



Farnborough Grange Nursery/Infant Community School

An Academy in The Good Shepherd Trust

Attendance Policy

This policy is prescribed by The Good Shepherd Trust and is non-statutory. All references to 'the Trust', includes all Trust schools and subsidiary organisations.

Date adopted:	01/09/2022	Last reviewed:	09/09/2026
Review cycle:	2 yearly	Is this policy statutory?	No
Approval:	CEO	Author:	Headteacher
Local approval*:	Headteacher	Local author*:	Headteacher
Next review Date	08/09/2028		

* only for policy/procedures that are templates and require local adaptation.

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1	15/02/2021	A Johnston	n/a	Updated statutory documentation and added hyperlinks. Included specific references to remote learning/virtual visits.
2	29/08/2023	L Tedbury	n/a	Minor updates to reflect reviewed wording and updated hyperlinks.
3	08/05/2024	Clerk to LC	n/a	Minor updates to formatting.
4	09/09/2026	O Dempsey	N/A	Minor updates to formatting. Removed rewards.

Aim:

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome. Parents / Carers and pupils play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. Parents / Carers and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their Parents / Carers the importance of regular and punctual attendance.



For our children to take full advantage of the educational opportunities offered it is vital that all children are at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

Good attendance is important because:

- **Statistics show a direct link between under achievement and absence below 95%**
- **Regular attenders make better progress, both socially and academically**
- **Regular attenders find school routines, school work and friendships easier to cope with**
- **Regular attenders find learning more satisfying**
- **Regular attenders are more successful in transferring between primary school, secondary school, and higher educations, employment or training**

Promoting Good Attendance:

The foundation for good attendance is a strong partnership between the school, Parents / Carers and the child. We aim to make our expectations clear with the Parents / Carers and regularly reinforce the messages of good attendance.

To help with this we will:

- Provide information on all matters related to attendance in our regular Home – School Communications.
- Run workshops to share ideas for helping Parents / Carers to encourage their children to attend school.
- Share information in our newsletter and on our website.
- Report to you on how your child is performing in school and what their attendance and punctuality rate is and how this relates to their attainments.
- Run events when Parents / Carers, pupils and staff can work together on raising attendance levels across the school such as our Family Breakfast Week where Parents / Carers are welcome to join their children at our Breakfast Club free of charge.

Roles and Responsibilities:

The Headteacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. They will also ensure that attendance is both recorded accurately and analysed. The Headteacher will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with Parents / Carers the need and reasons for their child's absence and will encourage them to keep absences to a



minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

Responsibilities of Classroom Staff:

- Ensure that all pupils are registered accurately.
- Liaise with the Headteacher / Home-School-Link-Worker on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.

Responsibilities of Parents and Carers:

Ensuring your child's regular attendance at school is a Parents / Carers legal responsibility (section of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents / Carers will:

- Inform the school on the first day of absence.
- Discuss with the Class Teacher any planned absences well in advance.
- Support the school with their child in aiming for 100% attendance each year.
- Ensure any and all absences are clearly communicated by telephone, email or the Arbor Parent Portal on each day of absence by 8am.
- Avoid taking their child out of school for non-urgent medical or dental appointments. Where taking your child for an urgent medical or dental appointment, proof of the appointment will be provided to the school office.
- Only request for leave of absence if it is for an exceptional circumstance.

Registration:

Legally the register must be marked twice daily. This is once at the start of the school day 8.50 am and again for the afternoon session at 1 pm.

Lateness/Punctuality

It is important to be on time at the start of the morning and afternoon sessions and to lessons. The start of school/lessons are used to give out instructions or organise work and to deliver key learning messages. If your child is late they can miss work and vital information, cause disruption to the lesson for others, plus it and can be embarrassing leading to possible further absence.

- The school day begins at 8.35 am and all pupils are expected to be in school at the time. Morning registration is at 8.50 am and it closes at 9.10 am.



- All Lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence code U in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded "M". Please be advised that where possible doctors and dentists appointment are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action.**

Parents / Carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, Parents / Carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period the school or the Hampshire County Council will be required to issue Parents / Carers with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non- attendance.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late the school is obliged to take any uncollected pupil to a place of safety and share concerns as necessary with other agencies, if one is available, the school will place a child into the after-school club and provide the Parents / Carers with the bill.

Absence:

First Day of Absence

On the first day of your child's absence please contact the school to inform them that your child will be absent from school on that day. You can do this by phone, the Arbor Parent Portal or by email. Please include the reason for your child's absence and when you expect them to return to school.

Please contact the school on a daily basis to update the school on your child's absence.

See Hampshire Guidance "Good practice guidance for attendance and safeguarding" located at <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

If your child is absent you must contact us as soon as possible on the first day of absence and every subsequent day of absence by 10.00am.

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you. This is because we have a duty to ensure your child's safety as well as their regular school attendance.



- Make a home visit to check on a child's welfare if we have not received any communication from Parents / Carers to explain absence.
- Invite you in to discuss the situation with our Headteacher and / or Home-School-Link-Worker if absences persist.
- Refer the matter to the Hampshire's Attendance Legal Panels if absence is unauthorised and falls below 90%.

Please contact the school daily to update them on your child's absence.

Third Day Absence

If your child is not seen and contact has not been established with you any of the Parents / Carers after three days of absence the school is required to start considering a child to be 'missing in education' and also a safeguarding risk. We will make all reasonable enquiries to establish contact with Parents / Carers and the child including home visits and making enquiries to known friends and / or wider family. If we are unable to make contact, external agencies may be approached.

Ten Day's Absence

We have a legal duty to report the absence of any pupils who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the Parents / Carers then the Local Authority is notified that the child is at risk of 'missing in education'. Children's Services staff will visit the last known address and alert key services to locate the child. So, help us to help you and your child by making regular checks on telephone numbers throughout the year.

Continued or Ongoing Absence

If your child/children miss 10% (3 weeks/sessions) or more schooling across the school year for whatever reason they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in his/her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90% we will contact you and depending on the reasons for the absence will arrange a meeting with the Headteacher and / or Home-School Link Worker to discuss reasons for the absence.

The Home-School Link Worker may make contact on every absence if your child's attendance low.

Children at school are dependent on their Parents / Carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school, and whilst being encouraged to attend well and on time, will not carry blame and be made to feel unhappy if their Parents / Carers are not supportive or effective in these areas.

A Welcome Back

It is important that on return from an unavoidable absence all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils. The school will endeavour to support children to



'catch up' on missed learning through quality-first teaching and small group / 1:1 interventions where necessary.

Request for Leave of Absence

Amendments to school attendance regulations were updated and enforced from September 2013: (Pupil registration) (England) regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining "exceptional" are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off in school time to go on holiday and in the majority of cases holiday will not be authorised. Parents / Carers wishing to apply for leave of absence need to fill in an application form (available from school office) in advance and before making any travel arrangements.

If term time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct, Parents / Carers will be issued with a fixed-penalty fine, or legal action in accordance the code.

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect Parents / Carers to help us by not taking children out during school time.

Understanding Types of Absence:

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- Authorised absence – when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- Unauthorised Absence – when the school has not received a reason for absence or has not approved a child's leave absence from school after a Parent / Carer request. This includes:
 - Parents / Carers giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings
 - Truancy before or during the school day
 - Absences which have not been explained

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to Parents / Carers. An example of this would be where a Parent / Carer states a child is unwell but on return to school there is evidence they have been on holiday.

Penalty Notices for Non-Attendance and Other Legal Measures:



In Education Law, Parents / Carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Legal Measures for Tackling Persistent Absence or Lateness

Farnborough Grange Nursery and Infant Community School and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to Hampshire's Attendance Legal Panels where:

- 1. The child or family do not require the support from any agency to improve the attendance**
- 2. The child has 10 or more sessions of unauthorised absence and Parents / Carers complicit in the child's absence.**

The following legal measures are 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

Legal Measure for absence taken when the Headteacher has declined Parents / Carers request for leave of absence

Where a pupil has unauthorised absence due to either:

1. Non-approval of a Parents / Carers requests for leave of absence or
2. A holiday that has been taken without permission

And the unauthorised absence is for 10 or more sessions (5 days) in any 100 possible school sessions

Then a penalty notice for non-attendance will be issued.

Where a child has **unauthorised absence**, the school must enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a satisfactory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

The Code of Conduct states that:

Schools of Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- 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



- Persistently late (coded U) for up to 10 sessions (five days) after the register has closed
- Persistently late before the close of register (coded L) but the school has met with the 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 met
- Absent for any public examinations of which dates are published in advance
- Absent for any formal school assessments, tests or examinations where the dates have been published in advance

Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

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:

1. 10 sessions of unauthorised absence or lateness in any 10-week school period
2. 1 or more sessions of unauthorised absence during a public exam, formal school assessment or testing where dates are published in advance.

Parents / 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 schools 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 / Carer for each child. **NB** This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one penalty notice for each child to each Parent / Carer.

Each penalty notice carries a fine of £60 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 £120 if paid within 28 days. If the fine remains unpaid the Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and 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.

For further information Parents / Carers can request a leaflet from their school and should visit Hampshire County Councils website at:

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Attitudes to Attendance:

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. 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 worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional.



It is vital that Parents / Carers reflect the school's high expectations of attendance and that both stakeholders work together towards the aspirational target of 100%.

What Can I Do to Encourage My Child to Attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education. Model for them the routines of getting ready in the mornings and reinforce the importance of attendance.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch! Converse with them at the end of each day about what they have done that day. What are they looking forward to tomorrow?

For many Parents / Carers, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.

Speak to our Home School Link Worker or your child's Class Teacher for any further advice on encouraging your child to attend school, or for support with morning routines.

Leavers:

If your child is leaving our school (other than when transferring to the junior school), Parents / Carers are asked to:

1. Give the school office comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known.

If pupils leave and we do not have the above information, then your 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 giving us the above information, these investigations can be avoided.

Other Circumstances:

Absence through child participation in Public Performances, including theatre, film or TV work and Modelling:

The regulations related to children participating in public performances are separate to those around authorising leave of absence. Headteachers can authorise this absence. Parents / Carers of a child performer can seek leave of absence from school for their child to take part on 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. Any absence recorded as part of a child's participation in a public performance is recorded as C an authorised absence.

For further advice and guidance on child employment and performance licences visit Hantsweb at

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childemployment>



National advice – <https://www.gov.uk/child-performance-licence-england-scotland-wales>

Absence Through Competing at Regional, County or National Level for Sport

Parents / Carers of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the Headteacher's discretion 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 your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or coaction are providing an education tutor as part of their coaching.

Gypsy Roma Traveller Showman Families

Pupils must have attended 200 sessions in a rolling 12-month period to be able to request leave for work purposes.

Further support and guidance is available from Hampshire's EMTAS Service here:

<https://www.hants.gov.uk/educationandlearning/emtas>

Absence of a child from a traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school.

For further advice and guidance on Attendance and GRT and Showman see County Guidance at:

<https://www.hants.gov.uk/educationandlearning/emtas/travellers/traveller-groups-guide>

Record Preservation:

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups or microfiche copies (if schools are not SIMS centrally hosted and do not have secure electronic server back-ups they must print hard copies of the official registers and bind into annual volumes).

Further guidance:

For national guidance refer to:

1. School attendance 2022 located at
<https://www.gov.uk/government/publications/school-attendance>
2. "Parental responsibility measures for behaviour and attendance" which covers legal measures for non-attendance
<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>



For County Advice and guidance refer to:

1. Guidance on recording absence <http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-maindocument.pdf>
2. Guidance on approval of "Extended leave of absence" see county guidance <http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-school.htm>
3. Guidance for Schools on available support and procedures for pursuing legal action for non-attendance at school"
<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-schools.htm>