

Attendance Policy 2024-2025



Primary School

Hartshorne CE Primary School & Governor Run Nursery

Our vision and values are born out of God's love and nurture of all creation.

Together we work as a family to see one another grow and flourish:
Knowing that we are precious and unique to God.

We aim to live out our values in our school and the world around us: as we play our part in God's wonderful creation story.

"God's family, growing together, inspiring together, inspiring our world."

Approved by: Governing Board

Date: September 2024

Next review due by: Sept 2025

Contents

1. Aims	2
2. Targets	2
3. Legislation and guidance	2
4. Punctuality.....	3
5. School procedures	4 3
6. Authorised and unauthorised absence	5... 5
7. Attendance monitoring	6 . 6
8. Roles and responsibilities.....	7
9. Monitoring arrangements	8
10. Links with other policies.....	8
Appendix 1: attendance codes	9 - 11

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- To minimise the disruption caused by late arrivals or non-attendance to the quality of the education and provisions for all pupils

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Targets

Our target attendance has been set in conjunction with the Governors and with reference to the DfE's aim of reducing unauthorised absence.

Year	2023/24	2024/25
Attendance Target	96%	96%

3. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)

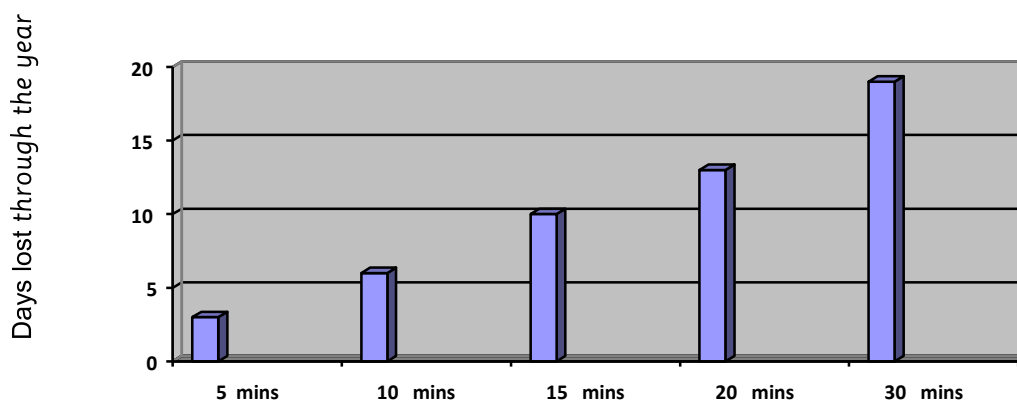
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

4. Punctuality

Lessons begin promptly at 8.50am. Arriving after this time can affect your child's progress. It also disrupts the classroom when lessons have already begun. Therefore, not only must children attend school regularly, but they must not be late.

The following graph clearly illustrates how being late can add up to a loss of learning:



As you can see, if your child is late for just 5 minutes every day that can add up to over three days lost each year and arriving 15 minutes late each day is the same as being absent for 2 weeks a year: for that reason, it is imperative that your child is punctual.

To reduce congestion at the beginning of the school day and help all of our children arrive on time, we do open our school gates (the main gate and car park gates) at 8.30am. The gates close at 8.45am.

5. School procedures

5.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment

- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes. School follow DfE guidance to ensure compliance.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

5.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9am or as soon as practically possible by leaving a message on the school answer phone, text system or send an email to the office, info@hartshorne.derbyshire.sch.uk (see also section 7).

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

On day 4 of absence due to illness, school will contact parent/carer to arrange a safe and wellbeing check for that day at a convenient time. If contact cannot be made it will be assumed the family is on holiday and a penalty notice will be issued.

5.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. We may require you to provide a medical appointment card as evidence of the appointment.

Advance notification of appointments should be made to the office only, either by telephone or email.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 6.

5.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Pupils must arrive in school by 8.45am on each school day. The register for the first session will be taken at 8.45am, a "Late" mark will be entered after 8.45am, from 9.00am onwards an "Unauthorised" mark will be made.

Where there are concerns about punctuality, the school will make contact with the parents to meet with the Headteacher.

In the event of persistent lateness, the school will make a referral to Starting Point or offer support via the family support worker.

5.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

We will call parents/carers on the first day by 10.00am for absences not reported. If we do not get a response, we will follow our Safeguarding Policy for missing children.

5.6 Reporting to parents

Parents are informed of their child's attendance during parents evening and attendance reports are issued to parents annually as part of pupils end of year Reports.

6. Authorised and unauthorised absence

6.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 5.2 and 5.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- Where attendance is poor Hartshorne CE Primary School & Governor Run Nursery will take the following action with parents/carers:
 - Contact via text system, email and/or phone
 - Class teacher to meet with parents to discuss attendance concerns
 - Contact via letter
 - Meeting with Headteacher
 - Refer to Governors
 - Legal Action

6.2 Legal sanctions

Hartshorne CE Primary School through the Local Authority can fine parents for the unauthorised absence of their child from the school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay:

First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years) -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

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

7. Attendance monitoring

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 5.2).

The headteacher and class teachers monitor the attendance of pupils fortnightly, with a heightened focus on persistently absent children.

Wave 1: If a child's attendance drops below 96% a monitoring meeting between class teacher and parents may be held.

Wave 2: For children whose attendance continues to drop a letter from the Headteacher will be sent. If a child's attendance does not improve and drops below 90%, the Headteacher will invite the parents in for a meeting to discuss ways in which the school can support to improve the overall attendance.

If after contacting parents a pupil's absence continue to fall, we will use the Local authority support to meet with parents. Further legal action may be taken.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

Persistent Absence

The definition of persistently absence (PA) pupil as set out by the DfE for 2015-2016 is a pupil with 10% or more absence (90% or less attendance). The table below, derived from the census guidance, gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA.

Half Term	10%
Half term 1	7 or more sessions
Half term 1 – 2 (autumn term)	14 or more sessions
Half term 1 – 3	20 or more sessions
Half term 1 – 4 (autumn and spring term combined)	25 or more sessions
Half term 1 - 5	31 or more sessions
Half term 1 – 6 (full academic year)	38 or more sessions

It is important to remember that there are **two** sessions each day.

As a school, we collect attendance data on our management information system, RM Integris. As per legal requirements, this data is shared with the local authority and nationally. Internally, we check this data on a weekly basis to look for patterns of absence across the school and at an individual level with a particular focus on those pupils in danger of being classed as PA. The office and Senior Leaders will then monitor these pupils and try to work with families to improve attendance. This data is then monitored by our Safeguarding Governor on their half termly visits and data is shared termly with the Governors in an anonymous way. Attendance of pupils that have a history of poor attendance, who are in receipt of free school meals or are vulnerable are a focus of this monitoring.

These identified children become a daily or weekly focus to ensure improvement. The school are committed to working with parents to help solve attendance issues and ensure regular attendance. As parents/carers have accepted a place at our school, it is an expectation that parents/carers will be committed to ensure attendance is as high as possible and pupils are always punctual.

Roles and responsibilities

8.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

8.2 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports by:

- leading attendance across the school;
- offering a clear vision for attendance improvement;
- evaluating and monitoring expectations and processes;

- having an oversight of data analysis;
- devising specific strategies to address areas of poor attendance identified through data;
- arranging calls and meetings with parents to discuss attendance issues and;
- delivering targeted intervention and support to pupils and families;
- Works with the local authority to tackle persistent absence;
- Carrying out safe and well-being checks.

8.3 The school office staff

- Monitors attendance data at the school and individual pupil level
- Follows policy to ensure implementation
- Reports concerns about attendance to the headteacher
- Manages and maintains correspondences
- Arranges calls and meetings with parents to discuss attendance issues

8.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis. Teachers record absence as an N code and attendance and correct codes are added by the school office. Class teachers are responsible for working with parents to ensure improved attendance for identified pupils. Class teachers are responsible for reporting any concerns about patterns of absence to the Headteacher, office staff and on My Concern when it is considered a Safeguarding issue.

8.5 Office staff

Office staff are expected to check absence lines, emails and take calls from parents about absence and record it on the school system. Office staff are expected to contact parents when absence has not been reported as per the policy guidelines.

9. Monitoring arrangements

This policy will be reviewed annually by the headteacher. At every review, the policy will be shared with the governing board. 10. Links with other policies This policy is linked to our child protection and safeguarding policy

Appendix 1: attendance codes The following codes are taken from the DfE's guidance on school attendance

Attendance Codes from 19 August 2024

Code	Description	Category
/\	Present morning & afternoon	Attendance
K	Attending education provision arranged by the local authority	Attending approved educational activity
V	Attending an educational visit or trip	Attending approved educational activity
P	Participating in a sporting activity	Attending approved educational activity
W	Attending work experience	Attending approved educational activity
B	Attending any other approved educational activity	Attending approved educational activity
L	Late before the register is closed	Late
C	Leave of absence for exceptional circumstance	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to part-time timetable	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or admission to another educational institution	Authorised absence
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence
S	Leave of absence for the purpose of studying for a public examination	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious Observance	Authorised absence
I	Illness (not medical or dental appointment)	Authorised absence
E	Suspended or permanently excluded and no alternative provision made	Authorised absence

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Q	Unable to attend because of lack of access arrangements	Not a possible attendance
X	Non-compulsory school age pupil not required to attend school	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed - snow/heating	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause in relation to youth offending	Not a possible attendance
G	Holiday not granted by the school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived in school after registration closed	Unauthorised absence
D	Dual registered at another school	Not a statistical attendance
Z	Prospective pupil not on admission register	Not a statistical attendance
#	Planned whole school closure incl. Polling station	Not a statistical attendance

For a more detailed description for each code, please refer to the DfE guidance:

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

Attendance	Late	Authorised absence	Not a possible attendance	Unauthorised absence	Not a statistical attendance
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