Send letters to parents to address any concerns or note any improvements in attendance where there have been concerns previously
- 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 (see section 5.2, above)

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Headteacher. 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
- Supporting Children with Medical Needs 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
Attending a place other than the school		
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
Absent – leave of absence		
C1	Participating in a regulated performance or	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

	undertaking regulated employment abroad	
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	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
Y1	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
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	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
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school

N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	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
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2 – Request for absence form

The form is attached as a separate document to download.