



Hopping Hill Primary School

Attendance Policy

Person responsible for the policy	<i>Jo Fantarrow</i>
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Statement of intent

Hopping Hill Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is **Mrs Lana Brady**, and can be contacted via **lana.brady@hoppinghill.northants.sch.uk**. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

The Headteacher is the Senior Attendance Champion responsible for championing and improving attendance across the school.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- Children and Families Act 2014
- DfE (2026) 'Working together to improve school attendance'
- DfE 'Keeping children safe in education'
- DfE 'Children missing education'
- DfE 'Providing remote education'
- DfE 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- Inclusion Policy
- Supporting Pupils with Medical Conditions Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring the Local Authority's Children Missing from Education Policy is adhered to.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Acting as the Senior Attendance Champion, with responsibility for overseeing, championing and improving attendance across the school.

- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Arranging attendance training for all relevant staff that is appropriate to their role.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- Working with the headteacher to plan an overall strategic approach to attendance in school.
- Supporting the headteacher to develop a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance and punctuality with their children.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Irregular Attendance:

If a parent takes their child out of school for an accumulative total of 5 days or more unauthorised absence (10 sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action.

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

The school expects all pupils to attend regularly and aims for pupils to maintain attendance of **95% or above** to support their academic progress, wellbeing and wider development. If a pupil's attendance falls **below 90%**, this will trigger additional monitoring and potential intervention as outlined in this policy.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at **8:45am** and pupils will be in their classroom, ready to begin lessons at this time; therefore, the school gates will open at 8:35am to allow time for children to get to their classrooms and prepare for the day.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **8:50am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark

- The morning register will close at **9:05am** Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:05pm** for Key Stage 1 and **1:20pm** for Key stage 2. Pupils will receive a late mark if they are not in their classroom by this time

5. Absence procedures

Parents will be required to contact the school office via telephone before **8:45am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by **the close of the morning register** to report the absence, administrative staff will contact the parent by **telephone call** as soon as is practicable, and in any event on the same school day, to establish the reason for absence and confirm that the pupil is safe.

Where the school has concerns regarding an unexplained absence, the school may carry out a home visit to establish the pupil's whereabouts and ensure they are safe.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The School will endeavour to contact the parents of any absent vulnerable children or children in Year 5 and 6 who walk unaccompanied to school as first priority in order to ascertain the child's whereabouts and ensure they are safe.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness. Where there are attendance concerns, including persistent absence, arrangements will be made for parents to speak to the attendance officer and appropriate support will be considered before further action is taken.

The school will inform the LA of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation, in line with statutory requirements and local procedures.

If 5 or more consecutive days unauthorised absence are taken the School will inform the Local Authority who may issue a Penalty Notice. Any absence for holidays will be unauthorised unless there are exceptional circumstances.

If a pupil's attendance drops below **90 percent**, School will follow the attendance procedures recorded within this policy.

School will follow the 'Tracking children (and their families) who have gone missing from education' advice from the local authority. Where a pupil has not returned to school for 10 days without suitable contact from

parents they will be reported to the Local Authority as a **child missing from education**. [WNC Tracking Children Missing From Education](#)

6. Attendance register

The school uses **SIMS** to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

The attendance codes have been checked and updated where needed in line with the 2024 School Attendance Regulations.

- # = Planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- B = Attending an approved educational activity off site
- C = Leave of absence granted by the school for exceptional circumstances
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for a compulsory school-age pupil subject to a part-time timetable
- D = Dual registered – at another educational establishment
- E = Suspended or permanently excluded but no alternative provision made
- I = Illness
- J1 = Leave of absence for job or education interviews
- K = Attending provision arranged by the LA
- M = Medical or dental appointments
- P = Participating in a supervised sporting activity
- R = Religious observance
- S = Study leave
- T = Traveller absence
- V = Educational visit or trip
- W = Attending work experience
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed

- Q = Absent due to a lack of access arrangements or because the pupil is required to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live
- X = Not required to be in school
- Y1 = Absent due to regular transport not being available
- Y2 = Absent due to widespread travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the whole school site being unexpectedly closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent because travel to, or attendance at, school would be contrary to public health guidance or law
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school
- Z = Pupil not yet on admission register

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry in the attendance and admission registers will be preserved for **six years**.

The school shares attendance data with the DfE and Local Authority via our Management Information System (MIS), in line with statutory requirements.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher may only grant a leave of absence in exceptional circumstances. The headteacher’s decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher **in writing** at least **two weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil’s previous attendance record will be taken into account. Where the absence is granted, the head teacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Religious observance

Parents will be expected to request absence for religious observance at least **two weeks** in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least **two weeks** in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

8. SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Considering a temporary, time-limited part-time timetable only where it is in the pupil's best interests, agreed with parents, sent to the Local Authority and regularly reviewed.
- Considering temporary late starts, early finishes or phased returns only where they form part of an agreed support plan and are reviewed regularly.
- Tailored support to meet their individual needs.

9. Leave during lunchtimes.

Parents may be permitted to take their child away from the school premises during lunch times with permission from the head teacher – it is at the head teacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the head teacher. The head teacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The head teacher reserves the right to grant or refuse a request.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the electronic register at the school office. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to ensure they are signed in and out of school safely. No pupil will leave the premises before the member of staff at the school office has given their permission.

The head teacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the head teacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the head teacher.

Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by 8:45am where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the head teacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

11. Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the head teacher immediately.

- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the head teacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - All communal areas
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will complete an incident report, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The head teacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

Where necessary the head teacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT and the Family Support Worker, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Inviting parents to a meeting to sign an attendance agreement
 - Engaging with LA attendance teams.

- Using fixed penalty notices.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

13. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are **two** sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the head teacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

14. Persistent or Severe Absence

Persistent Absence: A pupil considered persistently absent when they miss 10% or more of their possible sessions. This level of absence may indicate underlying issues and typically requires monitoring and intervention.

Severe Absence: A pupil is considered severely absent when they miss 50% or more of their possible sessions. This represents a critical level of absence that significantly impacts engagement, performance, and outcomes, and requires urgent action.

There are various groups of pupils who may be vulnerable to high absence such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of Persistent or Severe Absence to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils/parents to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of Persistent or Severe Absence is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of Persistent or Severe Absence following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance following the attendance monitoring procedures.

School will expect that attendance increases to 95% or above within in a fixed monitoring period of 6 weeks.

Where the above measures are not effective, the head teacher will refer to the local authority who may issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice, or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's '[Working together to improve school attendance](#)' guidance.

First Offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be: £80 per parent, per child if paid within 21 days. Increasing to £160 per parent, per child if paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court.

Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.

Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment."

16. Monitoring and analysing absence

The attendance officer and Head Teacher will meet to monitor and analyse individual's attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect and analyse data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Other groups of pupils, e.g. pupils with SEND, LAC, EAL and pupils eligible for FSM.
- Pupils at risk of Persistent or Severe Absence

Analysis of the above data will be carried out on a **half-termly, termly and full-year** basis to identify patterns and trends.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils, to inform parents during parent/teacher meetings and via school reports and to have informal supportive discussions with parents. The attendance officer will also be responsible for monitoring

how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

17. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction training.

Teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

The school will follow Local Authority attendance, behaviour and children missing education procedures where relevant, using the most up-to-date guidance available to schools.

18. Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name

- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

19. Monitoring and review

This policy will be reviewed **annually** by the headteacher.

Any changes made to this policy will be communicated to all relevant stakeholders.

Attendance Monitoring Procedures

Hopping Hill Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

- Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided
- Contact is made to the parents of any pupils marked using the N code. Children on the school's vulnerable list and children In Year 5 and 6 who walk to school on their own will be prioritised. Any N codes not established after a week are recorded as an unauthorised absence.
- Individual pupil attendance is monitored each half term and discussed in a monitoring meeting between the head teacher and attendance officer.

PHONE CALL

- Where a new concern over attendance is raised an initial phone call will be made home by the attendance officer or family support worker to discuss this concern.
- Each attendance concern is discussed individually and the context considered. This phone call will support school in considering the context and any further appropriate action to take.

LETTER 1

- Generally if a pupil's attendance falls below **90 percent**, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached leaflet outlining the importance of good attendance in school. A target to improve attendance will be set and the attendance will be monitored for six weeks.
- If attendance improves to 95% or more within the monitoring period a letter will be sent to parents to inform them their child's attendance has improved and to thank them for working with school.

LETTER 2 and meeting in school

- If attendance within the monitoring period does not improve a second letter will be sent to parents inviting them into school for a meeting to discuss the reasons for the absence and how school can support. Weekly attendance will be monitored over a six week period.
- If attendance during this monitoring period improves to over 95% a discussion will be had with parents as to whether the support will need to continue or if changes can be made. Attendance data will continue to be monitored.

PARENT ATTENDANCE CONTRACT

- If attendance continues to fall below 90% a parenting contract may be drawn up between home and school with agreed actions for both parties. A target to improve attendance to over 95% will be set and a review meeting planned.
- If after the monitoring period the child's attendance improves a discussion will be had around the effective support and actions taken and if this support will need to be continued. Attendance data will continue to be monitored.
- If attendance does not improve despite a parent contract being signed the school will consider making a referral to the local authority.