



Boorley Park School

## **Attendance Policy**

Initial Policy:	April 2019
Policy updated:	Mar 2022
Next Review:	Mar 2023
Key Person:	TLS

At Boorley Park Primary School we believe that effective teaching and learning takes place when pupils' attendance rate is high and punctuality is good.

### **Principles**

#### **At Boorley Park we will:**

- Enable continuity and progression of teaching and learning through good attendance.
- Encourage good attendance through a positive and secure learning environment.
- Promote the importance of good attendance and celebrate success.
- Prepare pupils for the world of work and leisure.
- Involve Parent/Carers as partners in ensuring good attendance.
- Act early to address patterns of absence.

### **National Guidance**

The policy is written to ensure statutory requirements for attendance and other factors are met as detailed in

- Anti-social Behaviour Act 2003
- Children Act 1989
- Equality Act 2010
- Human Rights Act 1998
- The Education Act 1996 - sections 434(1)(3)(4)&(6))
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Penalty Notices) (England) Regulations 2007

It also takes account of the guidance produced by Hampshire County Council Hampshire Inspection and Advisory Service;

- Behaviour and attendance resources for schools  
<https://www.hants.gov.uk/educationandlearning/hias/teaching-learning/behaviour-attendance/resources-for-schools>
- Behaviour and attendance  
<https://www.hants.gov.uk/educationandlearning/hias/teaching-learning/behaviour-attendance>
- Code of conduct Issuing Penalty Notices for unauthorised absence from schools, February 2019

### **Rationale**

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

Boorley Park Primary School is committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils 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 pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital each 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 work 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.

### **Recording Attendance**

The School day runs from 8.55am until 3.15pm.

The Register will remain open until 9.25am but must be submitted by 9.25am at the latest.

Registers must be submitted by teaching staff straight after lunch before afternoon lessons commence. This should be by 1.15pm.

A pupil will be marked either present or absent. Absences must either be marked as:

- Authorised: only the authorised person in school, the Headteacher or as delegated by the Headteacher, can authorise the absence; or
- Unauthorised: where no acceptable reason is given

It must only be recorded as authorised if;

- The pupil has been granted leave of absence, which has been approved beforehand by the school (this includes Traveller and Showman absence) or
- The pupil is unable to attend;
  - either because of sickness or some other avoidable cause, or
  - on a day that the pupil's Parents/Carers' religion sets aside for religious activities.

A school can change an authorised absence from an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to Parents/Carers. An example of this is where a Parent/Carer states a child is unwell but on return to school there is evidence they have been on holiday or on a day trip out.

It is especially important we identify any pupils who are missing education as they may be at risk of significant harm. In some cases, there will be a good reason why a pupil is not at school; they may have health issues which mean they cannot attend. If this is the case the school must be notified as soon as possible and then they can offer support if needed.

### **Pupils unable to attend school due to health needs:**

If a pupil is long term absent due to ongoing health issues the school will require guidance and evidence from the medical profession on the child's needs, the length of absence and any reasonable adjustments that may need to be made in school for a return.

The school then may use a range of strategies or intervention to support the learner. These may include:

- Alternative timetables

- Reduced hours, reviewed regularly
- Adjustments to the school day/classes
- Liaison with the school nursing team
- Liaison with medical provision for education
- Early Intervention Service (EIS) referral for inclusion support
- Authorised absence for hospital visits
- Staff training from the medical profession if necessary
- In class support if needed.
- Where a pupil is signed off as medically unfit for school by a medical professional for more than 15 consecutive days, the School will notify the local authority who will work to provide suitable education.

### **Lateness and Punctuality**

Poor punctuality is not acceptable. When pupils miss the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. It is a Parent/Carer's responsibility to ensure their pupil arrives at school on time

A pupil will be marked as late (L) for the school/lesson if:

- they arrive at school after 8.55am but before the register is closed at 9.25am
- they arrive after the register is closed at 9.25am but no later than 9.55am

If a pupil arrives at 9.55am the register will be recorded as unauthorised for the morning session.

If a pupil has a persistent late record Parent/Carers will be contacted by the Headteacher to discuss how to resolve the problem. If lateness persists, formal action in the form of a Penalty Notice or legal action may follow.

### **What to do if my child is absent?**

If a pupil is unwell or unable to come to school it is important that the Parent/Carer inform the school on the first day and subsequent days, stating reasons for the absence.

This can be done by calling the school office and leaving a message on the absence answering machine.

If no contact is made by the Parent/Carer then a phone call will be made by the school regarding the pupil's absence. If no reason for the absence is given then the absence will be recorded as unauthorised.

Only exceptional circumstances and unavoidable medical appointments will be authorised.

Please be aware that if a pupil is absent from school for more than 5 consecutive days medical evidence will need to be provided (e.g. prescription, evidence of medication or a doctor's certificate).

### **Reasons such as the following will not be authorised:**

- Taking siblings to school/sibling school closure
- Parent/Carer illness
- Day trips and treat days condoned by Parent/Carer
- Holiday taken without exceptional circumstances
- Truancy
- Late arrival to school without a valid reason

### **What will happen if your pupil's attendance drops?**

All pupil attendance is monitored; if attendance becomes a concern or falls below 95% or the school can see a pattern forming in their absences, then Parent/Carers will be contacted by letter or telephone.

If a Parent/Carer is in need of assistance or advice, then they are expected to contact the school office.

If absences continue then other measures will be put in place. This may be a meeting with relevant staff or a home visit. In extreme cases of poor attendance referrals will be made to the Hampshire County Council's (HCC) legal panel or a Fixed Penalty Notice will be issued.

If a pupil is not seen and contact has not been established with any Parent/Carer after three consecutive days of absence the school is required to start a child missing in education procedure, as set down by Hampshire County Council. The school will make all reasonable enquiries to establish contact with Parents/Carers and the pupil, making enquiries to known friends and wider family.

### **Boorley Park Primary School's Attendance Stage Process**

When a pupil's attendance falls below 95% the following actions will ensue:

- Stage 1 – Letter/phone call from the school to clarify reason for absence
- Stage 2 – Formal letter from school expressing our continued concern that a pupil's attendance has not improved
- Stage 3 – Formal letter requiring that a Parent/Carer provides medical evidence to support absence related to illness and advising that absences will be unauthorised unless evidence is provided.
- Stage 4 – Parent/Carers invited for a formal meeting at the school - Penalty Warning given.
- Stage 5 – Formal letter to Parent/Carers advising that a referral has been made to the Attendance Legal Panel or Fixed Penalty Notice given.

At every stage it is imperative that Parent/Carers ensure that there are good lines of communication with the school. The School will endeavour to support, advise and provide strategies for Parent/Carers who are willing to engage.

### **Holiday requests during term time**

Further to the amendments to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

Amendments to The Education (Pupil Registration) (England) Regulations 2006 remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a pupil can be away from school if the leave is granted.

In practice the school will:

- No longer authorise any requests for holiday taken during term time unless there is an exceptional circumstance. This may include:
  - Parent/Carers serving in the armed forces with limited choice of leave.
  - Parent/Carers who work in the farming industry and work is dictated around harvest times etc.
  - Personal reasons which is deemed exceptional by the Headteacher.

Any requests for holiday due to exceptional circumstances must be completed using the correct Hampshire form on the school website. If leave of absences is deemed not exceptional the response the parent receives from the school will serve as a Penalty Notice Warning letter. Any unauthorised absence during this period of time may be subject to a penalty notice for non attendance being issued.

The decision to authorise the absence is at the Headteacher's discretion based on their assessment of the situation. Circumstances can vary from school to school and so there can be no absolute rule on the subject.

### **Absence through child participation in Public Performances, including theatre, film or TV work & Modelling**

Parents 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. 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 a regional, county, national and international events and competitions. It is however, down to the headteachers 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 are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching

### **Gypsy Roma Traveller Showman 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.

### **Third Day Absence**

If a child is not seen and contact has not been established with any of the named parent/carers after three days of absence the school is required to start a child missing in education procedures as set down by Hampshire County Council Guidance. We will make all reasonable enquires to establish contact with parents and the child including making enquires to known friends and wider family. If assessed as safe to do so, school staff may visit the home address of the child.

### **Ten Day's 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. So 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.

### **Penalty Notices for Non Attendance and other Legal Measures**

In Education law, parents/carer 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.

### **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 through a referral to Hampshire's Attendance Legal Panels where:

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 any continuous 100 session period, and parents are complicit in the child's absence.

The following legal measures are 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's Code of Conduct for issuing Penalty Notices 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 <https://www.hants.gov.uk/educationandlearning/hias/teaching-learning/behaviour-attendance>

### **Penalty Notices for non-attendance- Hampshire's Code of Conduct**

The code of conduct states that:

Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil 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 (five days) 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 (five days) 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.

### **Legal Measures for absence taken when the headteacher has declined parent/carer 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 (5 days) in any 100 possible school sessions 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 (5days) of unauthorised absence or lateness in any 100 possible school sessions/10 week school period
2. 1 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 either via a letter, through the leave of absence request form, or through the schools attendance policy and website. The penalty notice is a fine that is issued to each parent/carers 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 parent/carers for each child. N.B This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one PN 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 the 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.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Councils website at: <http://documents.hants.gov.uk/code-of-conduct-issuing-penalty-notices-for-unauthorised-absence-from-schools.pdf>

**Linked Policies:**

Admissions Policy

Behaviour Policies

Anti-Bullying Policy

Child Protection Policy

Safeguarding Policy

Equality Policy

Special Educational Needs and Disability Policy

Support Pupils at School with Medical Conditions Policy

## **Appendix 1**

### **The role of the Parent/Carer**

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

Parents/Carers will:

- Inform the school on the first day of absence.
- Discuss with the class teacher any planned absences well in advance.
- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by phone or text on the first and subsequent days of absence, or by letter if a phone is unavailable.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request for leave of absence if it is for an exceptional circumstance
- The leave of absence form is available on Boorley Park Primary School's website.

## **Appendix 2**

### **The Role of the Class Teacher**

The Teacher will:

- Record attendance figures accurately at AM and PM registration.
- Monitor trends of absence and inform Year Staff/Senior Leadership Team (SLT) when appropriate.
- Insist on an absence note on a pupil's first day back after illness.
- Notify the school office to make Parent/Carer contact if a Pupil is absent for 2 consecutive days with no explanation.
- Notify the school office to make Parent/Carer contact if an absence note is not produced by the second day of a pupil's return to school.
- Promote the advantages of good attendance with their tutees and celebrate pupils' high attendance.

### **Appendix 3**

#### **Role of the Senior Leadership Team**

SLT will:

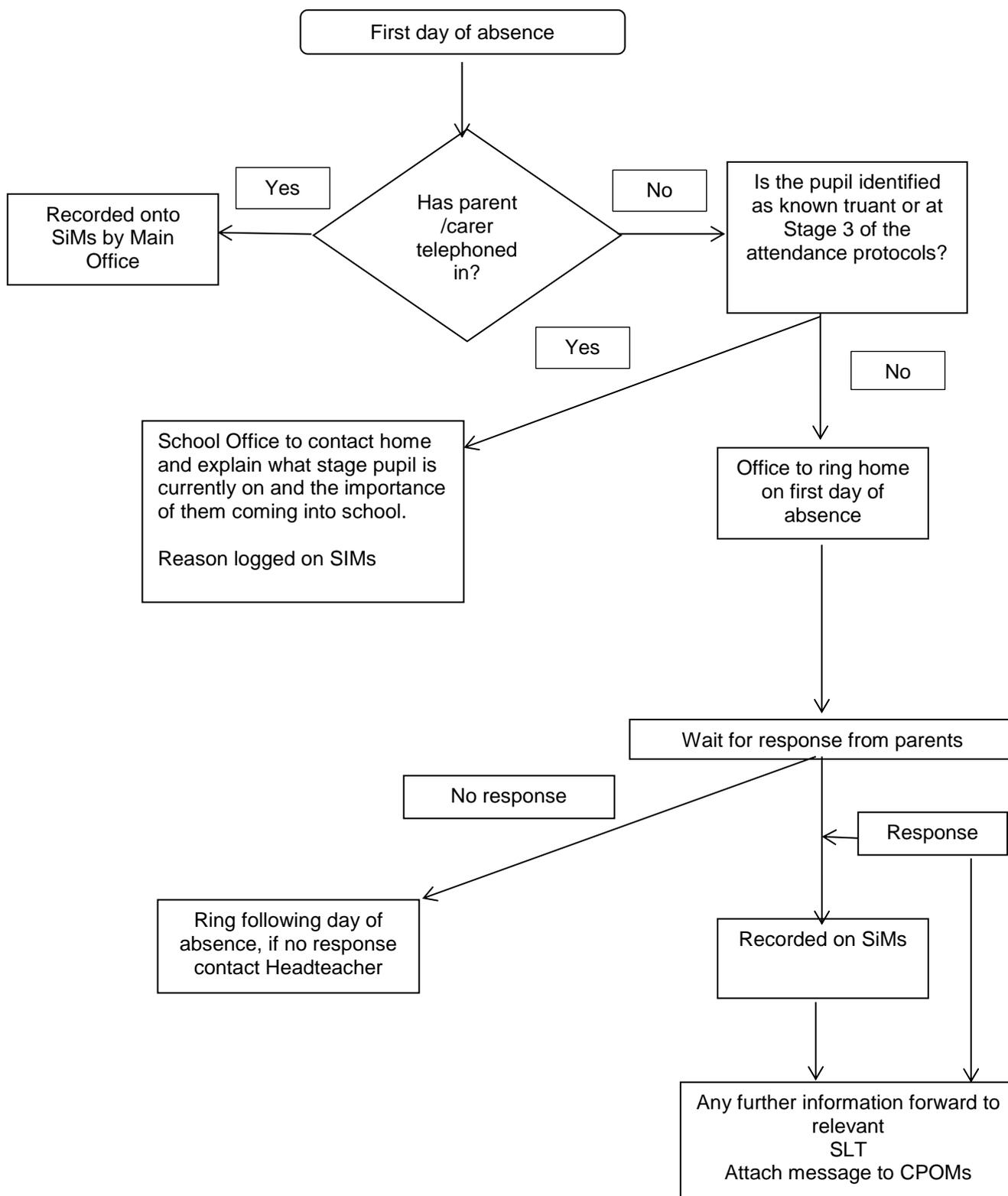
- Oversee and monitor the implementation of the Boorley Park Primary School Attendance Policy.
- Ensure the weekly reviews of attendance are completed.
- Monitor the level of unexplained absences, and liaise with staff as necessary.
- Monitor the level of pupil lateness to school, and liaise with staff as necessary.
- Discuss attendance with year leaders/class teachers as standard item in SLT meetings.
- Report attendance data to Governors termly via Governors' meetings.
- Undertake annual training to ensure consistent and equitable delivery and cohesion with other enforcement sanctions

The school is able to give a range of practical support to ensure a pupil attends school. They are able to make referrals to a number of outside agencies which can provide support for the pupil and Parent/Carer.

The school, under the leadership of the SLT, will:

- Monitor the relevant Year Groups attendance and be fully aware of any issues relating to pupil absence that is of concern.
- Meet fortnightly with relevant staff to discuss pupils of concern.
- Record all interventions on CPOMs.
- Heighten staff awareness of attendance as a whole school issue by including it as a standing agenda item at staff meetings.
- Monitor the weekly percentage of the Year groups in relation to other Year groups and whole school percentage.
- Complete the relevant stage letters.
- Organise and chair Stage 4 attendance meetings.
- Provide a range of strategies for both pupils and Parent/Carers to engage with to support their improved attendance and highlight areas of need and signpost accordingly.
- Provide an action plan of support for identified pupils with poor attendance.
- Complete referral paperwork and attend all attendance legal panel meetings.
- Undertake training as necessary to ensure compliance with regulations.

## Appendix 4 First Response Flow Chart



**Appendix 5 Stage  
Flow Chart for Improved Attendance**

Fortnightly meeting with Headteacher/office staff  
Identify those pupils who are under 95%  
attendance

Yes

No

Stage 1

Are there legitimate  
reasons for  
absence?

Initial phone call home  
with follow up letter  
detailing discussion

Make note and monitor  
for the following  
fortnight

Is there an  
improvement in  
attendance?

Is there an  
improvement?

Stage 2

No

No

Stage 1

Initial phone call home  
with follow up letter  
detailing discussion

Standard Letter sent.  
Further initial phone call  
(date)

Is there an  
improvement in  
attendance?

Is there an  
improvement  
in

Stage 3

No

No

Standard Letter sent. Outlining  
that medical proof will now be  
required. Otherwise absences  
will be unauthorised

Is there an  
improvement in  
attendance?

Stage 5

Stage 4

No

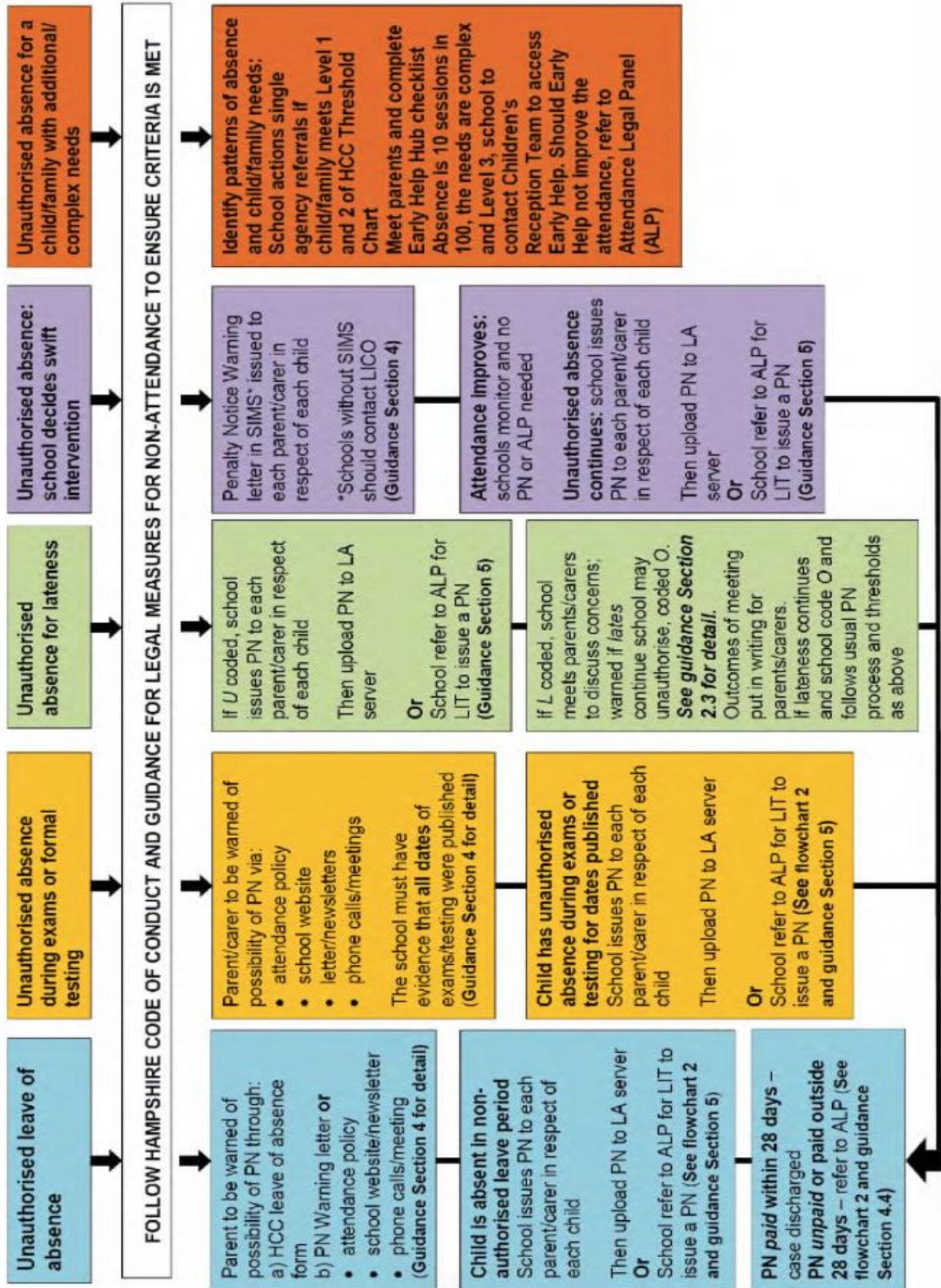
Standard Letter sent. Inviting  
parents in to a meeting with  
Headteacher  
Fixed Penalty warning given.

Is there an  
improvement  
in attendance?

Standard Letter sent.  
Referral to ALP and/or  
Fixed Penalty issued.

No

Flowchart for the legal measures available for different types of unauthorised absence



Attendance Legal Panel for unauthorised absence. Please note that this **FLOW CHART** of routes is a guide only and decisions will be made on a case-by-case basis

**Attendance Legal Panel (ALP)** See guidance Section 5 for details  
Held monthly in each district. Referring schools to attend and present their cases.

**OTHER ACTION ADVISED** – The case may not be accepted for legal intervention and alternative action may be advised by the panel, such as completing an Early Help Assessment or making a single agency referral to PBS, CAMHS, school nurse, etc

**Legal intervention agreed**

The case will be opened to the Legal Intervention Team (LIT) and Legal Intervention Court Officer (LICO)  
Any case opened requires SMS registration certificates to be sent to the LICO on a fortnightly basis (unless the referral is following an unpaid Penalty Notice issued by school)

**Unauthorised absence without issuing of Penalty Notice or prosecution**

LIT to issue first warning to parent(s)/carer(s).

LICO to arrange and chair Education Planning Meeting (EPM) if necessary.

Attendance improved, thresholds for legal sanctions no longer met.

Attendance continues to be a concern

LIT issue final warning to parent(s)/carer(s).

Attendance is monitored closely by school and LICO.

If attendance improves significantly at this point and is sustained, the case will close to the LIT.

If attendance continues to be a concern following the final warnings, a decision is taken whether to prosecute.

LICO prepares legal documents LICO to attend court hearing. School may also be required to attend

**Swift intervention – Penalty Notice (PN) issued by LIT**

LIT to issue warning in respect of Penalty Notice.

Attendance improved, thresholds for legal sanctions no longer met.

Attendance continues to be a concern

LIT to issue Penalty Notice.

Parent(s)/carer(s) have up to 28 days to pay the PN. This is monitored by the LICO and County Treasury Team.

PN is paid within 28 days

PN is unpaid or not paid within timescales.

The case will be closed to the LIT. If attendance continues to be a concern, you may be advised to make a further referral to the ALP.

Decision taken whether or not to prosecute via ALP.

LICO prepares legal documents, LICO to attend court hearing.

**Prosecution following unpaid PN issued by school**

PN withdrawn by ALP if not issued within Code of conduct.

Case agreed for prosecution

School completes witness statement (support from the LICO can be available).

LICO completes LA legal documents.

Final legal documents signed by school and LA.

Court pack sent to Hampshire Legal Services by LICO.

Hampshire Legal Services issue summons and advise LIT of details of court hearing. LICO informs the school of the date, etc.

School and LICO to attend court hearing.

**Education Supervision Order (ESO) or School Attendance Order (SAO) or Parenting Order**

1) An Education Supervision Order may be appropriate alongside or instead of parental prosecution. This order is applied for through the Family Court and is an order placed upon the child. It is the duty of the LA to consider an ESO when legal action is being sought.

2) A School Attendance Order will be considered when a child is not on school roll.

3) A Parenting Order may be considered by the court or  
4) A voluntary Parenting Contract will be agreed at an Education Planning Meeting (EPM).