



Queen's Inclosure Primary School School Attendance Policy

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education (DfE) and Hampshire County Council. This attendance policy is also consistent with the following school policies:

- Admissions
- Anti-bullying
- Safeguarding and Child Protection

Section 1

1.1 Rationale/statement of Intent

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

At Queen's Inclosure, we are committed to providing an education of the highest quality for all our children and endeavour to provide an environment where all children feel valued and welcome. Parents and children play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to children and their parents or carers the importance of regular and punctual attendance. For the purpose of this policy, regular attendance is defined in line with Hampshire County Attendance Target. Each year, this information is communicated to parents at the start of the year and published on our website www.queensinclosure.hants.sch.uk/Attendance.

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

Good attendance is important because:

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

Section 2

2.1 Promoting good attendance and punctuality

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home School Agreement contains details of how we will work in partnership with parents and our expectations that parents will 'see that their child attends school regularly, on time, in school uniform with their appropriate equipment. Provide an explanation if their child is absent and refrain from taking holidays in term time'.

To help us all to focus on this we will:

- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- set an annual attendance target for the school

2.2 Roles and responsibilities

Under the direction of the Headteacher, the Attendance Manager will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. The Attendance Manager will also ensure that attendance is both recorded accurately and analysed. He/she will ensure that attendance issues are identified at an early stage and, with the involvement of the Headteacher, that support is put in place to deal with any difficulties.

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

2.2.1 Responsibilities of classroom staff

- Ensure that all children are registered accurately.
- Promote good attendance with parents/children at all appropriate opportunities.
- Liaise with the Attendance Manager on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support children with absence to re-engage with their learning once they are back in school. Whilst it is impossible for a child to experience the learning they have missed, staff will make every effort to provide opportunities to help the child keep up with their peers. This may include additional home learning if the teacher feels this would be of benefit.
- If the child is absent as a result of illness or injury, the school may provide learning to help the child keep up. However, this is not the case if the absence is unauthorised i.e. holiday.

2.2.2 Responsibilities of parents/carers

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

Parents will:

- support the school in aiming for 100% attendance for their child each year
- avoid taking their child out of school for non-urgent medical or dental appointments
- make sure that any absence is clearly accounted for by telephone, text or email on the first and subsequent days of absence, or by letter if a phone is unavailable
- discuss any planned absences with the Attendance Manager well in advance
- ensure all requests for leave of absence are recorded on the specific proforma
- only request leave of absence if it is for an exceptional circumstance.

2.2.3 Responsibilities of the Headteacher/Attendance Manager

- Promote the importance of good attendance and communicate this to parents/carers
- Provide the Governing Body with attendance data on a termly basis and work with the Governing Body on strategies to improve attendance when necessary
- Ensure that rigorous procedures are in place to question the unauthorised absence of children and that effective links are made with external agencies to underpin this process
- On behalf of the Governing Body, ensure that the necessary attendance data is collected in line with LA and DfE requirements
- On behalf of the Governing Body, forward attendance targets and data to the LA and DfE when requested
- Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (Headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. A specific proforma is provided for the purpose of requesting Leave of Absence in exceptional circumstances.
- Provide parents/carers with as much advance notice as reasonably possible on school closures and INSET days.

2.2.4 Responsibilities of the Governing Body

- Under the Education (Pupil Registration) (England) Regulations 2006, be responsible for making sure that attendance registers are kept.
- At agreed intervals, provide the LA with the name and address of any child who does not attend school regularly.
- Under the Education (School Attendance Targets) (England) Regulations 2007, set overall attendance targets.
- Provide attendance information, as requested by the DfE, under the requirements of section 538 of The Education Act 1996.
- Put monitoring procedures in place to ensure that these statutory requirements are being met.

Section 3

3.1 Recording attendance and punctuality

Legally the register must be marked twice daily. This is once at the start of the school day, 8:40am, and again for the afternoon session at 1:05pm.

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

- The school day begins at 8:40am and all children are expected to be in school at this time. Morning registration is at 8:40am and it closes at 8:50am.
- Late arrivals between 8:50am – 9:20am are recorded as an authorised late and coded L in line with Hampshire County Council and Department of Education guidance.
- Arrival after the extended close of registration at 9:20am will be marked as unauthorised absence and coded U in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded M. Please be advised that, where possible, doctor and dentist appointments are to be made outside of school hours or during school holidays.

Children who are consistently late are disrupting not only their own education but also that of the other children. Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action.

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

Children must be collected promptly at 3:20pm, which is the end of the school day. We record times when children are collected after 3:30pm and where late collection is persistent i.e. more than 5 times in any half term, the parent may receive a letter or be invited to attend the school and discuss the problem. When a parent, carer or guardian is significantly late to collect a child (after 3:50pm) without an exceptional reason given to the school office and this happens more than once, the matter will be brought to the attention of the Headteacher. If the late collection continues, this may trigger a referral to Children's Services as the school is obliged to take any uncollected pupil to a place of safety and report concerns.

3.2 What to do if my child is absent?

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If your child is absent:

- Please telephone or text the school on 02392 268067 or email adminoffice@queensinclosure.hants.sch.uk before 10am daily to report your child's absence and give a reason.

Please note: any child absent from school would not be permitted to return to school on that day to attend an extracurricular activity i.e. after school club or PTA event.

If your child is absent we:

- Will telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance
- Will invite you in to discuss the situation with our Attendance Manager/Headteacher if absences persist
- May refer the matter to the Hampshire County Council's Attendance Legal Panel if absence is unauthorised and falls below 90%.

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

Ten days' absence without explanation

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

Continued or ongoing absence

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90%, we will contact you and invite you to meet with the Headteacher to discuss the reasons and provide support on improving attendance.

3.3 Request for leave of absence

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

There is, however, no legal entitlement for time off in school term time to go on holiday and in the vast majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an application form, which can be viewed on or downloaded from our school website <http://www.queensinclosure.hants.sch.uk/Leave-of-Absence> and is also available from the school office, in advance and **before** making any travel arrangements.

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

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

If holiday is taken during term time and the child is reported as ill, either immediately before or after the holiday, the absence(s) will be recorded as unauthorised unless supporting medical evidence is provided. As with any other unauthorised absence, this could result in legal action.

3.3.1 Understanding types of absence

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

- **authorised absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised
- **unauthorised absence:** is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes:
 - parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
 - absences which have not been explained.

A school can, if necessary, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday, or out shopping.

3.3.2 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 license 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.

3.3.3 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.

3.3.4 Gypsy, Roma, Traveller and Showman families

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

Section 4

4.1 Penalty Notices for non-attendance and other legal measures

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

4.2 Legal measures for tackling persistent absence or lateness

Hampshire schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

- 1 The child or family do not require the support from any agency to improve the attendance.
- 2 The child has 10 or more sessions of unauthorised absence in a 10 week period and parents are complicit in the child's absence.

The following legal measures will be used for pupils of compulsory school age who are registered at a school:

- Parenting Contracts set at Education Planning Meetings
- Parenting Orders
- Penalty Notices
- Education Supervision Orders
- Prosecution.

Where a child has **unauthorised absence** the school must enforce Hampshire County Council's Code of Conduct: issuing Penalty Notices for unauthorised absence from schools or follow its guidance on other legal measures for non-attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

4.3 Penalty Notices for non-attendance – Hampshire's Code of Conduct

The Code of Conduct states that: Schools or Hampshire County Council will issue a Penalty Notice for any unauthorised absence where the child has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive (codes G, U or O on the register)
- persistently late (coded U) for up to 10 sessions after the register has closed
- persistently late before the close of the register (coded L), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance

unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

4.4 Legal measures for absence taken when the Headteacher has declined parents/ carers' request for leave of absence

Where a pupil has unauthorised absence due to either:

- 1 Non-approval of a parent/carer's request for leave of absence or
- 2 A holiday that has been taken without permission

and the unauthorised absence (coded G) is for 10 or more sessions (five days) in any 100 possible school sessions/10 week period then a Penalty Notice for non-attendance will be issued.

If a child has other types of unauthorised absence (coded O and U) and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:

- 1. 10 sessions (five days) of unauthorised absence or 10 sessions (ten days) lateness in any 100 possible school sessions/10 week school period**
- 2. one or more sessions of unauthorised absence during a public exam, formal school assessment or testing where dates are published in advance.**

Parents and carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through the school's attendance policy and website. The Penalty Notice is a fine that is issued to each parent/carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued **to one or more parents/carers** for each child. **NB:** This could mean four Penalty Notices for a family with two siblings, both with unauthorised absence for holiday, i.e. one Penalty Notice for each child to each parent.

Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Council's website at: <http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

Section 5

5.1 My child is trying to avoid coming to school. What should I do?

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 far worse 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. Please 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 learning, friendship problems, possible bullying, family difficulties etc. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

5.2 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 his/her 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, 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.

Responsible Committee: Learning
Responsible Member of Staff: Headteacher
Review: This policy will be reviewed once every two years

Appendix

The law

The Education Act 1996, Part I, Section 7 states:

“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

a) to his age, ability and aptitude and

b) to any special needs he may have

either by regular attendance at school or otherwise.”

For educational purposes the term *parent* is used to include those that have parental responsibility and/or those that have the day-to-day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part VI, Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and admission roll keeping

The legal requirements are found in: The Education (Pupil Registration) (England) Regulations 2006.

Guidance documents on attendance

The following Department for Education documents are used to guide attendance recording:

- *Absence and attendance codes* (guidance for schools and local authorities)
- *Keeping pupil registers* (guidance on applying the Education Pupil Registration Regulations).

These and other guidance documents are available on the Department for Education website.

Hampshire County Council guidance is available on Hantsweb at:

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance.htm>