

Attendance Policy



**Policy Tracker – Responsibility for monitoring this policy:
Senior Leadership Team
(Reviewed annually – date of next review January 2025)**

Date of review	Reviewed By:	Role	Date Approved by the Governing Board
01/01/2024	Anne Shipley Alison Gilbert	Safeguarding and Attendance Officer Head Teacher	08/01/2024

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1.0 Introduction

Hall Green Primary strongly believes that attendance and punctuality are vital for children to maximise their personal and academic potential. We ensure our policy and procedures actively promote attendance and punctuality amongst children and their families, this forms part of our commitment to respect the right of every child, under the UN Convention on the Rights of the Child, to a quality education (Article 28)

Prolonged and persistent absence, affects access to the curriculum which impacts on a child's academic achievement and progress, as well as their personal, social and emotional development.

This policy has been written in line with the DfE guidance 'Working together to improve school attendance' which applied to all schools from September 2022.

This policy will be shared across the whole school community and is available on the school website. The policy applies to all parents and carers whose children are on roll at Hall Green Primary School.

For the purpose of this policy, a parent/carer means:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child; and
- Any person who has care for a child or young person for example, lives with and looks after the child.

1.1 Key Points

- We expect children to maintain a high attendance figure throughout the academic year
- High levels of attendance and punctuality are promoted and recognised
- Where attendance or punctuality fall short of expectations, steps will be taken to address this.

- We believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- Hall Green Primary School values all pupils. As set out in this policy, we will work with children, parent/carers, and other local partners to identify and address any barriers to attendance and punctuality
- We recognise that attendance is a matter for the whole school community. We want to develop and maintain a whole school culture that promotes the benefits of high school attendance. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusion. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

1.2 Why is attendance so important?

- Statistics show a direct link between under-achievement and absence above 7 days throughout an academic year;
- 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.

1.3 To support high levels of attendance, and safeguarding, at Hall Green Primary we:

- Ensure our school is welcoming and every child feels a sense of belonging and connectedness.
- Ensure the regular, efficient, and accurate recording of attendance is complete by every class teacher each day. This further supports our approach to safeguarding within the school.
- Take safeguarding seriously and we will always contact you on the first day that your child is absent from school, this includes before and after-school clubs. If your child arrives late after the close of registration, we will record their arrival at reception and transition the child to class.

- Ensure staff are challenging persistence absence and punctuality.

2.0 Roles and Responsibilities

Hall Green Primary School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

2.1 As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Reviews the school's Attendance Policy regularly and ensure that the required resources are available to fully implement the policy.
- Identify a member of the governing body to lead on attendance matters. Our lead Governor for attendance and safeguarding is: Wendy Lamb
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where

appropriate link these to the Performance Management of Senior Leadership within the school.

- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department of Children, Schools and Families as required and on time.
- Ensure that there is a named senior manager to lead on attendance. Our senior leader for attendance and safeguarding is: Miss Shipley
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence and that further action is taken by school before unauthorised absence reaches 90%.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

2.2 Administrative Staff/SLT/Attendance Officer will:

- SLT and DSL: Mrs Gilbert, Mrs MacDiarmid, Miss Shipley

- Attendance Officer: Miss Shipley
- HLTA for attendance: Mrs Plose
- Administrative staff: Mrs S Guttridge
- Develop and maintain a whole school culture that promotes the benefit of high attendance and punctuality.
- Offer a clear vision for attendance improvement plan
- Oversee attendance and absence data analysis
- Provide data and reports for the Governing Body.
- Monitor trends and arrange for letters to be sent when triggers are hit.
- Contact Parents/Carers when school has not been provided with a reason for absence by implementing first day calling procedures
- From 9.30am, call numbers on the contact list in order until an answer is received, prioritising vulnerable children
- Leave a voice message, if there is a voicemail option
- Send a text message
- If there is an overseas ring tone, and no leave of absence has been requested, school will unauthorise this absence; this may result in the Local Authority

Attendance and Prosecution Service being contacted in line with Local Authority Children Missing in Education policy and procedures (as directed by the Designated Attendance Lead)

- If contact with parents/carers cannot be made, a home visit will be conducted on the third day, to establish the child is safe and well, this may lead to a Police safe and well check.
- To monitor late entrants into school and adjust Arbor accordingly along with the time of arrival
- To communicate messages to class teachers regarding absences via Arbor
- To monitor individual and class attendance
- Record reasons for absence on Arbor
- Record medical appointments on Arbor and state whether medical evidence has been seen
- To monitor register coding and alert staff of inconsistencies
- To produce reports as requested by LA
- To produce attendance figures for end of term/year reports
- Where a child is dual registered at an alternative provision, school and the provider have arrangements in place when a child is absent.
- Monitor and track the attendance of vulnerable groups;

- Monitor the attendance of individual tutor groups and class groups, following up with irregular patterns of absenteeism that are not being effectively addressed;
- Liaise effectively with the relevant staff and work together on ensuring that appropriate action is taken in the management of absenteeism and poor punctuality;
- Have attendance as a regular item during pastoral meetings/staff meetings and management meetings;
- Ensure contact is made with Parents/Carers of poor attendees - always placing support before sanction.
- Respond to any parent seeking support on attendance concerns;
- Provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales;
- Be responsible for disseminating important attendance information including informing the Attendance Officer/pastoral staff of which children are of concern; in-line with the agreed procedures and timescales;
- Be responsible for keeping a record of the interventions in place to encourage attendance and for generating all documentation including letters to Parents/Carers;

- Be responsible for liaising closely with Laura Gough from the Local Authority Attendance and Prosecution Service to ensure appropriate levels of intervention take place; referrals are made, and attendance meetings are set up;
- Be responsible for managing and maintaining attendance records and systems.
- Where attendance becomes a concern, arrange and conduct attendance meetings with Parents/Carers and agree attendance plans (to be recorded on CPOMS).

2.3 The whole staff team will:

- Be a good role model by always being punctual to registration and meeting children at the door – providing a welcoming environment;
- Ensure that registers are taken at the appropriate times and are accurate and up to date;
- Have an awareness of class and individual attendance patterns and report concerns to the appropriate member of staff;
- Inform SLT/Attendance Officer of any concerns about attendance or where attendance is impacting on a child's achievements;
- Ensure that children are aware of the

importance of high attendance;

- Discuss individual child attendance at parent-teacher consultations;
- Praise and recognise children for good punctuality and good attendance (for example, rewarding children with house points)
- Build a welcoming atmosphere in the classroom and provide support as necessary when children return after an absence.

2.4 Parents/Carers:

- It is a legal responsibility of every parent/carer to ensure their child (of compulsory school age) attends school and gets the benefits of a regular and full-time education. Parents may risk prosecution if they fail in this responsibility.
- Parents/carers must ensure that their children arrive at school on time (between 08:45am and 09:00am)
- Parents/carers must contact the school at the start of the day (before 9am) if their child is absent to let them know the reason why and the expected date of return, they should provide appropriate evidence when required. Parent/carers must contact the school every day of absence by 9am via telephone (0121 588 2080). All absences will be recorded as

an 'O' (unauthorised) until an explanation or evidence is provided.

- Parent/carers should provide the school with up-to-date contact details and telephone numbers for every adult with parental responsibility. The school must be provided with at least two emergency contact numbers, if contact details change, then school should be notified within 24 hours via the school office.
- Parents/carers will be informed about any attendance concerns relating to their own child, and are expected to attend meetings when requested to do so, to enable the school to support the family
- If a 'Leave of Absence' is required for exceptional circumstances, it should be made in writing using the 'Leave of Absence' form available from the main school office. This should be completed 15 days in advance of the proposed start date of the absence. If the Leave of Absence request is needed after the 15 days, then parent/carers must ask to meet with the Attendance Officer to explain the circumstances. The circumstances you consider to be 'exceptional' must be detailed.
- Parent/carers to ensure they are not taking their children out of school for a holiday in school time, this will be unauthorised and a referral to the Local

Authority Attendance Service will be made.

- Parent/carers to ensure their child is brought by an adult to the year 3/4 door if they are late after 9am), this will be open between 09:00am and 09:15am, a late mark will be registered and parents must give the member of staff a reason for absence. After 09:15am your child will need to come through the school office and U mark will be registered, a U mark will go against your child's attendance figure.
- Parent/carers to collect their child on time at the end of the school day at 3:25pm to avoid incurring a fine.
- Parent/carers to avoid, where possible, non-emergency medical/dental/optical appointments for their child during the school day.
- Parent/carers to avoid collecting their child before the end of the school day, unless their child is unwell.
- Parent/carers talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.
- Parent/carers instil the value of education and regular school attendance within the home environment.
- Parent/carers encourage their child to look to the future and have aspirations.

- Parent/carers ask the school for help if their child is experiencing difficulties.
- Parent/carers inform the school of any change in circumstances that may impact on their child's attendance.
- Parent/carers support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Parent/carers encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before.
- Parent/carers not keep their child off school to go shopping, to help at home or to look after other members of the family.

2.5 Children will:

- All children should aim to have an excellent attendance and punctuality record
- Children must go straight to their classroom once they have entered the building
- Children to attend morning and afternoon registration promptly
- Children must not leave the school site without permission.

3.0 Barriers to attendance

Hall Green Primary School has a duty to monitor all children's attendance and punctuality.

- School will work with Parents/Carers to support the attendance of their child. The first priority is to ascertain if there are any in-school barriers, and then to discuss with Parents/Carers any wider context that may be affecting attendance. Where the needs and barriers are individual to the child, specific support may be established, for example, pastoral check-ins, meet and greets, interventions, breakfast club attendance. If a child has an allocated social worker we will inform them if there are any unexplained absences and work closely with any agencies involved with the child.
- The following strategies may be used to help support families: Phone calls, home visits, letters, Early Help referral, meetings in school, Local Authority Attendance and Prosecution Service, school admission service, and housing.

3.1 Long term sickness absence

Some children face greater barriers to attendance than their peers. These can include children who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to education is the same as any other child and therefore, our attendance ambition for these children is the same for any other child. That said, we are mindful of the barriers these children face and will implement additional support where necessary to help them access full time education.

- If a child needs to be hospitalised for 3 days or more we can contact the Hospital Teaching Service so that they work with your child whilst they are not in school. This would be coded as 'B' which means that your child is being educated off site and would not affect their overall attendance percentage.
- If a child leaves hospital and following this, is at home for 2 weeks, then we can contact the Pupil Referral Unit at Sandwell Hospital and they will support the child at home. This would

use the 'D' code meaning the child is dual registered with ourselves and pupil Referral Unit.

4. Procedures

School opens at 08:45am until 09:00am (any child arriving after 9am is considered late)

School finishes at 3:25pm (any child collected after 3:35 is considered a late collection)

We expect children to attend school on time every day that the school is open. If your child will be absent, parent/carers must:

- Contact school by 9:30am to explain a detailed reason for absence. This can be done by calling 0121 588 2080 and speaking to a member of staff in the main school office.
- Parent/carer must contact school with a reason of absence for every day they are absent unless the child is hospitalised.
- If your child is not in school and we have not had a phone call by 9.30am, the school will contact you to find out why your child is not in school. A home visit may be carried out by our Safeguarding Team.

- The school also has a Medical Policy that contains information about time authorised for certain illnesses e.g. 48 hours for sickness bugs in line with the Public Health guidelines.

Children should arrive at school no later than 09:00am. The school gates are opened by our site manager at 8.30am which allows children and parents access to the school site. Children's year group/class doors will be open at 8.45am allowing children access into school where they can put their coats and other belongings away and get ready for their teacher to take the morning register.

If a child is late due to a doctors/medical appointment, parents/carers should make the school aware of this before 09:00am

Once the children are registered and registers are closed we will:

- Identify any children that are absent from school, check any messages that may have been received at school with an explanation for the absence.
- Any unexplained or unexpected absences will be investigated; this process will start with a first day call being made to

home to enable school to ensure the most appropriate code is used on the register.

- The register will be taken again following the lunch time break.
- The school will monitor late marks for individual children and will contact and support Parents/Carers/carers in ensuring that the child/ren arrive to school on time to minimise lost learning time.
- If your child is late more than 5 times we will write to you and you may be invited to a meeting to discuss ways to improve punctuality.

4.1 Persistent Absence

For children who have longer periods of absence or those who fall below the persistent absentee threshold (below 90%):

- For those children who have a lower than expected attendance, further exploration will be needed. This may include parents being invited into school for a meeting with staff who have a responsibility for tracking pupil absences, a request for medical evidence, a letter of concern sent to the address where the child

normally resides, a home visit or a referral to partner agencies.

- For children who have unexplained absences and therefore their absences are unauthorised by school, further action may be sought via a referral to the Local Authority Attendance and Prosecution Service.
- School will keep parents informed of falling attendance before reaching the 90% threshold and support will be offered to help remove any barriers to a child attending school. The aim is that we work together to improve attendance.
- Nursery children missing 19 sessions or more, parents will be invited to meet with staff to explore whether the Nursery place is still needed.

4.2 Leave of Absence Request

It is an expectation of Hall Green Primary School that a leave of absence shall not be granted in term time unless there are exceptional circumstances. Holidays, weddings, milestone birthdays etc...are not considered exceptional circumstances and will not be authorized. It is expected that parents/carers

complete a 'Leave of Absence' form, in advance of any known leave wherever possible, at least 15 school days before they are intending to take their child out of school. This can be done by completing and returning a 'leave of absence' form to the Head teacher, Leave of Absence forms can be found in the school office. Leave of absence requests can only be made by the parent/carer with parental rights.

When a child has had at least **5 days/10 continuous sessions** of unauthorised absence coded on registers as "G" the school will make a referral to the Local Authority Attendance and Prosecution Service.

4.3 School Closures and Number of School Days

The academic year is 190 days. These are recorded as 380 sessions, an am and pm session per day. Schools are also required to have an additional 5 days that are used for staff training. These are called INSET (In Service Training) Days. These days are not part of the 190 days, which is every child's free entitlement and schools

endeavor to schedule these to minimise inconvenience to parents/carers. The Head

teacher will make every effort to ensure that the school remains open for 190 days. However, in some circumstances, e.g. severe weather, the school may have to close. Head teacher must always consider the health, safety and welfare of every person who uses the school site, children, staff, parents/carers, volunteers and visitors. If at any point, use of the school building would be detrimental to a person or persons' health, safety and welfare, then the Head teacher must close part or all of the school.

If a decision is made to close part or all of the school, the Head teacher will endeavor to inform parents/carers of that decision and the details of any arrangements that have been put in place. The register for those children affected is closed for the day and coded as an enforced school closure. This does not affect a child's attendance record.

Parents/Carers should always assume that the school will remain open during term time unless told otherwise.

4.4 Late collection at the end of the school day or after school events

- The school day ends at 3.25pm. Sometimes we receive messages at the end of the

day to say that parents/carers will be late collecting their children due to traffic or other unforeseen circumstances and we accept that sometimes this happens. However, some parents/carers regularly collect their children beyond 3.25pm and sometimes beyond 3.35pm. It is not the duty of the school to provide childcare beyond the end of the school day, unless there are unforeseen circumstances, and contact with the school has been made.

- In order to prevent children being left at the school office, at the end of the school day, each family has 3 opportunities, per academic year, whereby a child can be collected late due to unforeseen circumstances. School will keep a record of each instance. After these 3 opportunities the school will be issuing a charge for the childcare we are providing.
- For every 15-minute block a child/children are left at school at the end of the school day, there will be a £5 charge per child. Charges can be seen in the table below:

- Parents/carers will be given 10 minutes grace at the end of the school day to collect their child/children. After this time, children will be taken to the main school office for collection. When children are collected from the main school office, parents/carers will be required to sign them out using the paper log. This will be noted as making a late collection and one of your opportunities to collect late will be lost. If a child is persistently being collected late to avoid the late collection charge, then we may administer penalty charges on an individual basis.
- If we do not receive contact from a parent/carer past 4pm, a member of the senior leadership team will consider contacting Children's services and will be treated as safeguarding.

Time of pick up	Charges
3:35pm - 3:50pm	£5 per child
3:50pm - 4:05pm	£10 per child
4:05pm - 4:20pm	£15 per child

5. Local Authority Attendance &

Prosecution Service

Hall Greens allocated officer is: Laura Gough

The local authority attendance service is responsible for ensuring that parents/carers meet their legal obligations in respect of their child's education and in doing so they may issue penalty fines or take legal proceedings to ensure parents/carers do so.

In line with legislation and this policy, Hall Green Primary may refer unauthorised absence to the Attendance & Prosecution Service. Such a referral may lead to a penalty notice being issued. This fine can be £60 per parent, per child which will rise to £120 per parent, per child if the fine is not paid within 21 days.

Referrals to Local Authority Attendance & Prosecution Service

Will be made in the following circumstances:

- All holidays/leave of absence, of 5 days (10 continuous sessions) or more, that is not considered exceptional circumstances. Please see section 4.5. This can stand alone and will not be included in the overall child absence if already referred to Local Authority

Attendance & Prosecution Service

- Children with a minimum of 10 sessions/5 days of unauthorised absence over a 25 day period

There are two sessions per school day, a session is a morning (am) or an afternoon (pm), so 10 sessions is the equivalent to 5 days off school.

Please note that the Education Act 1996 makes it the parents/carers responsibility to ensure that their child regularly attends the school to which they are on roll. Failure to do so may result in legal action against you -

Section 23(1) Anti-Social Behaviour Act 2007:

Penalty Notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.

- If this is not paid within 21 days, the amount rises to £120.
- If not paid within 28 days, the Local Authority may prosecute under Section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."

- The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or impose a Parenting Order.

Section 444(1A) Education Act 1996:

"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."

- The court can fine you up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- "Parent" includes any person who is not a parent but who has parental

responsibility for the child or who has care of him/her.

These prosecutions are criminal proceedings and could result in you having a criminal record.

6. Reducing Persistent Absence

We aim to communicate the importance of attendance with parents/carers and children. We have a particular focus on reducing persistent absenteeism at school. Attempts to meet, visit and speak with parents/carers will be highly valuable in determining a support pathway. The persistent absence threshold for children is currently 19 days throughout the school year. The threshold means that any child will be persistently absent when they have missed 38 or more sessions. We will use a tracking system to:

- Record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism.
- Develop a systematic approach to gathering and analysing relevant attendance data.
- Support children and families to improve

attendance (such as an attendance plan)

How does your child compare?

Attendance during one school year.	Equals this number of days absent	Which is approximately this many weeks absent.	Which means this number of lessons missed.
90%	19 days	4 weeks	100 Lessons
80%	38 days	8 weeks	200 Lessons
70%	57 days	11.5 weeks	290 Lessons



4 Support Systems

Hall Green Primary School recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

The school also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- First day absence calls
- Text messages
- Letters home
- Discussion with parents and pupils
- Home visits
- Keep parents informed of their child's school attendance

- Referrals to support agencies
- Additional learning support
- Behaviour support
- Wide range of short term and long term rewards and awards. These may include certificates, prizes, 'Golden Fiver' and class attendance cups and an award for the top 3 classes at the end of the year. A raffle prize per half term with family prize for 100% attendance. A termly 'wow' event for pupils with high attendance that term.
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	Current rewards:
Weekly rewards	<ul style="list-style-type: none"> • Golden £5 - any child with 100% attendance and punctuality is entered into a prize draw to win £5 cash. • Class trophy for the best attending class • Class points for the best attending class. These will be added up and a prize given at the end of the year to the top 3 classes who have accumulated the most points.
Half Termly Rewards*	<ul style="list-style-type: none"> • 100% attendance certificates • Prize draw for a FAMILY reward - any child whose attendance is 100% for <i>that</i> half term will be entered into a prize draw.

	<p>Prize ideas so far are: tickets to a zoo or an 'Uber Eats' voucher! Whilst these are just ideas, hopefully you'll get a flavour of the kind of fabulous prizes up for grabs!</p>
<p>Termly Rewards*</p> <p><i>*These rewards re-set each half term or term, so if your child has had an unavoidable illness in one half term, they will still be in the running for rewards the following half terms or terms.</i></p>	<ul style="list-style-type: none"> • 100% attendance certificates • Chocolatey treat • Prize draw for an essentials parent hamper for any children who have 100% attendance for the term. • All children with at least 100% by the final week of each term will, as a reward, take part in an exciting WOW event. This might be, for example, a cinema afternoon, Inflatables day, a Silent Disco or similar. Please note, children who do not achieve 100% attendance for the term will not take part.
<p>Yearly</p>	<ul style="list-style-type: none"> • 100% attendance certificates

Rewards	<ul style="list-style-type: none"> • Attendance medal or trophy • As mentioned above, a surprise reward will be given to the 3 classes who have had the best accumulative attendance over the year.
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7.1 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the school, in partnership with the LA School Attendance Support Service, will follow the agreed protocol to instigate legal sanctions.

8.0 Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received or medical evidence has been provided.

Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return.

8.1 Absence will be categorised as follows:

Illness.

In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription, picture of a thermometer reading etc.

Medical/Dental Appointments

Parents are advised, where possible, to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package. This will be evaluated by the attendance officer on an individual basis

Excluded (No alternative provision made)

Exclusion is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Holidays and Extended Leave.

Head teachers are no longer allowed to authorise holidays taken in term time. Parents wishing to take their child out of school during term time must complete a Request for Leave of Absence form and submit it to the school office at least 10 days prior. Each request will be looked at individually. Legislation dictates that Leave of Absence requests can only be made by the parent/carer with whom the child normally lives.

All requests for leave of absence will be responded to in writing. Where a request has been granted the letter should state:

- The expected date of return
- That parents must contact school should any delays occur
- That the child's place may be withdrawn if the family do not return as expected.

If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

If the permission to take leave is not granted and the pupil still goes on holiday, the absence will be unauthorised. School will then make a referral to the

School Attendance Support Service for consideration of a penalty notice to be issued. Please note that penalties and prosecutions are in respect of each parent for each child. Failure to complete a Leave of Absence form will lead to the absence being unauthorised and a referral to the School Attendance Support Service will be made.

Religious Observance

Hall Green Primary School acknowledges the multi-faith nature of the community we serve and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent to allow their children not to attend school on any recognised day of religious observance. Parents are requested to give advance notice to the school if they intend their child to be absent.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

Late Arrival.

Doors open from 8.45am. Doors close at 9.00am Pupils arriving after this time will be marked as present but as arriving late. Children will need to be escorted by an adult to the Year 3/4 doors at the rear of the building and signed in with a member of staff. A reason for lateness will need to be provided. The late door will close at 9:15am. The register will close at 9:25am.

Unauthorised Late Arrival.

Pupils arriving after the close of register will be recorded as late, this will not be authorised and will count as an absence for that school session.

On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

Unauthorised absence.

Absences will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of **unsatisfactory** explanations include:

paper). School will work with the local authority to determine if the child will remain on roll or can legally be removed in line with The Education (Pupil Registration) (England) Regulations .

It is important that the school's admission register is accurate and kept up to date. School will encourage Parents/Carers to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

Where a parent notifies a school that a child will live at another address, all school will record in the admission register:

- a) the full name of the parent with whom the child will live;
- b) the new address (evidence of the new address must be obtained and kept in the child's file); and
- c) The date from when it is expected the child will live at this address.

Where a parent of a child notifies the school that the child is registered at another school or will be attending a different school in future, schools must record in the admission register:

- a) the name of the new school; and
 - b) The date when the child first attended or is due to start attending that school.
- Sharing information with the local authority.

Schools must notify the local authority when a child's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations, as soon as the ground for removal is met and no later than the time at which the child's name is removed from the register. This duty does not apply at standard transition points - where the child has completed the school's final year - unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a child's name is to be removed from the admission register, the school must provide the local authority with:

- a) the full name of the child;
- b) the full name and address of any parent with whom the child lives;
- c) at least one telephone number of the parent with whom the child lives;
- d) the full name and address of the parent who the child is going to live with, and

- the date the child is expected to start living there, if applicable;
- e) the name of child's destination school and the child's expected start date there, if applicable; and
 - f) The ground in regulation 8 under which the child's name is to be removed from the admission register (see document: Children missing education statutory guidance for local authorities).

All schools are required to notify the local authority within five days when a child's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the child. This duty does not apply when a child's name is entered in the admission register at a standard transition point - at the start of the first year of education normally provided by that school - unless the local authority requests for such information to be provided.

10 Legal Framework

The Government has identified that when a child's attendance falls below 90% they are classed as a 'persistent absentee'.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity;
- or
- Unable to attend due to exceptional circumstances.

Legal action. If a child's unauthorised absence becomes a cause for concern, school may make a referral to the School Attendance Service for consideration of a penalty notice or legal action to be made against parents.

- Section 23(1) Anti-Social Behaviour Act 2007:

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60. If this is not paid within 21 days the amount rises to £120. If it is not paid within 28 days the Local Authority may prosecute under section 444(1) unless it comes to our attention that the penalty notice has been issued in error.

- Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence". The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or impose a Parenting Order.

- Section 444(1A) Education Act 1996:

"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence". The court can fine you up to £2,500 per child, order payment of the

prosecution costs, impose a parenting order and/or sentence you to a period of imprisonment of up to 3 months.

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- Parent' includes any person who is not a parent but has parental responsibility for the child or who has care of him/her.
- These prosecutions are criminal proceedings and could result in you having a criminal record.

11 Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of

each child is everyone's responsibility and within the context of this school, we will adhere to

"Working together to Safeguard Children"

(2018) "Keeping Children Safe in

Education" (2023) and the School's

Safeguarding and Child Protection Policy:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to

have the best life chances;

- Detecting early support through Early Help Assessment.

Failing to attend school on a regular basis will be considered as a safeguarding matter and could be viewed as educational neglect. All staff are trained and made aware of possible reasons for extended absence from school.

We closely monitor attendance, absence and exclusions and our designated safeguarding lead will take appropriate action including notifying the local authority, investigating unexplained absence particularly where children go missing on repeated occasions and/or are missing for periods during the school day.

Schools have a safeguarding duty in respect of their children, and as part of this should investigate any unexplained absences. Further information about schools' safeguarding responsibilities can be found in the Keeping Children Safe in Education statutory guidance.

11.1 Child Missing in Education

Children missing education, particularly repeatedly, can be an indicator of abuse and neglect, including sexual abuse or exploitation, FGM, child criminal exploitation, mental health problems, risk of

travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.

Any concerns of a child missing in education will be referred to the Local Authority

12 Data Protection Law

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy.

13 Legislation

This policy is supported by the following legislation:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020 The Education (Pupil Registration) (England) Regulations 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007

Other policies supporting attendance:

- Behaviour policy
- Safeguarding policy
- SEND policy
- Medical Policy