

Attendance Policy

APPROVED AND ADOPTED

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1. Introduction/Aim

At Hatch Warren Junior School we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

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.
- Build 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.
- Make parents aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.
- Make all members of our school community aware of the safeguarding risks associated with poor attendance including but not limited to; social isolation, a negative impact on well-being, limited extra-curricular participation, limited future opportunities, and increased risk of substance misuse, teenage pregnancy and exploitation.

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.

2. Legal Framework

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.

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.
- Any person who, although not a natural parent, has care of a child or young person.

3. Roles and Responsibilities

At Hatch Warren Junior School we believe that improving school attendance is everyone’s business. It is a shared responsibility by governors, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

Role	Name	Contact details
Senior Attendance Lead	Jackie Bryant	office@hwjs.hants.sch.uk
Attendance Team	Laura Thomas - DHT Helen Turner – DSL & and HSLW	
Attendance Officer	Lisa Knoll	
Named Governor for Attendance	Juliet Anderson	

The Governors of Hatch Warren Junior School 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 school's 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 all school staff receive training about the safeguarding risks of poor attendance and children missing education.
- Ensuring that attendance data is shared with the Local Authority or Department for Education in line with statutory reporting deadlines.
- 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 Senior Management Team at Hatch Warren Junior School will:

- 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 encourages all pupils to attend and to achieve.
- Make sure all teaching and non-teaching staff know the importance of good attendance and the risks associated with poor 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 an attendance team 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.

All staff at Hatch Warren Junior School 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.
- Know the importance of good attendance and the risks associated with poor attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support.

Hatch Warren Junior School requests that parents:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school by 9am (either by phone or email to the school office) if their child is absent to let them know the reason why and the expected date of return.
- Follow the school procedure if their child arrives late by accompanying them to the school office to accurately sign them in and notify the school of the reason for late arrival. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation. (moved, added and amended!)

- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Further information can be found at: [Attendance guidance for parents | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/attendance-guidance-for-parents)

Pupils will:

- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested.

4. Categorising Absence and Attendance

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.

4.1 Leave of 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. 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'. At Hatch Warren Junior School, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. Hatch Warren Junior School will respond to all applications for leave of absence in writing.

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 (see Appendix 1). Leave of Absence forms are available upon request from the school office. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will be marked as unauthorised until a Leave of Absence form is submitted and subsequently considered by the Headteacher. The school will treat each application individually and may need to discuss the circumstances of the application before a decision is made.

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

- The parent fail 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.
- 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.

4.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, parents must notify 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 be signed out by a parent at the school office.

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 other agencies and/or to liaise with the child's healthcare professional.

Where a pupil has a diagnosed 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' policy and Hampshire policies regarding supporting children with health issues. We will also consider whether an Individual Healthcare Plan is required.

Absence through long-term sickness

Schools have to give Hampshire County Council the name and address of sick pupils who they believe will miss 15 consecutive or cumulative days. Schools will also be “expected to inform a pupil’s social worker and/or youth offending team worker if there are unexplained absences from school”. School will also contact the Inclusion Hampshire team for further information.

4.3 Pupil Absence for the purposes of Religious Observance

Hatch Warren Junior School acknowledges 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 using the Leave of Absence form.

4.4 Parent travelling for occupational purposes

The pupil is a mobile child if 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.

4.5 Unauthorised Absence

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.
- Absences taken without the authorisation of the school.

5. Our Procedures

5.1 Register Keeping and Recording

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.
- 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.

Pupils must arrive in school by 9am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.15am. The register for the second session will be taken at 1.15pm.

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. On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil 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.

Reporting to parents

Children’s attendance records are open for parents to view via the Arbor App. The school will contact parents regarding concerns about their child’s attendance and absence levels.

5.2 Punctuality / Late Arrival at School

At Hatch Warren Junior School all pupils are expected to arrive on time for every day of the school year. The school day begins at 9am. The classroom doors open at 8.45am and children are expected to be in their classrooms by 9am. The school register will be taken at 9am. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign them in and provide a reason for their absence. If their arrival is before 9.15am, it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9.15am. All pupils arriving after this time will be marked as having an unauthorised absence for the session - U code (Late after the close of register).

If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M' if we have been made aware of the appointment in advance. If no notification in advance, this will be classed as unauthorised.

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. The school may seek advice from the local authority legal intervention team.

5.3 Expected absence procedure for parents:

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 the school by 9am (by telephone or email) 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.

If a child is absent, the following actions will be initiated by the school:

- The school office will call the parents of all pupils who are not in school after close of register at 9.15am and where no reason for absence is known.
- If no contact is made with the pupil's parents, a further telephone call and email will be made that morning. If no response can be gained, the child's named emergency contacts will be telephoned.
- At this point, the attendance team will discuss the circumstances and complete appropriate actions. For example, if the school cannot contact a parent, a home visit may be carried out.
- The school will telephone home if a pupil leaves the school without permission.

In certain circumstances, the school may also:

- Visit the home of the pupil.
- Notify the social care team if they are working with a family.
- 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 improvements.
- Complete parent contract agreements.
- 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.
- 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.

5.4 Unexplained Absence from School

If a child is not seen and contact has not been established with the named parent/carers, the school will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and wider family. Members of school staff may visit the family home to try to establish contact.

If school are unable to establish the whereabouts of the child, the local authority and external agencies will be notified.

5.5 Attendance Rewards & Interventions

Monitor and Analyse attendance

Hatch Warren Junior School will:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. This goes beyond headline attendance percentages and should look at individual pupils, cohorts and year groups (including their punctuality) across the school.
- Use this analysis to provide regular attendance reports to senior leaders to facilitate discussions about pupils and actions required.
- 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 and days of poor 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.
- Provide data and reports to support the work of the governing body and local authority when appropriate.

At Hatch Warren Junior School, 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.

5.6 Support Systems

At Hatch Warren Junior School, we recognise that poor attendance can be an indication of difficulties in a family’s life. This may be related to problems at home and/or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child’s attendance and/or behaviour in school, for example: bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child. Strategies we may use to support include:

- Attendance meetings with parents and other agencies
- Suitable adaptations to support the variable needs of the child during the school day
- Sensory trays in classrooms
- Toast club
- School mentor dog
- Positive relationships with key adults
- Reward charts
- Termly attendance certificates for 100% in the term and for attendance improvement shown within a term.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child’s regular attendance. This may involve creating a parent contract agreement. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils where appropriate.

5.7 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 190 sessions (95 days). Absence at this level is causing considerable damage to a child’s educational outcomes.

The attendance of all pupils at our school is 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.

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.

5.8 Penalty Notices

Legal Measures for tackling persistent absence or lateness

Hampshire Schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

- the child or family do not require the support from any agency to improve the attendance
- the child has 10 or more sessions of unauthorised absence and parents/carers are complicit in the child's absence.

The following legal measures will be used for pupils of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty Notices
- Education Supervision Orders
- Prosecution.

Where a child has unauthorised absence, the school must enforce Hampshire County Council's Code of Conduct for issuing Penalty Notices for unauthorised absence from school or follow its guidance on other legal measures for non-attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority.

The code of conduct states that schools or Hampshire County Council will issue a Penalty Notice for any unauthorised absence where the pupil has been:

1. absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions - these do not need to be consecutive.
2. persistently late (coded U) for up to 10 sessions (five days) after the register has closed

3. persistently late before the close of the register (coded L), but the school has met with parents/carers and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met
4. Any combination of 1. 2. 3. unauthorised absence.
5. absent for any formal school assessments, tests or examinations where the dates have been published in advance

If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:

- 10 sessions of unauthorised absence and/or lateness in any 100 day period
- 1 or more sessions of unauthorised absence during a public exam, formal school assessment or testing where dates are published in advance.

This includes where a pupil has unauthorised absence due to either:

- non approval of a parent/carer's request for leave of absence or
- a holiday that has been taken without permission.

Parents and carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence either via a letter, through the leave of absence request form, or through the school's attendance policy and website. The penalty notice is a fine that is issued to each parent/carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence, the school or Hampshire County Council will decide whether a Penalty Notice is issued to one or more parent/carers for each child. N.B This could mean four penalty notices (PN) for a family with two siblings both with unauthorised absence for holiday i.e. one PN for each child to each parent.

First offence:

Penalty notice carries a fine of £80 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days, the Penalty is automatically increased to £160 if paid within 28 days. If the fine remains unpaid, Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are issued by and are paid to Hampshire County Council. Revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Second offence:

Penalty notice (within 3 years) carries a fine of £160 to be paid within 28 days. No reduced rate is offered. If the fine remains unpaid, Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are issued by and are paid to Hampshire County Council. Revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Third offence (within 3 years):

A penalty notice will not be issued and the case will be presented straight to the Magistrates court. Fines can be up to £2500 per parent, per child. Cases found guilty in magistrates court can show in future DBS certificates due to failure to safeguard a child's education.

6. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential, the following policies are integral to this approach:

- Child Protection
- Safeguarding
- Supporting pupils in school with medical conditions
- Admissions
- Anti-bullying
- Special educational needs
- Teaching and learning
- Positive relationships and behaviour for learning

7. 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 \(September 2025\)](#)
- [Working together to safeguard children, DfE \(July 2023\)](#)

8. Appendices

The following pages contain appendices relevant to this policy.

Appendix 1: Leave of absence request form
Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised, and the local authority will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A – to the headteacher, I wish to apply for

Child's name: _____ Class: _____
To be authorised as absent from school (please include dates and time):
from _____ to _____ (inclusive dates)
If your child has siblings that are also applying for a leave of absence, please enter their name and school below:
Child's name(s): _____ School(s): _____

<p>Section B Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on the other side of the page.</p>

<p>Section C I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.</p>
Signature (parent/carer): _____ Date: _____

Education (Pupil Registration) (England) Regulations 2006 have been amended

(as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D – for school use only.

Tick as appropriate.

Request approved for ____ number of days from the dates and times _____

A personal discussion with you is requested. Please contact: _____

Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

PLEASE NOTE: This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period

A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

Headteacher: _____ Date: _____

Current attendance rate: _____

Continuation of section B (if required):

Appendix 2: Attendance Policy Quick Guide for Parents

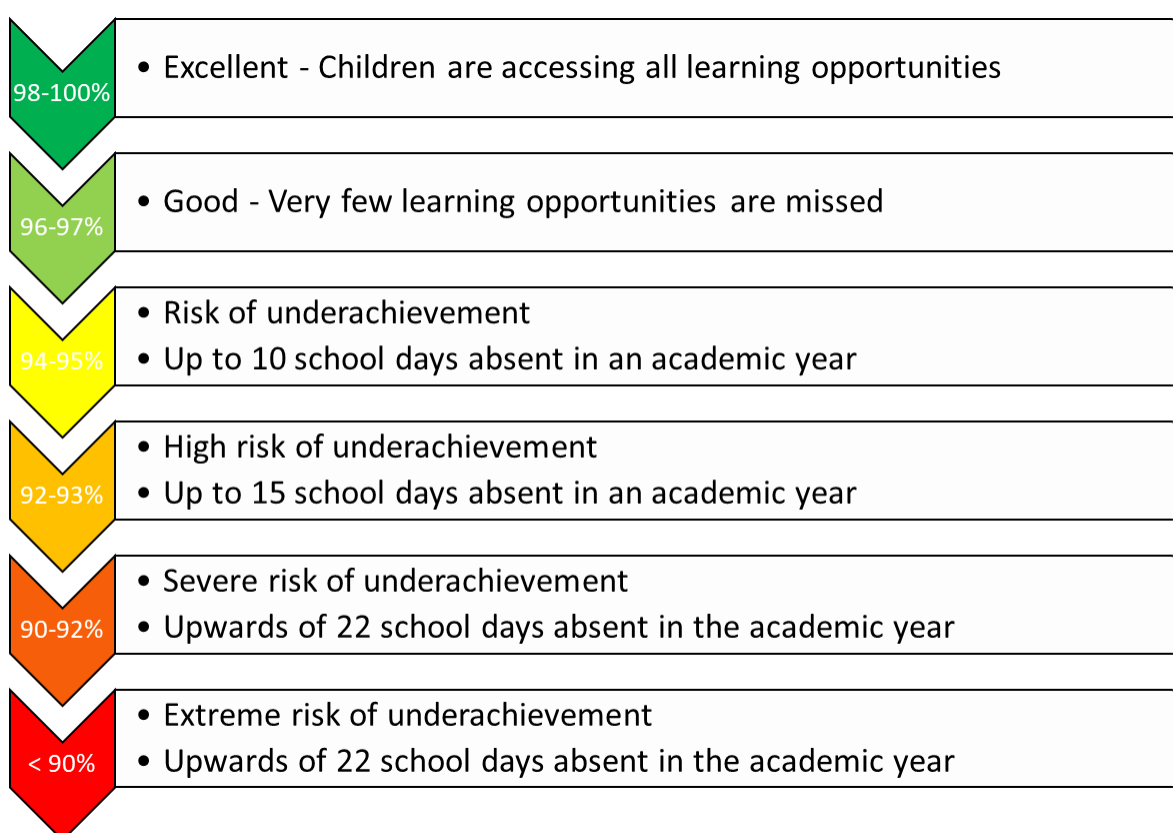
Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **9am**.
- If your child appears to be only slightly unwell, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



Appendix 3: Attendance Guidance for Parents

If a child is trying to avoid coming to school.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending as this gives the impression that attendance does not matter and may make things worse.

Contact your child's class teacher immediately and openly discuss your concerns. Your child could be avoiding school for a number of reasons - difficulties with school work, bullying, friendship problems, family difficulties. It is important that school and parents work together to identify the reason for your child's reluctance to attend school and devise a plan to address the problem. In some cases, it may be helpful to discuss the circumstances of your child's difficulties with the Home School Link Worker.

How can a child be encouraged to attend school?

- Make sure your child gets enough sleep and gets up in plenty of time each morning.
- Ensure that they leave home in the correct clothes and properly equipped.
- Show your child that you are interested in what they are doing in school and that you value their education.
- Chat to them about the things they have learnt, what friends they have made and even what they had for lunch.

Leavers

If your child is leaving Hatch Warren Junior School (other than when transferring to the secondary school), parents/carers are asked to:

- Give the office staff comprehensive information about their plans, including any date of a move and new address and telephone numbers, your child's new school and the start date when known. This should be submitted to the school in writing.

If pupils leave without giving the above information, then the child is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By providing the above information, these investigations can be avoided.

Absence through child participation in Public Performances, including theatre, film or TV work & Modelling.

Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence

recorded as part of a child's participation in a public performance is recorded as C1, an authorised absence.

Absence through competing at regional, county or national level for sport

Parents/carers of higher attaining sportsmen and women can seek leave of absence for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for a child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

Appendix 4: Attendance codes

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 <ul style="list-style-type: none"> • 1) Attending taster days at another school • 2) Attending registered 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 registered 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

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	All schools can grant leaves of absence for pupils to participate in a regulated performance 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

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.

Code	Definition	Scenario
Administrative Codes		
#	Planned whole school closure	Whole school closure due to half-term/bank holiday/INSET day/use of whole school as polling station