

MENGHAM JUNIOR SCHOOL



Attendance Policy

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Agreed: Sept 2025

Review: annually

Review Date: Sept 2026

SECTION 1

Rationale

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

We are 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 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 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 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

SECTION 2

Operating the Policy

Promoting Good Attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home/School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them;
- Develop and maintain a whole school culture that promotes the benefits of high attendance;
- Have a clear school attendance policy which all staff, pupils and parents understand;
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence;
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place;
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe;
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.
- Provide parents and carers with termly attendance reports together with an annual report
- Celebrate good attendance
- Recognise good or improving attendance

2.2 Roles and Responsibilities:

Responsibilities of the Senior Attendance Champion

In this school, the Headteacher is the school's Senior Attendance Champion, supported by the Home School Link Worker. They will:

- Set high expectations for the attendance and punctuality of all pupils and communicate these regularly to pupils and parents through all available channels;
- Set a clear vision for improving and maintaining good attendance, celebrating 100% attendance each term through assemblies;
- Establish and maintain effective systems for tackling absence and make sure they are followed by all staff;
- Ensure the Attendance Policy is consistently applied throughout the school, ensuring all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents and receive the training and professional development they need;
- Ensure that attendance is recorded accurately;
- Ensure parents receive reports on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;

- Regularly monitor and analyse attendance and absence data to ensure any issues are identified at an early stage and that effective strategies are put in place to support;
- Benchmark attendance data against local, regional and national levels to identify areas of focus for improvement;
- Provide data and reports on attendance to the Governing Body;
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them;
- Support pupils and parents to access any support they may need voluntarily, for example:
 - School nursing services
 - Mental health support teams;
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe;
- Where voluntary support has not been effective, put formal support in place or issue penalty notices;
- Where pupils have a social worker, inform them if there are unexplained absences from school;

Responsibilities of Senior Administration Assistant:

- Maintain the admission register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024
- Ensure that all registers have been completed at the start of each morning and afternoon session
- Record any reasons for absence using the appropriate national attendance and absence codes (See Appendix 1)
- Implement day-to-day processes to track and follow up absences and poor punctuality, in conjunction with the school's HSLW and Senior Attendance Champion
- Work with the school's Senior Attendance Champion to share information with the Local Authority:
- - **New Pupil and Deletion returns:** notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
 - **Attendance returns:** providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
 - **Sickness returns:** providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

Responsibilities of Staff:

- Ensure that all students are registered accurately at the start of each morning and afternoon session;
- Promote and reward good attendance at all appropriate opportunities;
- Liaise with the Senior Attendance Champion on matters of attendance and punctuality;
- Communicate any concerns or underlying problems that may account for a child's absence.
- Work with senior leaders and the Home School Link Worker to support pupils back to school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.

Responsibilities of Students/Parents of younger students:

- Attend every day unless they are ill or have an authorised absence
- Arrive in school on time
- Go to all their registrations and lessons on time
- Take responsibility for registering at the school office if they are late or are leaving the school site during school hours

Responsibilities of Parents and Carers:

Ensuring your child's regular attendance at school is a parent/carer's 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 office on the first day of absence via **phone - 02392 462162 or email – adminoffice@mengham-jun.hants.sch.uk**
- Discuss with the school any planned absences well in advance and use the appropriate request for a leave of absence form is completed.
- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for on 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.
- Where appointments are taken during the school day, the child will be in school before and after
- Only request for leave of absence if it is for an exceptional circumstance
- Contact school to ask for support with attendance where they feel there are barriers to attending school so that they can be referred to the appropriate member of the school pastoral support team.

Responsibilities of the Governing Body:

- Recognise the importance of school attendance and promote it across the school's ethos and policies;
- Ensure school leaders fulfil expectations and statutory duties;
- Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most;
- Ensure school staff receive adequate training on attendance.

SECTION 3: Recording Attendance

3.1. Registers

Legally the register must be marked twice daily. This is once at the start of the school day at 8:50am and again for the afternoon session at 1pm. Registration will take place in the class base with the class teacher. Please note it will usually happen a few minutes after these times once the children have transitioned inside.

3.2. Lateness/Punctuality

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 it can be embarrassing for them entering once everyone else is settled, leading to possible further absence.

- The school day begins at 8.50am and all pupils are expected to be in school at the time. School doors open at 8.40am. Morning registration is at 8.50am and closes at 9.20am. Afternoon registration is taken at 1pm.
- 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 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'. Please be advised that, where possible, doctor and dentist appointments are to be made outside of school hours or during school holidays.
- The school day ends at 3.20pm. Children will either receive a direct handover to a suitable adult or, if permission has been given, released to walk home or to a meeting point.
- All year 3 children will receive a direct hand over until the end of year 3.

Pupils who are consistently late are disrupting not only their own 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 section 6 for further detail).

Parents, guardians or 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, 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 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 (See section 6 of this policy for further detail).

3.3 Late pick up

Parents are required to collect children 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.

3.4 What to do if my child is absent?

First Day Absence

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 you must:

- Contact us as soon as possible on the first day of absence and each day thereafter with a clear reason why your child will not be in school. Illness must be specified. See section 1 for contact details.

If a child is absent the school will:

- Contact parents by text by 9:10am on the first day of absence if we have not heard from them; *this is because we have a duty to ensure the child's safety as well as their regular school attendance*;
- Contact the parents by telephone at 9:20am if we have not had a response from the absence text and continue to try other contacts until a response is received. If no contact can be made, arrangements for a home visit will be made.
- Invite parents in to discuss the situation if absences persist (see continued ongoing absence below).

Where school is not able to make contact with you we will then follow up using the emergency contact numbers you have provided, in order, until we are able to make contact. If school is concerned that could be a safeguarding issue, then we may decide to visit your home address to carry out a wellbeing check.

Third Day of Absence

If your child is not seen, and contact has not been established with you or any of the named parent/carers, after three days of absence the school is required to start a Child Missing in Education Procedure as set down by Hampshire County Council Guidance. We will always make all reasonable enquires to establish contact with parents and the child on the first day of absence, including making enquires to known friends or wider family, but by day 3 this becomes a wider safeguarding issue.

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 to the local authority. 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.

Parents are asked to ensure we always have an **up to date contact number**. There will be regular checks on telephone numbers throughout the year.

Continued or Ongoing Absence

Research shows that attainment is affected when attendance falls **below 95%**. Where this is the case, these pupils are classed as '**at risk of becoming persistently absent**'. Where attendance falls **below 90%**, these pupils are classed as being '**persistently absent**'.

If your child misses 10% or more of their schooling across the school year (equivalent to 1 day or more a fortnight across a full school year), for whatever reason, they are defined as **Persistent Absentees (PA)**.

Schools and local authorities are expected to work together to put additional targeted support in place to remove any barriers to attendance and re-engage these pupils.

Absence for whatever reason disadvantages a child by creating gaps in his/her learning. 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 misses more than 50% of school. They are classed as **severely absent** and school will be part of a multiagency approach aimed at trying to overcome any barriers to attendance that exist.

Where there is ongoing absence causing concern, school may request medical proof of illness before authorising further absence. This can take the form of a copy of a prescribed medicine label or note from a GP/Consultant.

All our PA pupils and their parents may be subject to a voluntary attendance contract and this may include:-

- ensuring that parents/carers are made aware of any attendance concerns through phone calls, letters and meetings
- rewarding good attendance
- ensure that any concerns about attendance and/or punctuality which cannot be resolved internally are discussed with colleagues from appropriate support services/agencies

School Support

Children at this school are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school and are encouraged to attend well and on time. Children will not carry blame or made to feel uncomfortable if their parents/carers are not supporting them with their attendance. The school will:-

- promote a welcoming atmosphere which makes all pupils feel safe and valued
- encourage and promote good relationships between themselves and parents/carers
- include parents/carers in meetings about their child's attendance and involve them in any initiatives introduced by the school to promote attendance
- ensure that they deal fairly and consistently with authorised and unauthorised absence

School has a home school link worker who is available to work with parents to support them with attendance. This support includes the setting up of reward systems and charts with individual children to promote attendance, supporting parents with transport applications and, in emergency cases, providing staff and transport to support a parent who may be struggling with getting their child to school.

School works closely with the school nursing team and our local Mental Health Support Team to support parents where there are ongoing health concerns, either physical or mental, that lead to increased absence.

Where the needs are wider and a whole family response is more appropriate, support is likely to include a voluntary early help assessment.

Where parents do not wish to engage with these services to work with school to promote improved attendance, school will then refer to Hampshire's Legal Support Team who will support school to either access wider support services where appropriate or start a legal process.

SECTION 4: Requests for Leave of Absence

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority must do so. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with.
- **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

The fundamental principles for defining 'exceptional' 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 need to fill in an application form available from the school office / website 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's Code of Conduct parent/carers will be issued with a fixed-penalty fine, or other legal action in accordance the code (see section 6 for detail). **Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking their children out of school during school time.**

We will liaise with other schools regarding requests for leave of absence for siblings.

As well as the above leaves of absence, all schools can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings:

- To attend an offsite approved educational activity.
- To attend another school at which the pupil is registered (dual-registration).
- To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan.
- To participate in an approved sporting activity.
- To attend an educational visit or trip arranged by the school.
- To attend work experience.

As these circumstances are part of delivering a full-time education they are not classified as absences for statistical purposes.

For national guidance refer to:

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [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](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

SECTION 5: Understanding types of absence:

Pupils 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 of 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, sickness of a parent, problems with transport
 - family holidays
 - school refusal or truancy
 - absences which have not been explained
 - lateness after the register has closed (coded 'U')

A school can, if needed, 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.

SECTION 6: Attendance Legal Intervention

As absence is so often a symptom of wider issues a family is facing, schools and local authorities should always work together with other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis.

Schools and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Attendance contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Penalty notices

As part of the local authority, 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/behaviour-attendance-parents>

6.1 Attendance Contracts

An attendance contract is a formal written agreement between a parent and either the school or local authority to address irregular attendance at school or alternative provision. An attendance contract is not legally binding but allows a more formal route to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate. An attendance contract is not a punitive tool, it is intended to provide support and offer an alternative to prosecution. Parents cannot be compelled to enter an attendance contract, and they cannot be agreed in a parent's absence.

Failure by the parent, school, or local authority to keep to the terms of the attendance contract cannot lead to action for breach of contract or for civil damages. There is no criminal sanction for a parent's failure to comply with, or refusal to sign, an attendance contract. If the pupil's irregular attendance continues or escalates to the point where prosecution is deemed appropriate, however, any failure or refusal may be presented as evidence in the case. It is therefore important that any non-compliance with the contract is recorded so that it can be presented in court if necessary.

6.2 Education Supervision Orders

Where a voluntary early help plan, or formal attendance contract has not been successful, an Education Supervision Order (ESO) can be a useful alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence.

6.3 Attendance Prosecution

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority.

6.4 Parenting Orders

Parenting orders are an ancillary order that can be imposed by the Court following conviction for non-attendance alongside a fine and/or community order. Parents' agreement is not required before an order is made. They may be appropriate where the parent has not engaged in support to improve their child's attendance and where compulsion to do so would help change parental behaviour.

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.

Legal Measures for tackling persistent absence or lateness

For national guidance refer to: '**Parental responsibility measures for behaviour and attendance**' which covers legal measures for non-attendance

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

For county guidance refer to: '**Guidance for Schools on available support and procedures for pursuing legal action for non-attendance at school**' May 2015

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-schools.htm>

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 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

Legal Measures for absence taken when the headteacher has declined parent/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 is for 10 or more sessions (5 days) in any 100 possible school sessions then a Penalty Notice for non-attendance will be issued.

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 through a link on the school website.

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
- 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.

If a child's unauthorised absence meets any of the above criteria 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 of unauthorised absence or lateness in any 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 school's 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

From Autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at **£160** if paid within 28 days. This will be reduced to **£80** if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of **£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 issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

If the fine remains unpaid then 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://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

SECTION 7: Additional Information for Parents

7.1 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 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.

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!

7.2 Leavers

If your child is leaving our school (other than when transferring to the junior school/secondary school or leaving at the end of Year 11), parents are asked to give the school comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.

If pupils leave, and we do not have the above information, then your child is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

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

The regulations related to children participating in public performances are separate to those around authorising leave of absence. Headteachers can authorise this absence.

For further advice and guidance on child employment and performance licenses visit Hantsweb at <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childemployment>

National Advice - <https://www.gov.uk/child-performance-licence-england-scotland-wales>

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.

7.4. 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 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 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.

7.5 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.

For further advice and guidance on Attendance & GRT and Showman see County Guidance at: <http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-Section6.pdf>

Please note pupils must have attended 200 sessions in a rolling 12-month period to be able to request leave for work purposes

Further support & Guidance is available from Hampshire's EMTAS Service

SECTION 8

Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups or microfiche copies

This policy is be read in conjunction with:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Appendix 1 – Attendance and Absence Codes

Code / \: Present at the school / = morning session \ = afternoon session

Code L: Late arrival before the register is closed

Code K: Attending education provision arranged by the local authority

Code V: Attending an educational visit or trip organised by the school

Code P: Participating in an approved sporting activity

Code W: Attending work experience

Code B: Attending any other approved educational activity

Code D: Dual registered at another school

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad (authorised)

Code M:	Leave of absence for the purpose of attending a medical or dental appointment (authorised)
Code J1:	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution (authorised)
Code S:	Leave of absence for the purpose of studying for a public examination (authorised)
Code X:	Non-compulsory school age pupil not required to attend school (authorised)
Code C2:	Leave of absence for a compulsory school age pupil subject to a part-time timetable (authorised)
Code C:	Leave of absence for exceptional circumstance (authorised)
Code T:	Parent travelling for occupational purposes (authorised)
Code R:	Religious observance (authorised)
Code I:	Illness (not medical or dental appointment) (authorised)
Code E:	Suspended or permanently excluded and no alternative provision made (authorised)
Code Q:	Unable to attend the school because of a lack of agreed local authority access arrangements (not a possible attendance)
Code Y1:	Unable to attend due to local authority transport normally provided not being available (not a possible attendance)
Code Y2:	Unable to attend due to widespread disruption to travel caused by a local / national / international emergency (not a possible attendance)
Code Y3:	Unable to attend due to part of the school premises being closed (not a possible attendance)
Code Y4:	Unable to attend due to the whole school site being unexpectedly closed (not a possible attendance)
Code Y5:	Unable to attend as pupil is in criminal justice detention (not a possible attendance)
Code Y6:	Unable to attend in accordance with public health guidance or law (not a possible attendance)
Code Y7:	Unable to attend because of any other unavoidable cause (not a possible attendance)
Code G:	Holiday not granted by the school (unauthorised)

Code N:	Reason for absence not yet established (unauthorised)
Code O:	Absent in other or unknown circumstances (unauthorised)
Code U:	Arrived in school after registration closed (unauthorised)
Code Z:	Prospective pupil not on admission register
Code #:	Planned whole school closure