Attendance Policy

The Vyne Community School

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1. Aims

We are committed to meeting our 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

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.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Promote good attendance, enabling pupil's achievement by establishing the highest possible levels of attendance and punctuality;
- Recognise the key role of all staff in promoting good attendance;
- Provide a clear framework for monitoring and responding to pupil absences, acting early to address patterns of absence;
- Building strong relationships with families to ensure pupils have the support in place to attend school;
- Promote positive support systems and advocate multi-agency approaches to improve attendance; and
- Make parents aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. 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, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

Whilst we understand there will be some absences during the school year, we would usually expect a student to maintain an attendance level of at least 96% in line with the Government's guidelines. If there is a recurring medical condition which is affecting attendance our inclusion and Year Teams are able to support further with this.

2. 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:

- ➢ Part 6 of The Education Act 1996;
- ➢ Part 3 of The Education Act 2002;
- ➢ Part 7 of The Education and Inspections Act 2006;
- ➢ The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016); and
- ➢ 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.

This policy meets the requirements of the Working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

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 5 school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent and severe absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence. Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents and carers are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not;
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person; and
- Any person who, although not a natural parent, has care of a child or young person.

3. Roles and Responsibilities

We believe that improving school attendance is everyone's business. It is a shared responsibility by governors/trustees, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

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.

The Governors recognises the importance of school attendance and promotes it through the school's ethos and across its policies. They may take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded;

- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance;
- Prioritising attendance in strategies, such as raising attainment, behaviour and combatting bullying, special educational needs and disabilities, wellbeing, and safeguarding;
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils;
- Ensuring the schools' attendance management processes are delivered effectively, and that consistent attendance support is provided for pupils who require it most by prioritising the staff and resources needed. This includes ensuring schools engage and work effectively with the local authority School Attendance Support Team and wider local partners and services;
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most;
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker, those pupils under the Virtual School and pupils from cohorts with historically lower attendance such as those eligible for free school meals;
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools;
- Ensuring that attendance data is shared with the Local Authority or Department for Education in line with statutory reporting deadlines; and
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy, which is published and publicised regularly so that it is easily accessible to pupils, parents and staff.

The Headteacher and Senior Attendance Champion. The Headteacher is responsible for:

- Actively promote the importance and value of good attendance to pupils and their parents;
- Form and maintain positive relationships with pupils and parents;
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences, with a whole school culture that encourage all pupils to attend and to achieve;
- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need;
- Have a clear school attendance policy which all staff, pupils and parents understand. Monitor the implementation and effectiveness of the Attendance Policy and ensure that the policy is reviewed annually;
- Ensure the school have accurate, complete admission and attendance registers and have effective day to day processes in place to follow-up absence;
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place;
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe;
- Ensure that there is a named Senior Attendance Champion to lead on attendance and allocate sufficient time and resource;
- Attend the termly school attendance supporting meetings with the local authority, focusing on those pupils with severe absence, making sure a regularly reviewed plan is in place.

The attendance officer. The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level;
- Reports concerns about attendance to the headteacher;
- Arranges calls and meetings with parents to discuss attendance issues; and
- Advises the headteacher when to issue fixed-penalty notices.

Class teachers/form tutors
Class teachers/form tutors are responsible for recording attendance on a daily basis and using the correct codes. They will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents;
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve; and
- Know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.

School reception and attendance staff
School reception and attendance staff are expected to take calls from parents about absence and record it on SIMS accurately.

Role	**Name**	**Contact Details**
Senior Attendance Lead/Champion	Sarah Audley Assistant Headteacher	s.audley@vyne.hants.sch.uk
Attendance Officer	Wendy Coate-Bond	attendance@vyne.hants.sch.uk

4. Recording Attendance

Attendance register
We will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

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; and
- The name and position of the person who made the amendment.

See appendix 1 for the DfE attendance codes. We will keep every entry on the attendance register for 6 years after the date on which the entry was made. Pupils must arrive by 8.25am and be in the designated line up area for their year group. The register for the first session will be taken at 8.30am and will be kept open until 9.00am. The register for the second session will be taken at 2.00pm and will be kept open until 2.30pm.

5. Authorised and Unauthorised Absence

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

All absences associated with a holiday or other absence for the purpose of leisure and recreation during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday or other absence for the purpose of leisure and recreation may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution. We believe that children need to be in school for all sessions so that they can make the most progress possible.

However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. Leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. We will respond to all applications for leave of absence. Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave. The leave our absence form is available from our school website or hard copies available from the school reception.

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so.

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school, parents/ carers will need to explain why the circumstances are exceptional.

If parents/carers remove their child for an unauthorised period and it is the belief of the school and Local Authority that you have done this in a way as to avoid being issued a Penalty Notice, the Local Authority reserves the right to authorise the issuing of a Penalty Notice before the national threshold is met.

A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1);
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.;
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases;
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable;
- Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school; and
- Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised. We will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should:

- The parent fails to submit a leave of absence request in advance of taking the leave;
- An application for a leave of absence is not agreed by the Headteacher but is still taken; and
- A longer period is taken more than the agreed number of days.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated. The 1996 Education Act also sets out the circumstances in which a pupil has not failed to attend school regularly and therefore the parent has not committed an offence.

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible and on each day of absence where practically possible.

Contacting the school
Parents are asked to contact the school between 8.00am and 8.30am on the first day of absence through illness. The school has in place a system of first-day absence communication where an absence text message will be sent to the primary contact. If a student is absent without explanation, parents will be sent a text message to the primary contact or telephoned in some instances by the attendance officer to establish a reason for the absence.

This will identify at an early stage those students who do not have a legitimate reason for absence or who may be absent without their parents' knowledge. Where absence is recorded as unexplained at this stage, the correct code should be imputed with the reason ascertained no later than 5 working days after the session. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Medical Appointments and Illness
Parents should try to make Medical appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment.

If a pupil must attend a medical appointment during the school day, they must follow our signing out signing-out procedure. No pupil will be allowed to leave the school site without parental confirmation. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised. Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils with medical conditions at school and Hampshire policies regarding supporting children with health issues, Behaviour and attendance resources for schools | Hampshire County Council (hants.gov.uk). We will also consider whether an Individual Healthcare Plan is required.

Should parents not advise the school of the reasons for their child's absence or fail to respond to a telephone message/email or text asking parents to contact the school, we will automatically code the absence as unauthorised. If contact is unable to be made, the Year Team will be informed and if there is three days of consecutive absence, a home visit may be made.

Pupil Absence for the purposes of Religious Observance
We acknowledge the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give

advance notice to the school. Working together to improve school attendance - GOV.UK (www.gov.uk) page 86

Parent travelling for occupational purposes
The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. To ensure we can effectively support all our pupils, we ask that parents:
Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and Inform the school regarding proposed return dates

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher.

Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday;
- Shopping for uniforms;
- Arrangements or appointments for cutting the pupil's hair;
- Closure of a sibling's school for INSET (or other) purposes;
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation;
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend; and
- Absences taken without the authorisation of the school.

Lateness and punctuality
The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, 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. For the purpose of this policy, the school defines: "Absence" as:

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

"Regular" attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised.

All pupils are expected to arrive on time for every day of the school year. The school day begins at 8.30am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 8.30am. All pupils arriving after this time are required to report to the late gate/main office, who will be expected to sign the late book and provide a reason for their absence. If their arrival is before 9am it will be recorded as late - L code (Late before the close of register). The school register will officially close at 9am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L);
- After the register has closed will be marked as absent, using the appropriate code (U);
- Same day 15-minute detention is issued if a student arrives late (8.31am or later) for no good reason;
- Failure to attend late to school same day detentions will result in C3/C4 detentions or reflection room;
- Due to having a 5 minute transition period between lessons and at the end of break and lunch, you are expected to be punctual to your lessons;
- At the beginning of each lesson there will be a bell, if you are not lined up outside your lesson or already in your lesson when the bell rings you will be given a late mark;
- 2 lates in a week will result in a C3 detention; and
- Persistent lateness to lesson - more than 5 in a week results in a C4.

Where amendments are made, all schools must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non compulsory school age) whose name is listed in the admission register at the time. The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence

Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Registers are legal records, and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered. As the attendance register is a record of the pupils present at the time it was taken, the register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, all schools must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment.

6. Attendance Monitoring

Responsibilities of Tutors and Year Teams:

- Constantly remind students about the importance of attendance;
- Monitor tutor group/year group attendance regularly;
- Attendance tracking information shared with tutors/year teams to help recognise any patterns of poor attendance.;
- Attendance targets and strategies shared with tutor from any attendance planning meetings with Progress Leader/PSGM;
- Refer to the Attendance Diamond poster when discussing the impact of poor attendance;
- Year Teams to make contact with parents by telephone and talk to pupils, recorded on SIMS under ‘Initiatives’ section under for consecutive days absence x 3 - home visit maybe be necessary;

- Tutors to listen carefully for any signs that the pupil's absence has illegitimate reasons and refer to Progress Leader or PSGM;
- Tutors may make regular phone calls where there may be concerns regarding attendance, liaising with the Progress Leader and PSGM where appropriate;
- SLT/DSL may involve external agencies which may provide support for the child, and/or referral to Children's services where appropriate; and
- Tutor/Year teams/PGSM to provide inclusion and support to support attendance at school and to use a range of strategies to facilitate this.

Responsibilities for all Teaching Staff:

- Ensure that all students are registered accurately and quickly;
- Ensure that all students are registered accurately;
- Record any lateness to lessons;
- Promote and reward good attendance and punctuality at all appropriate opportunities;
- Mark a student late if they are late, and by how many minutes;
- Liaise with the Attendance Leaders;
- Communicate any concerns or underlying problems that may account for a child's absence; and
- Discuss any concerns about poor attendance and the consequent impact on progress during parents evening.

Following up absence
Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer 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.

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school, parents are expected to contact school on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated and the following may apply. In certain circumstances the school may also:

- Visit the home of the pupil;
- Write to the parents of a pupil to highlight attendance or punctuality issues;
- Invite parents to discuss how school can support the family to make improvement; including an attendance contract
- Refer to Inclusion Support Service for support, guidance, and advice;
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Inclusion Support Service (ISS) | Hampshire County Council (hants.gov.uk) and Behaviour and attendance resources for schools | Hampshire County Council (hants.gov.uk);
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken;

- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

Reporting to parents
Three times per year when school reports go home report on attendance and punctuality will be included.

Reducing persistent absence and monitoring attendance
As a school we will:

Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families.

- Use this analysis to provide regular attendance reports to class teachers or tutors to facilitate discussions with pupils and to leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads);
- Undertake frequent individual level analysis to identify the pupils who need support and focus staff efforts on developing targeted actions for those cases;
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance;
- Benchmark attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement;
- Devise specific strategies to address areas of poor attendance identified through data;
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies; and
- Provide data and reports to support the work of the board or governing body and local authority when appropriate. We will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

"Persistent absenteeism" (PA) as: Missing 10% or more of schooling across the year for any reason.

"Severe absence" (SA) as: Missing 50% or more of schooling across the year for any reason

Legal sanctions & Local Authority
Persistent Absence, Severe Absence and the use of legal interventions

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could cause considerable damage to a child's educational outcomes. A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 90 sessions (45 days). Absence at this level is causing considerable damage to a child's educational outcomes.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support. Inclusion Support Service (ISS) | Hampshire County Council (hants.gov.uk).

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates' Court. Parents found guilty of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence. In line with Hampshire County Council guidance, we will notify the Inclusion Support Service of all reduced timetables as soon as a plan has been agreed

Local Authority have a role to:

- ➢ Rigorously track local attendance data;
- ➢ Have a school attendance support team;
- ➢ Provide communication and advice;
- ➢ Hold regular targeting support meetings with a multidisciplinary approach; and
- ➢ Monitor and improve attendance of children with a social worker through their virtual school.

Monitoring arrangements
This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years. At every review, the policy will be approved by the full governing board.

Links with other policies and Statutory framework
This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE, (August 2024);
- School attendance parental responsibility measures, DfE (January 2015);
- Children missing education, DfE (September 2016);
- Keeping children safe in education, DfE (September 2024); and
- Working together to safeguard children, DfE (July 2023).

Appendix 1

The following codes are taken from Working Together to Improve School Attendance

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity approved by the school. Schools must also record the nature of the approved educational activity.	Examples of nature of activity • 1) Attending taster days at college • 2) Attending courses at college • 3) Attending unregistered alternative provision arranged by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Attending education provision arranged by the Local Authority Schools must also record the nature of the provision	• Attending courses at college • Attending unregistered alternative provision such as, home tutoring
P	Sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity
V	Educational visit or trip	An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff
W	Attending work experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education

Code	Definition	Scenario
Absent – leave of absence		
C	Leave of absence for exceptional circumstances Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance	Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs
E	Excluded	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness
J1	Interview	Attending an interview for employment or for admission to another educational institution

M	Medical appointment	Attending a medical or dental appointment
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to
S	Study leave	Studying for a public examination. Must be used sparingly with revision opportunities in school
T	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them
X	Non-compulsory school age pupil not required to attend school	

Code	Definition	Scenario
Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of a lack of access arrangements	This is linked to transport not other access arrangements
Y1	Unable to attend due to transport normally provided not being available	The school is not within walking distance of the pupil's home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
Y2	Unable to attend due to widespread disruption to travel	
Y3	Unable to attend due to part of the school premises being closed	

Y4	Unable to attend due to the whole school site being unexpectedly closed	Adverse weather
Y5	Unable to attend as pupil is in criminal justice detention	In police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	
Y7	Unable to attend because of any other unavoidable cause	An emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.

Code	Definition	Scenario
Unauthorised absence		
G	Unauthorised holiday	Holiday not granted by the school
N	Reason for absence not yet established	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given
U	Arrival after registration	A pupil has arrived late after the register has closed but before the end of session.