



Queen's Inclosure Primary School School Attendance Policy

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1. Aims

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

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every child 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 children have the support in place to attend school

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 Body

The governing board is responsible for:

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

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Support the staff in delivering targeted intervention and support to children and families
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

Attendance is reported to Governors through a termly Headteacher's Report and is rigorously challenged by them to ensure that staff are fulfilling expectations and statutory duties. Attendance is featured in whole school newsletters from time to time.

3.3 The Designated Senior Staff member for attendance (with the support of the Behaviour Leader)

The Designated Senior Staff member is responsible for:

- Supporting the Headteacher in 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
- Benchmarking attendance data to identify areas of focus for improvement

The designated senior member of staff responsible for attendance is the Senior Administration Officer with support from the Behaviour Leader, both of whom can be contacted via the school office.

3.4 The Attendance Officer

The school Attendance Officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior staff member responsible for attendance and the Headteacher
- Advising the Headteacher when to issue fixed-penalty notices.

Our Attendance Officer can be contacted via telephone 02392 268067 and/or email to adminoffice@queensinclosure.hants.sch.uk.

3.5 Class Teachers

Class Teachers are responsible for:

- Recording attendance on a daily basis and submitting this information to the school office before the morning and afternoon sessions commence.
- 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.

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 in order to provide them with more detailed support on attendance.

3.7 Parents/Carers

Parents/Carers are expected to:

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

3.8 Children

Children 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 children onto this register.

We take our attendance register at the start of the first morning and afternoon session of each school day. Children must arrive in school between 8:30am and 8:40am each school day. The register for the first session will be taken at 8:45am and will be kept open until 9:20am. The register for the second session will be taken at 1:05pm and will be kept open until 1:15pm.

It will mark whether every child is:

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

Please 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

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

4.2 Unplanned absence

The child's Parent/Carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible by calling the school office and leaving a message on the Attendance line by calling 02392 268067 opt 1 (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.

The school may ask the child'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.

Children who are reported as ill immediately before or after a holiday will need to provide supporting medical evidence and/or holiday details to enable us to authorise the absence as illness as it is often used as a way of avoiding a Penalty Notice.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the child's Parent/Carer notifies the school in advance and provides evidence of the appointment.

Please let the Class Teacher or Office Staff know of any medical appointments. 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.

A Parent/Carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 5 details 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 code L
- After the register has closed will be marked as absent, using code U

It is important to be on time at the start of the morning and afternoon school sessions. The start of every session is used to give out instructions or organise learning. If your child is late, they can miss time with their class teacher, not receive the whole class input/instructions and may not receive targeted interventions. It can also cause disruption not only to their own education but also that of the other children, and it can be embarrassing and lead to possible further absence.

- Children must be collected promptly at 3:20pm, which is the end of the school day.

We record the times when children are collected after 3:30pm. Where late collection is persistent i.e. more than 5 times in any half term, the parent will be contacted to discuss the importance of good time keeping and how this might be achieved and supported offered where needed.

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, the matter will be brought to the attention of the Headteacher. If the late collection happens more than once, 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 their concerns.

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:

- Send a text to the child's Parents/Carers during the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the office staff will follow Safeguarding Procedures and inform the Headteacher.
- 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
- Contact 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 Children Services.

4.6 Reporting to Parents/Carers

The school will regularly inform parents about their child's attendance and absence levels by sending home an Attendance Certificate each term. Closer monitoring will take place for those children for whom attendance is a concern and parents will be notified of this. We will always offer parents advice and support in order to help improve attendance.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to a child 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 child is authorised to be absent for.

Exceptional circumstances are one off events which are unavoidable, examples may include **the death of a close relative, attendance at a wedding or funeral, respite care of a looked after child, a housing crisis which prevents attendance.**

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. We aim to be consistent and follow advice given by Hampshire County Council's Attendance Co-ordinators, who provide guidance to all schools.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the 'Attendance' page on our school's website - . The Headteacher may require evidence to support any request for leave of absence i.e. proof of a wedding abroad.

Valid reasons for **authorised absence** include:

- Legitimate illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, fairground 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

5.2 Legal sanctions

Where a child is of compulsory school age and 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 – click on the link to view this document <http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

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

Penalty notices can be issued by a Headteacher, Local Authority Officer or the Police.

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

- The number of unauthorised absences occurring within a rolling academic year

- › One-off instances of irregular attendance, such as holidays taken in term time without permission
- › Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences of 10 sessions or more in a 10 week period, 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.

6. Strategies for promoting attendance

At QI, we have consistently good overall attendance. Our curriculum is fun and engaging and our children enjoy their time at school. As we believe in intrinsic motivation, we do not reward good attendance as it is the expectation.

7. Attendance monitoring

At QI, we regularly monitor whole school attendance.

7.1 Monitoring attendance

The school will:

- › Monitor attendance and absence data half termly and identify those children whose attendance is below 95%
- › Identify whether or not there are individuals or 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

The school will:

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

7.3 Using data to improve attendance

The school will:

- › Provide termly attendance reports to class teachers, and other school leaders, to facilitate discussions with children and Parents/Carers to identify any barriers or where additional support may be required
- › 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
- Communicate with the Parents/Carers of children who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove any barriers to attendance
- Identify strategies that can be implemented to increase both child and parental engagement

Whilst the school continues close monitoring of persistent and severe absences, staff will be in more regular communication with Parents/Carers either by text, phone, email, adhoc conversations, and scheduled meetings and/or by letter.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years. 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
- Anti-Bullying Policy
- Admissions 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	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Code Definition Scenario		
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody

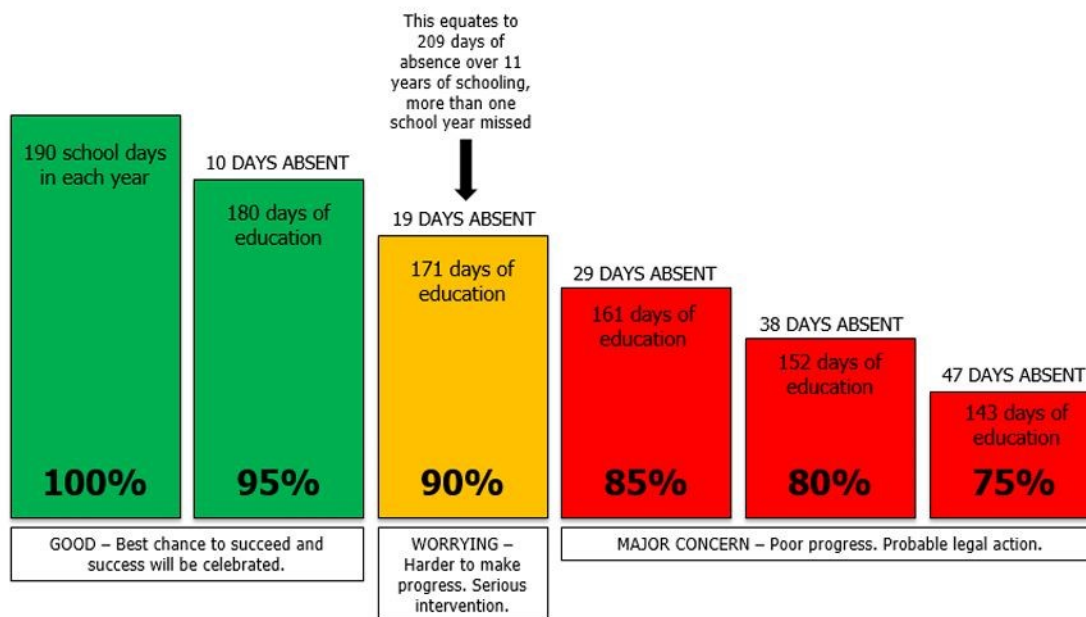
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Attendance Statement from the School Leadership Team

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 they are entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

The foundation for good attendance is a strong partnership between the school, parents and the child. Good and regular attendance is essential for a child's education to be successful. It is the responsibility of Parents/Carers to ensure that their child attends school. Absence from school should only occur in the extreme of circumstances and holidays taken in term time will not be authorised.

What is good attendance? The graph clearly shows what all schools expect in terms of good attendance - it needs to be 95% and above.



Ofsted: 'Successful schools 'don't tolerate' persistent absence'

How does attendance affect progress?

Green	<p>Attendance between 95% and 100% Good/Excellent – children have every chance to get the best out of their learning opportunities and experiences in school. Every effort should be made to maintain attendance at this level 😊</p>
Amber	<p>Attendance between 90% and 95% Worrying – children may still achieve good results, but their learning, progress and friendships within their class could be affected. Parents must make every effort to improve attendance. 😐</p>
Red	<p>Attendance at 90% or below Major concern – children in this group are categorised by the Local Authority as 'Persistent Absentees'. It would be almost impossible for them to keep up with their learning, and they will begin to fall significantly behind their peers. Parents of children who fall into this category will be required to engage with the school and could be referred for external support. Further action will be taken, which may include issuing a fixed penalty notice. ☹️</p>
<p>There are always exceptions to this but, overall, the statistics really reinforce and clearly show that attendance matters.</p>	

Absence for illness

Not every illness needs to keep your child from school. The NHS guidance states 'if your child has no temperature but has other minor symptoms such as a headache, sore throat and cough then they are able to attend school'. Please rest assured that we will always contact you if your child's condition

worsens or if we believe they are too unwell to be in school. Children with diarrhoea and sickness need to be 48 hours clear before returning to school. Please refer to the 'Medical' page on our school website for more information - <https://www.queensinclosure.hants.sch.uk/page/?title=Medical&pid=56>

Absence for holidays

Holidays in term time will not be authorised. However, requests for absence may be authorised in an exceptional circumstance but the length of time authorised is likely to be limited.

Exceptional circumstances are one off events which are unavoidable, examples may include the death of a close relative, attendance at a wedding or funeral, respite care of a looked after child, a housing crisis which prevents attendance. Birthday celebrations, family holidays, weddings incorporated in to holidays are NOT considered exceptional circumstances.

Children who are reported as ill immediately before or after a holiday will need to provide supporting medical evidence or holiday details to enable us to authorise the absence as illness, as it is often used as a way of avoiding a Penalty Notice.

A penalty notice is issued when 10 sessions of unauthorised absence is recorded - 1 session is a morning or afternoon of the school day – this can be consecutive sessions or cumulative over a 10 week period.

Most parents are not aware that a Penalty Notice is intended as a 'one off deterrent' and lasts for the child's entire educational journey from Year F to 11.

Non-payment of a Penalty Notice will result in Court proceedings.

Hampshire County Council receive all the revenue generated from fines and use it to fund legal proceedings. The school does not receive a single penny of it.

After a Penalty Notice has been issued once, any subsequent unauthorised absence of 10 sessions or more for a holiday **will result in a referral to the Attendance Legal Panel (ALP) who make a decision whether to prosecute - it will usually result in Court proceedings.** At this stage, it is out of the hands of the school and is dealt with by Hampshire County Council's Legal Team.

Example: A child is taken on holiday for 10 sessions or more during term time which results in a Penalty Notice being issued.

The child is then taken on a subsequent holiday for 10 sessions **or more**. As this is the 2nd holiday, a Penalty Notice will not be issued as it is deemed that the first Penalty Notice did not deter further absence for holiday and, instead, a referral to the Attendance Legal Panel should be made which will **invariably** lead to Court proceedings.

Records of Penalty Notices are kept on Hampshire County Council's central database. When a school requests a Penalty Notice Number from HCC, they are notified if a Penalty Notice has been issued before - even if a child changes school.

How can you encourage good attendance?

- 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 is properly equipped.
- Show your child, by your interest, that you value 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.

Working together to improve attendance

For any Parent/Carer that is struggling to ensure good attendance at school, please talk to a member of school staff – we have a wealth of experience and knowledge and have strategies that we can use to support you and your child.