



Hanbury CE First School

Attendance Policy

ADOPTED BY	HANBURY CE FIRST SCHOOL GOVERNING BODY
Governors' Committee Responsible	Full Governing Board
Status & Review Cycle	Annually
Staff Lead	Senior Attendance Lead
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Our Vision...

Flourishing Through Love and Nurture

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. 5 It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. 6 Love does not delight in evil but rejoices with the truth. 7 It always protects, always trusts, always hopes, always perseveres.

1 Corinthians 13: 4-7

We flourish because:

We are a family founded on love and nurture

We build resilience for life

We are outward looking

We celebrate every step forward

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1. Aims

We are committed to meeting our obligation with regards to promoting excellent attendance, reduce persistent and severe absence, ensure equitable access to education, support punctuality and work in partnership with families.

Through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending school.

2. Legislation and guidance

Policy reflects Working Together to Improve School Attendance and current DfE attendance regulations and guidance.

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](#). 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [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.

3. Roles and responsibilities

Governors monitor attendance. The Headteacher and Attendance Lead ensure implementation and collaborates with the Local Authority, Worcestershire Children First, trust partners, health and Early Help services. The Senior Attendance Lead analyses attendance for disadvantaged pupils, SEND pupils, young carers, children with a social worker, pupils with medical needs and other vulnerable cohorts. Attendance data is benchmarked against national and local data.

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the head teacher to account for the implementation of this policy

Attendance information is shared and monitored through the termly Head teacher's report to governors to the full governing board.

3.2 The head teacher

The head teacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Verity Mills and can be contacted via 01527 821 298 office@hanbury.worcs.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

- Working with education welfare officers to tackle persistent absence or senior attendance officer provided through Worcestershire County Council

The attendance officer is Mrs Verity Mills and can be contacted via 01527 821 298
office@hanbury.worcs.sch.uk.

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office which is then inputted onto the schools system (Arbor).

3.6 Office Manager

School Office Manager will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Follow up any unknown absence through telephone call and email
- Inform SLT of known vulnerable children's absence

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am and leave an answer phone message if unable to speak directly to a member of staff on the day of the absence and each subsequent day of absence, if there is no known date of return. If shown, parents should advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend school every day on time and prepared for the school. This will be supported by parents/carers where appropriate

4. Recording attendance

Registers are completed in accordance with statutory guidance at consistent and clearly communicated times. Amendments are fully recorded. Medical evidence is not routinely requested for all illness absences and will only be sought where appropriate. Attendance coding will comply with current DfE requirements including dual registration, flexi-schooling, pupils with no fixed abode, access arrangements and alternative provision.

4.1 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. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent

- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by the following times on each school day.

The register for the morning session will be taken at 8:40am for Reception, Year 1 and Year 2 and 8:50 for Year 3 and Year 4. These will close at 9:10am and 9:20am respectively. The register for the afternoon session will be taken at 1pm and will be kept open until 1:30pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school office and leaving a message if they are unable to speak to a member of staff. (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

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

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

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

We define late as 10mins following registers opening and the registers closing.

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

- Punctuality is monitored half termly and letters about persistent lateness are sent to parents. This is monitored and further action taken to address concerns. This could include an invitation to a meeting with a member of SLT, further reminder letter, external support through Senior Attendance Advisor within WCF

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may visit the property as part of a safeguarding and welfare check, call the police should there be concerns around absence and safety of a child.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider escalating the concerns

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels through highlighting where to access the information through the school newsletter. Parents/carers have access to attendance information through ESchools App that all parents have access to.

5. Authorised and unauthorised absence

Leave of absence is granted only in exceptional circumstances. The school does not operate blanket policies that automatically approve leave. Every application is considered individually. Penalty notices may be requested where statutory thresholds are met.

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as religious celebration (including marriage), a close family bereavement, for a pupil to participate in an elite sporting/music or other event. All applications will be considered on a case by case basis.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible the school office. The head teacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be

travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

- Other possible 'exceptional circumstances' where the head teacher may grant term-time holiday

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

In line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first time absence.

If a second period of unauthorised absence occurs within a 3 year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will **not** be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

Penalty notices can be requested by the headteacher and issued by local authority.

The decision on whether or not to issue a penalty notice may take into account:

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

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

6. Strategies for promoting attendance

The school promotes a culture where attendance is valued through communication, early support, celebration and positive relationships. Promoting a culture of good attendance is through valuing and promoting the importance of children being in school. The importance of regular school attendance is promoted and shared to parents/carers through the school newsletter, parent consultations, informal conversations and through children's learning. As a school, we foster an inclusive culture and environment where children feel respected and safe. Children develop a motivation and desire to attend school regularly and value their education. We share our attendance through the school newsletter and a class breakdown of attendance to celebrate and inform the school community.

7. Attendance monitoring

Attendance is analysed at least half-termly. Monitoring includes disadvantaged pupils, SEND, young carers, children with a social worker, pupils with medical needs, persistent absentees and severely absent pupils as well as punctuality concerns. Attendance is benchmarked against local and national data. Early intervention, attendance meetings, Early Help, EWO involvement and targeted support will be used where concerns arise. Remote education will only be used as a temporary last resort and, wherever possible, within a reintegration plan leading back to full-time attendance. Young carers will be identified and supported through reasonable adjustments where required.

Once identified, further analysis of patterns and trends will seek to find a pattern in absence. Communication with parents is opened.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Ensure communication with families at the earliest point following identification of a drop in attendance to ensure that families are supported
- Write to parents when attendance is identified as a cause for concern and then review attendance following attendance analysis

7.5 Targeted support for vulnerable learners

Attendance Support and Escalation Policy

Hanbury C. of E. First School is committed to ensuring all pupils can access education regularly and equitably. We recognise that some children may face barriers to attendance, including Special Educational Needs and Disabilities (SEND), medical conditions, transport issues, or cultural and religious needs. In line with the Department for Education's statutory guidance, we adopt a staged approach to support and address persistent absence.

1. Early Identification and Monitoring

- **Responsibility:** Class teachers and the Senior Leader with the Responsibility for Attendance regularly monitor attendance patterns.
- **Actions:**
 - Initiate informal contact with parents/carers at the first signs of concern.
 - Record all communications and actions taken.

2. Targeted Support and Early Help

- **Trigger:** Absence persists (e.g., 10–15% of sessions missed).
- **Actions:**
 - Arrange a formal meeting with parents/carers to identify barriers and agree on support.
 - **Early Help referrals** are made where additional family or social support is deemed to be appropriate.
 - Implement reasonable adjustments and inclusive strategies to support attendance.

3. Considerations for Pupils with Additional Needs

- **SEND:** Adjust learning support, classroom arrangements, or timetables in consultation with the SENCO.
- **Medical Needs:** Collaborate with families and healthcare professionals for phased returns, home learning, or other flexible arrangements.
- **Transport Barriers:** Explore alternative travel arrangements or access to school transport.
- **Cultural/Religious Needs:** Allow flexibility for observances and holidays where appropriate.

4. External Agency Involvement

- **Trigger:** Continued absence despite previous interventions.
- **Actions:**
 - **Referral to the Education Welfare Officer (EWO):** Provide EWO with attendance records and details of previous interventions.
 - **Consideration of risk of harm to an individual child using the levels of harm thresholds:** If safeguarding concerns arise, refer at appropriate level.
 - Collaborate with EWO and other agencies to develop an Attendance Plan.

5. Legal Interventions

- **Trigger:** Persistent non-attendance without valid reason.
- **Actions:**
 - Issue formal warnings to parents/carers regarding potential legal consequences.
 - **Notifying the Local Authority Children Missing in Education Team:** If unauthorised absences accumulate to 10 sessions (5 days), refer to the Local Authority as per statutory guidelines.
 - Collaborate with the Local Authority to determine appropriateness of legal action.

6. Monitoring and Review

- **Responsibility:** Senior Attendance Lead
- **Actions:**
 - Review attendance data regularly.
 - Adjust interventions as necessary to support improved attendance.
 - Report attendance concerns and actions taken to the School Improvement Committee.

Principle: All attendance strategies are fair, inclusive, and focused on enabling every pupil to thrive academically and socially, taking account of individual circumstances.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Designated Senior Leader Responsible for Attendance. At every review, the policy will be approved by the full governing board. Governors and school leaders ensure all staff receive regular training on attendance, safeguarding, and early intervention. School leaders ensure compliance with attendance, admission register and reasonable adjustment requirements.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour, Anti-Bullying and Exclusions policy
- Home/School Agreement

Appendix 1: attendance codes

Staff receive regular training on attendance codes. The school will ensure accurate and consistent use of codes including D, Q, U and Y6 where applicable and maintain compliance with the latest DfE coding framework.

The following codes are taken from the DfE's guidance on 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	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	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	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Q	Unable to attend school because of lack of access arrangements	Local authority transport not arranged by LA when it is their legal duty to
Y1	Unable to attend due to exceptional circumstances	Transport normally provided is unavailable
Y2	Unable to attend due to exceptional circumstances	Widespread disruption to travel
Y3	Unable to attend due to exceptional circumstances	Part of school premises closed
Y4	Unable to attend due to exceptional	Whole school closed

	circumstances	
Y5	Unable to attend due to exceptional circumstances	Pupil in criminal justice detention
Y6	Unable to attend due to exceptional circumstances	Absent in accordance with public health guidance or law
Y7	Unable to attend due to exceptional circumstances	Other unavoidable cause preventing attendance
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2- Attendance and Monitoring Procedures

Attendance and Monitoring Procedures Hanbury CofE First School

