



Attendance Policy	
Agreed by the Governing Body	July 2021
Chair of Governors or Committee Chair	Mr J Stothard
Review Date	July 2023
Review Schedule	Annual/ Biannual / 3 Years

At Hawksworth Wood Primary, we strive to secure the very best education for our pupils. Regular attendance at school is vitally important in helping pupils reach their academic potential, develop socially and emotionally as well as developing a range of life skills which will support them as they leave our school and start the next phase of their education at secondary school.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. Children who frequently miss school often fall behind and they may find it challenging to make the expected progress in their learning. Regular absences may also lead to children finding it difficult in maintaining friendships and they can feel isolated from their school community. Hawksworth Wood staff will work together with pupils and their parents/carers to ensure that all pupils have full and equal access to the opportunities and experiences offered by the school. We will ensure parents and carers have the support they need so that their child achieves the maximum possible attendance.

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

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2020) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Improving school attendance'

Our attendance policy aims to:

- Ensure that pupils are safe; having parent/carer contact when they are absent so the school know (to the best of their knowledge) where the pupil is when absent. Monitoring trends and patterns of absence of individual, vulnerable pupils
- Support pupils and their parents/carers in establishing the highest possible levels of attendance and punctuality
- Ensure that all pupils have full and equal access to the best education that we offer in order to improve each pupil's academic outcomes
- Enable pupils to progress smoothly, confidently and with continuity through the school
- Ensure parents/carers are aware of their legal responsibilities

Expectations:

The government expects schools, local authorities and parents to

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Parents to provide the school with at least 2 current contact telephone numbers
- All pupils to be punctual to their lessons

We expect that all parents/carers will

- Be aware of their legal responsibilities
- Ensure their child(ren) attend school regularly
- Ensure that their child(ren) arrives at the school punctually at the start of the day
- Ensure that they contact the school, **daily**, of an absence and explain the reason for their child's absence
- Apply to the Headteacher in advance for a period of absence where there are exceptional circumstances
- Notify the school immediately of any changes to contact details
- Where there are concerns about a pupil's attendance parents are expected to work with school staff to address these concerns.
- Parents should not agree to any unauthorised absence
- Parents are expected to support school attendance by not taking family holidays during term-time
- Parents will support the policy by respecting any sanctions given by the school

We expect the school will

- Provide a safe learning environment
- Provide a welcoming and supportive atmosphere which enhances pupils' progress, development and wellbeing
- Promote, recognise and reward outstanding and good attendance and punctuality through a strategic whole school initiative
- Respond to any child's or parent's concerns that may impact on the pupil's attendance or punctuality
- Maintain regular and accurate records of AM and PM attendance and punctuality; ensuring registers are taken for every session within the first 10 mins and missing pupils are reported for safeguarding
- Follow the Pupil Absent Procedure – refer to Appendix A

- As a safeguarding priority, contact parents when a pupil fails to attend and where no message has been received to explain the absence. The school make every effort for this to be done by 9.30 a.m.
- Monitor and report whole school, identified cohorts and individual pupil's attendance to the senior leaders to inform planning
- Follow up unexplained absences to obtain explanations from parents. Although parents may offer a reason, **only the school can authorise the absence**
- In the case of long term or frequent absence due to medical conditions, a plan will be drawn up to maximise attendance and support progress
- Monitor the attendance of pupils using the Tier System model and take appropriate actions at the identified Tier thresholds – **refer Appendix B**
- Meet with the attendance representatives from the local authority and cluster to monitor and support school attendance and punctuality
- Notify the local authority after 10 days continuous unexplained absence; following the Children Missing in Education process of the local authority
- Will make a copy of the attendance policy available on the school website
- Will communicate with parents/carers regarding attendance through regular school newsletters
- Will report a set of comprehensive attendance data to school's governors at regular points throughout the academic year
- Report attendance percentages to parents termly

Absences

Examples of absences. (Note this is not an exhaustive list):

Authorised absences:

- Genuine illness of the pupil
- Urgent hospital/dental/doctor's appointment for the pupil
- Religious observances
- External exams, educational assessments and supervised educational activities

Unauthorised absences. Absences that will not be authorised by the school. For example:

- Family term time holidays
- Parent/Carer unwell
- Shopping, day trip, birthday treat
- Visiting family or friends during the school day
- Oversleeping due to a late night for example late return from family event etc
- Appointments for other family members

Children Missing in Education (CME)

When a child's absence is unexplained, Hawksworth Wood will make every effort to contact the parents/carers from the first day of absence to establish the reason for the absence. (**Refer Appendix 1 Absence Route**) If the child's absence remains

unexplained, we will continue to call parents and other emergency contacts, carry out home visits and make enquiries in an effort to establish the whereabouts of the child. If enquiries prove unsuccessful, the school will report the child as a Child Missing in Education (CME) to the local authority; this will be made within 20 days after the child's last attendance at school.

If a child moves out of the authority and is not registered in another school, regardless of knowing and an address or not, a CME referral will be made to the local authority will be made.

Registers, Punctuality and Lateness

Good punctuality to the school is crucial. Lateness into the school causes disruption to the child's learning and to that of the other pupils in the class. It is paramount, therefore, that all pupils arrive at school on time. The school is open from 8:40am. and all children are expected to be in school by 8:55am.

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. School starts at 8:55am with a register taken by the class teacher. Morning registers close at **9:30am**. If a pupil arrives after the start of school but before the register closes, they will be recorded as late (L on the register) and the minutes late recorded. After this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority. Afternoon registration is taken during the afternoon session by the class teachers.

If a child is absent we expect parents/cares to contact the school as early as possible to inform us as to why their child is absent.

Please contact the school on tel 0113 258 3984 and either leave a message or speak to a member of the pastoral team.

When a child is absent the school will follow the agreed absence procedure (refer to Appendix A). This procedure is to ensure that the school systematically checks on the absence of all children, each day of absence and that the reason for absence is established and recorded accordingly on the register.

If parents/carers cannot be contacted, staff will use emergency contact details for the pupil. If contact with parents/carers is unsuccessful then staff will make a visit to the family home. If staff have concerns about the safety of a child, they will contact Children's Services or the police for advice or for referral.

Pupils Leaving During the School Day

During school hours the school staff are legally in a position of loco parentis and therefore must know where the pupils are during the school day.

- Pupils are only allowed to leave the site with an adult and with parental/carers knowledge and permission
- Pupils are not allowed to leave the premises without prior permission from the school
- Whenever possible, parents should try to arrange medical and other appointments outside of school time; only urgent appointments should be attended during the school day
- Parents are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time. School staff may ask for proof of appointments.
- Pupils must be signed out on leaving the school and be signed back in on their return
- Where a pupil is being collected from the school, parents are to report to the school office before the pupil is permitted to leave the site
- If a pupil leaves the school site without permission a **safeguarding call** will be made as a priority to the parents/carers to inform them of the absence (truancy). If parents/carers cannot be contacted staff will attempt to use emergency contact details for the pupil. If this is unsuccessful the police will be informed through or where appropriate Children's Social Care will be informed for particular vulnerable cases. See Appendix C (appendix 11 from CP policy)

Leave of Absence

The school term times, holiday dates and training days are published a year in advance and are available on the school website. School training may be subject to change, however, the school will ensure they communicate any changes to parents/carers through text, newsletter, website etc

From 1 September 2013, a change to government legislation means that schools are no longer allowed to authorise requests for pupils to be taken out of school for a holiday during term time. In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised.

Only exceptional circumstances warrant an authorised leave of absence. Parents/carers should make any request well in advance and in writing (a form is available from the school or from the school website). Requests for absence for reasons such as compassionate leave, special family events, sporting or musical competitions, etc., should be made in the same way.

All requests are considered individually, taking into account the circumstances of the request. Other factors will be taken into account, such as:

- the time of year the pupil will be absent
- the attendance record of the pupil
- the number of previous requests for leave of absence
- the pupil's ability to catch up

Parents will be notified of the school's decision verbally.

Where a parental request has been refused, and parents continue to take their child out of school, this absence will be recorded as unauthorised. We reserve the right to apply to the Local Authority to issue a Penalty Notice.

Failure to ensure regular school attendance

Hawthorn Wood will attempt to support all pupils to achieve maximum possible attendance and will inform parents/ carers when attendance starts to fall. Where attendance is falling to a level causing concern parents will be invited in to school to discuss ways to improve. Where attendance continues to fall then a further meeting may be held with governors (refer to Appendix B)

A **Penalty Notice** may be issued to parent/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or other agencies including the local authority Education Welfare Service. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

Penalty Notices

Parents and pupils are supported by the school and by the LA to overcome issues that prevent regular school attendance through a wide range of intervention strategies. Where this intervention fails a Penalty Notice can be issued for unauthorised absence and if a parent/carer fails to ensure regular school attendance. This policy is in line with the Leeds City Council Code of Conduct on Penalty Notices and falls under Sections 444a and 444b of the Education Act 1996. The Education (Penalty Notices: England) Regulations 2007 set the framework for the operation of the Penalty Notice Scheme.

Circumstances in which a penalty notice may be issued are:

- Irregular school attendance
- 10 unauthorised sessions (AM and or PM sessions) over a 12 week period
- Overt truancy
- Parentally condoned absences which are not authorised by school
- Unauthorised holidays in term time
- Persistent late arrival at school after the register has closed
- Being in a public place during the first five days of an exclusion

Payment of Penalty Notices

- The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days
- The amount payable is per parent, per child
- If the Penalty Notice is not paid within 28 days the local authority is then obliged to refer the case for prosecution under Section 444 of the Education Act 1996, for failing to ensure regular school attendance or withdraw the penalty notice

Changing Schools

It is important that if families decide to send their child to a different school that they inform Hawksworth Wood as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate

The pupil's records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority for follow up through the Children Missing in Education procedure.

Rewards for Good and Excellent Attendance

Weekly Reward	
Individual Reward - 100% attendance with no lates	Name goes into weekly golden draw win a treasure chest prize and one point on jewel card
Half termly Reward	
Individual Reward - 100% attendance	Certificate, text home, 3 points on jewel card and name in golden draw
Individual Reward - 97% Plus attendance	Certificate, text home, one point on jewel card and name in golden draw
End of Year Reward	
Individual Reward - 100% attendance	Invite to the garden party
Individual Reward - 97% Plus attendance	Invite to the garden party

Useful Links

- [Department for Education/Gov.uk – Legal sanctions to enforce school attendance](#)
- [Department for Education/Gov.uk – School Attendance and Absence](#)
- [BBC Learning Parents information – School attendance and your legal responsibilities](#)

Appendix A Attendance Policy - Actions for Pupil Absent from School

We must always remember that children present in school are safe children. If a child is absent this *can be* a safeguarding concern. We have a duty of care and we are required to know where children are if they are absent from school and the reason for absence. Parents are required to inform the school of any absence, the reason for absence and must contact the school every day of absence.

When a pupil is absent from school and we have *not* received any contact from parents/carers with a reason for absence the following route will be followed.

Day	Action
1	<p>Text 1 message sent by 9-30 a.m. re absence to ALL absentees (unknown reason)</p> <p>Phone calls home in order of priority (Child Protection, , Child in Need, Children Looked After, Pupil Premium, Persistent Absentees, SEND) made from 9-00 a.m. Calls made by pastoral team or DSL if appropriate.</p> <p>Priority home visits identified by pastoral team and completed by 11-30am. Visiting card left if no answer.</p> <p>Marks in the Register:</p> <ul style="list-style-type: none">• Where a valid reason is given by parent/carers the correct code will be entered in SIMs.• Where no reason is yet established the mark will remain as an N <p>If there are NO immediate safeguarding concerns and no one is home the second contact on SIMs will be used to try and establish where the pupil is.</p> <p>If no reason has been established by 2-30 p.m. Further phone calls and home visits will be carried out.</p> <p>If there are safeguarding concerns about the child or family Children's Social Care will be contacted. The police will be contacted and asked to complete a welfare visit if appropriate.</p> <p>Log home visits and concerns on CPOMS</p>
2	<p>If the pupil is absent for a second day and no contact has been received Text 2 is sent by 9-30 a.m. This text highlights the school's concerns re safeguarding and their duty of care.</p> <p>Home visit is completed by 11-30 a.m.</p> <p>If there are safeguarding concerns Children's Social Care will be contacted again or the police will be asked to complete a welfare visit.</p> <p>Marks:</p> <ul style="list-style-type: none">• Where a valid reason is given by parent/carers the correct code will be entered in SIMs.• Where no reason is yet established the mark will remain as an N <p>If no reason has been established by 2-30 p.m. Text 3 (safeguarding focus) is sent</p>

	<p>This text informs the parent/carers that the police or Children's Social Care will be contacted</p> <p>Log home visits and concerns on CPOMS</p>
3	<p>If the pupil is absent for a third consecutive day and no contact has been received to give reason for the absence Text 3 is sent again.</p> <p>Home visit is completed by 11-30 a.m.</p> <p>Contact is made with Children's Social Care for advice and guidance.</p> <p>Marks:</p> <ul style="list-style-type: none"> • Where a valid reason is given by parent/carers the correct code will be entered in SIMs. • Where no reason is yet established the mark will be changed to an O – an unauthorised absence <p>Log home visits and concerns on CPOMS</p>

If the parent provides a reason we do not believe is truthful or a pattern of condoned absence emerges then the DSL will contact the parents/carers and request that a medical evidence letter is signed. This agrees that all future absences will require medical evidence or will be logged as unauthorised by the school.

Appendix B - Attendance Tier Model

Tier	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
% Attendance	100% 97%	97% 95%	95% 92%	92% 90%	90% 85%	< 85%
Rating	Outstanding	Just below 97% Challenge	Area of Concern	At risk of becoming a Persistent Absentee	Persistent Absentee	Serious concern
Letter	Letter 1 (x2)	Letter 2	Letter 3	Letter 4	Letter 5	Letter 6
Frequency of monitoring and intervention	Half Termly	Half Termly	Half Termly	Regular Individual Monitoring	Regular Individual Monitoring	Regular Individual Monitoring
Contact	Class Teacher	Class Teacher	Pastoral Team	Pastoral Leader and DSL	DSL and Headteacher	Headteacher and Governor
Action Intervention	Half Termly Rewards. End of year award. Recognition of excellent attendance	Rewards and incentives. Motivation and encouragement from staff to maintain or improve attendance to meet 97% Challenge	Parent contacted to discuss concerns. Weekly monitoring of attendance to see improvement.	Action Plan created with parents. Possible Actions: Early Help Referral Meeting with Cluster Referral to the local authority attendance team	Action Plan requiring medical evidence of absence. School panel meeting if no improvement. Referral to local authority attendance team or Cluster panel	Referral to Local Authority School Attendance Panel for PN/panel meeting Case created for prosecution in the courts

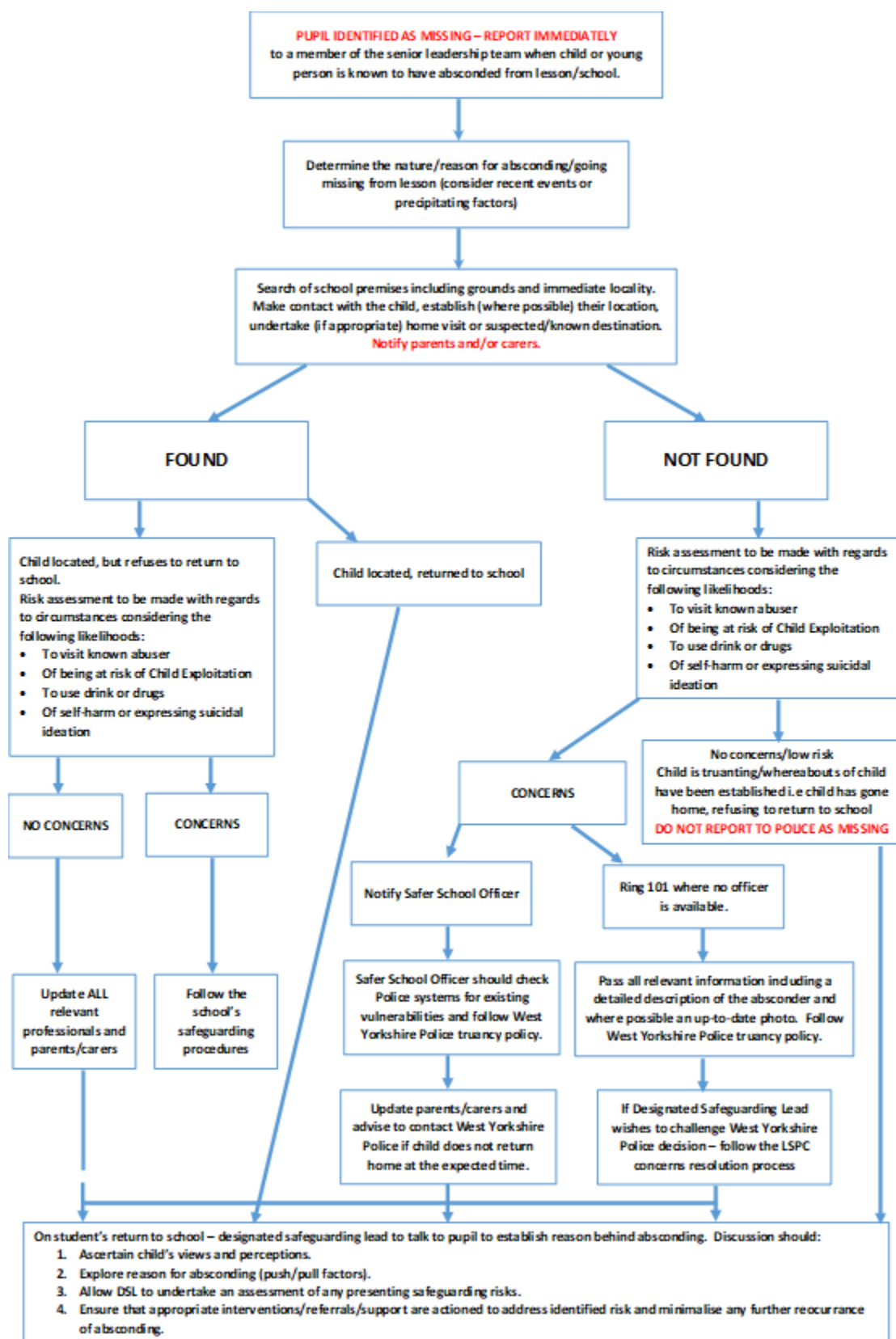
Attendance %	Rating	Days Off per Year
100%	Outstanding! Wow you're amazing!	None!
97% +	Excellent! You have reached our target!	6 days or fewer
95% +	Good, you are nearly at our target	9.5 days or fewer
90% +	It's Ok, but we know you can do better	19 days or fewer

85% +	We are worried....	28.5 days
Below 80%	We are really worried.	38 days or more off school

C Appendix – 97% Plus Challenge

Appendix c – **Missing from School Response Checklist**

Referral pathway for reporting children and young people missing /absconded during the school day



Appendix D **Improving Attendance Action Plan**

Date of Meeting:	
Present:	

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Name of Pupil:	Class/Year:
Name of Parent(s):	Contact Details of Parent (s)
Current Address	DOB:
	Age: y m
	Current Attendance:

Tick	Reasons for Absence
	Illness
	Friends/Peers
	Teachers
	Lessons
	Getting to School
	Family
	Other

Strategies to improve attendance (See over)	
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Target Attendance for Period Ending:	
Target Attendance for Period Ending:	
Target Attendance for Period Ending:	
Review Dates:	

POSSIBLE STRATEGIES TO IMPROVE ATTENDANCE

Strategy	Comments on Strategy	Dates (from/to)
Pupil/Parents		
1	Change morning routine	

2	Change bedtime routine		
3	Do not book holiday in term time		
4	Provide rewards/privileges for good attendance		
5	Young person to visit GP		
6	Make more time to talk to young person		
7	Provide assistance with getting to school		
8	Bring into school and ensure meets member of staff		
9	Phone school if absent – safeguarding concern		
10	Other		
School			
11	Attendance reward card		
12	Mentor/Link person		
13	Buddy		
14	Place of safety		
15	Special responsibility		
16	Discussion with class teacher		
17	Modification of timetable		
18	Modification of social time		
19	Targeted first day response		
20	Medical support		
21	External services input		
Pupil			
27	Make sure you are ready for school		
28	Complete own attendance chart		
29	Discuss any problems as soon as possible with member of school staff		
30	Keep diary – bullying, difficulty with lessons etc.		

Signature **Parent** _____

School _____