Himbleton CE Primary School and Nursery

Nurture, Nature, Knowledge:

Enabling inquisitive thinkers and inspired learners with kind hearts.

"Faith, Hope, Love…the greatest of these is Love." (Corinthians 13:13)

"So in everything, do unto others what you would have them do to you." (Matthew 7:12)

"Wise men and women are always learning, always listening for fresh insights." (Proverbs 18:15)

Attendance Policy

2026 – 2027

September 2026

Contents

Statement of Intent
Legal Framework
Roles and Responsibilities
- Governing Body
- Headteacher
- Staff
- Attendance Lead
- Pupils
- Parents

Definitions
Attendance Expectations
Absence Procedures
Poor Punctuality
Rewards for Good Attendance
Attendance Register
Authorising Parental Absence Requests
- Leave of Absence
- Illness and Healthcare Appointments
- Performances and Activities, including Paid Work
- Religious Observance
- Gypsy Roma Traveller Absence

SEND and Health-Related Absence
Leave During Lunch Times
Truancy
Missing Pupils
Attendance Interventions
Working with Parents to Improve Attendance
Persistent Absence (PA)
- Penalty Notices and Legal Intervention
- Education Supervision Orders (ESOs)

Monitoring and Analysis
Reporting to Parents and Carers
Training of Staff
Deletion of Names from the Attendance Register
Monitoring and Review

Appendices:
- Appendix 1 – Attendance and Absence Visual
- Appendix 2 – Planned Absence Request Form

Statement of Intent

Himbleton CE Primary School and Nursery believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot develop key life skills, achieve their full potential or access everything the school has to offer if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits;
- Ensuring equality and fairness for all;
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents;
- Intervening early and working with other agencies to ensure the health and safety of our pupils;
- Building strong relationships with families to overcome barriers to attendance;
- Working collaboratively with other schools in the area, as well as other agencies;
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise;
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils;
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's Attendance Lead is the Headteacher, Mrs Kirsty Shaw, who can be contacted via office@himbleton.worcs.sch.uk. Staff, parents and pupils will be expected to contact the Attendance Lead for queries or concerns about attendance.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

(Working Together to Improve School Attendance, July 2026)

Legal Framework

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

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2026) 'Working together to improve school attendance'

- DfE (2026) 'Keeping children safe in education (KCSIE) 2026'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing Education Policy
- Pupils with Additional Health Needs Attendance Policy
- Asthma Safety Policy

Roles and Responsibilities

The governing body has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school;
- Promoting the importance of good attendance through the school's ethos and policies;
- Arranging attendance training for all relevant staff that is appropriate to their role;
- Working with the Headteacher and Attendance Lead to set goals for attendance and providing support and challenge around delivery against those goals;
- Regularly reviewing attendance data;
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation;
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy;
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children;
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated;
- Ensuring school staff receive adequate training on attendance.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school;
- Appointing a member of leadership to the Attendance Lead role;
- Ensuring all parents are aware of the school's attendance expectations and procedures;
- Ensuring that every pupil has access to full-time education and act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too;
- Ensuring this policy is implemented fairly and consistently;
- Modelling good attendance behaviour;
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated;

- Where designated, taking the attendance register at the relevant times during the school day.

The Attendance Lead is responsible for:

- The overall strategic approach to attendance in school;
- Developing a clear vision for improving attendance;
- Monitoring attendance and the impact of interventions;
- Analysing attendance data and identifying areas of intervention and improvement;
- Communicating with pupils and parents with regard to attendance;
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance;
- Following up on incidents of persistent poor attendance;
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded;
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school;
- Arriving punctually to lessons when at school;
- Following any support provided by the school to improve attendance.

Parents are responsible for:

- Providing accurate and up-to-date contact details;
- Providing the school with more than one emergency contact number;
- Updating the school if their details change;
- The attendance of their children at school;
- Promoting good attendance with their children;
- Proactively engaging with any attendance support offered by the school and the LA;
- Notifying the school as soon as possible when their child has to be unexpectedly absent;
- Requesting leave of absence only in exceptional circumstances, and in advance using the planned absence form;
- Completing a 'late form' when arriving to school after the gates have closed at 8.50am;
- Booking any medical appointments outside of school hours where possible;
- Following any family-based support implemented by the school to improve attendance.

Definitions

The following definitions apply for the purposes of this policy:

Absence:

Arrival at school after the register has closed
Not attending the registered school for any reason

Authorised absence:

An absence for sickness for which the school has granted leave
Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
Religious or cultural observances for which the school has granted leave
An absence due to a family emergency

Unauthorised absence:

Parents keeping children off school unnecessarily or without reason
Truancy before or during the school day
Absences which have never been properly explained
Arrival at school after the register has closed
Absence due to shopping, looking after other children or birthdays
Absence due to day trips and holidays in term-time which have not been agreed
Leaving school for no reason during the day

Persistent absence (PA):

Missing 10 percent or more of schooling across the year for any reason

Severe absence (SA):

Missing 50 percent or more of schooling across the year for any reason

Missing education

Not registered at a school and not receiving suitable education in a setting other than a school

Attendance Expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils, including the school's Department for Education (DfE) Attendance Baseline Improvement Expectation (ABIE) - which is the minimum attendance that our school is expected to achieve by the end of the academic year. Pupils will be expected to attend school punctually every day they are required to be at school, for the full day unless alternative provision has been agreed with parents and carers.

The school day starts at 8.50am, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site between 8:35am when the gates open and 8.50am when the gates close. Pupils will have a 15 minute morning break (staggered for EYFS/KS1 and LKS2/UKS2 when the field is unavailable) between 10:15am, which will last until 10.45am, and a lunch break at between at 12.00pm which will last until 1:00pm – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

Registers are taken at the same time by all classes.

The morning register will be marked by 8.55am. Pupils will receive a late mark if they are not in their classroom by this time and should enter via the main entrance after the gates close at 8.50am. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark and parents will be required to complete a 'late form' to indicate the reasons for lateness.
The morning register will close at 9:20am. Pupils will receive a mark of absence if they do not attend school before this time.

The afternoon register will be marked by 1:10pm.

Absence Procedures

Parents will be required to contact the school office via email or telephone before 9:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, the school administrator will contact the parent by telephone as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence;
- Ensure the proper safeguarding action is being taken;
- Identify whether the absence is authorised or not;
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.
The Attendance Lead/Headteacher carefully monitors attendance across the school and will make arrangements to discuss concerns with parents and carers if patterns of absence are identified or if attendance drops below 95%.
In the case of Persistent Absence, arrangements will be made for parents to speak to the Attendance Lead/Headteacher on a more formal basis. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.
If a pupil's attendance drops below 85 percent, the Attendance Lead/Headteacher will discuss this with the pupil's parent/carer.
Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Poor Punctuality

A child who is 10 minutes late for school every day effectively misses out on 6 full days of their education over a year, having an impact on their achievement. Persistent lateness is a form of absence and requires the Attendance Lead to speak with parents to try and understand and support reasons for lateness. It is important that parents are aware that persistent lateness can make a significant difference to their child's achievement.

Persistent lateness is monitored by the Attendance Lead who will hold informal, supportive conversations with parents and carers and send lateness concern letters if there is an issue. If lateness persists the parents will be invited in for a formal meeting to discuss concerns further. In some cases, the same procedure will be followed for those families taking unauthorised holidays. In certain circumstances, extremely low attendance with unexplained absences may also result in prosecution of parents for not ensuring their child's attendance at school.

Rewards for Good Attendance

We have a number of attendance rewards in order to promote the importance of attendance and punctuality and our ethos that 'school attendance matters.' These include:

- All staff reward good attendance and punctuality on a daily basis through praise and encouragement;
- Whole school Friday collective worship sessions promote attendance through two 'Attendance Class of the Week' trophy. This is awarded to the class with the highest attendance for the week;
- The weekly overall school attendance figure is displayed on the weekly newsletter with the school target;
- Attendance HERO postcards (Here Everyday Ready On time) are awarded half termly;
- Pupils who have previously had poor attendance/punctuality and make significant improvement following intervention will be issued with a praise letter or postcard acknowledging their improvements.

Attendance Register

The school currently uses CPOMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities. This information is shared with the DfE through WONDE.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided

- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

Authorising Parental Absence Requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Headteacher – the decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The Headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Headteacher using the planned absence request form available on from the school office at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves

of absence for the purposes of family holidays as these are not considered to be 'exceptional circumstances'.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the Headteacher to authorise the leave of absence for each day. The Headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance using the planned absence request form.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define

this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

SEND and Health-Related Absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days;
- Provide the LA with information about the pupil's needs, capabilities and programme of work;
- Help the pupil reintegrate at school when they return;
- Make sure the pupil is kept informed about school events and clubs;
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments;
- Incorporating a pastoral support plan;
- Carrying out strengths and difficulties questionnaire;
- Identifying pupils' unmet needs through the Common Assessment Framework;
- Using an internal or external specialist;
- Enabling a pupil to have a reduced timetable;
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes;
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out;
- Temporary late starts or early finishes;

- Phased returns to school where there has been a long absence;
- Small group work or on-to-one lessons;
- Tailored support to meet their individual needs.

Leave During Lunch Times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the Headteacher – it is at the Headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the Headteacher. The Headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The Headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the school office has given their permission.

The Headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the Headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the Headteacher.

Permission will be updated on a half termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by 8.55am and 1:00pm, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must be signed out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken;
- If any further truancy occurs, then the school will consider issuing a penalty notice;

- A penalty notice will be issued in line with the Penalty notices and legal intervention section of this policy where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

Missing Pupils

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the Headteacher immediately;
- The office administrator will also be informed as they will act as a point of contact for receiving information regarding the search;
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher.
- The following areas will be systematically searched:
    - All classrooms
    - All toilets
    - The library
    - Outdoor classroom and outbuilding
    - Forest school
    - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted;
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified;
- The school will attempt to contact parents using the emergency contact numbers provided;
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted;
- The absent pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing;
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed;
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well;
- Parents and any other agencies will be informed immediately when the pupil has been located.

The Headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Attendance Intervention

In order to ensure the school has effective procedures for managing absence, the Headteacher/Attendance Lead will:

- Establish a range of evidence-based interventions to address barriers to attendance;

- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work;
- Attend or lead attendance reviews in line with escalation procedures;
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
    - Sending letters to parents
    - Engaging with LA attendance teams
    - Considering the use of fixed penalty notices
    - Creating attendance clinics

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

Working with Parents to Improve Attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services, the school nurse, CAMHS.

The school will ensure that there are at least two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Headteacher/Attendance Lead will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly, including inviting parents to an attendance meeting (see below). The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the Attendance Lead/Headteacher will work with any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Attendance Lead will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Attendance Meetings

Parents of pupils whose attendance gives cause for concern may be invited to attend an Attendance Meeting.

An Attendance Meeting is a formal meeting to discuss the child's school attendance, identify barriers and agree a formal Plan of Action and Support with clear actions, in order to improve school attendance. An Attendance Meeting is chaired by the Headteacher/Attendance Lead in the first instance. In addition, where appropriate, Governors who are involved with the child/ren will be invited to attend.

Persistent Absence (PA)

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps;
- Establishing plans to remove barriers and provide additional support;
- Leading check-ins to review progress and the impact of support;
- Making regular contact with families to discuss progress;
- Assessing whether an EHC plan or IHP may be appropriate;
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent (Severe Absence) and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Penalty notices and legal intervention

Worcestershire County Council's Code of Conduct can be found by clicking here.

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the Attendance Lead will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team;
- Working with the LA to put a parenting contract or an education supervision order in place;
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be help every 3 months.

Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

Monitoring and Analysing Absence

The Headteacher/Attendance Lead will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole
- Individual year groups
- Individual pupils
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM
- Pupils at risk of PA

The Headteacher/Attendance Lead monitors attendance weekly and will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes

- Particular days of poor attendance
- Historic trends of attendance and absence
- Barriers to attendance

The Headteacher/Attendance Lead will report regularly to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The Headteacher/Attendance Lead will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing body will regularly review attendance data, including examinations of recent and historic trends, and will support the Headteacher in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local, regional and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

Reporting to Parents/Carers

A child's overall attendance will be reported to the parents/carers at the end of the academic year distributed within the end of year school report. In addition, a parent or carer will be able to see their child's attendance record through the Arbor Parent App.

Training of Staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing body will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance;
- That absence is almost invariably a result of wider circumstances;
- The legal requirements on schools, e.g. the keeping of registers;
- The school's strategies and procedures for monitoring and improving attendance;
- The school's procedures for multi-agency working to provide intensive support for pupils who need it.

The governing body will provide dedicated and enhanced attendance training to the Attendance Lead and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

Deletions of Names From the Admission Register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

Monitoring and Review

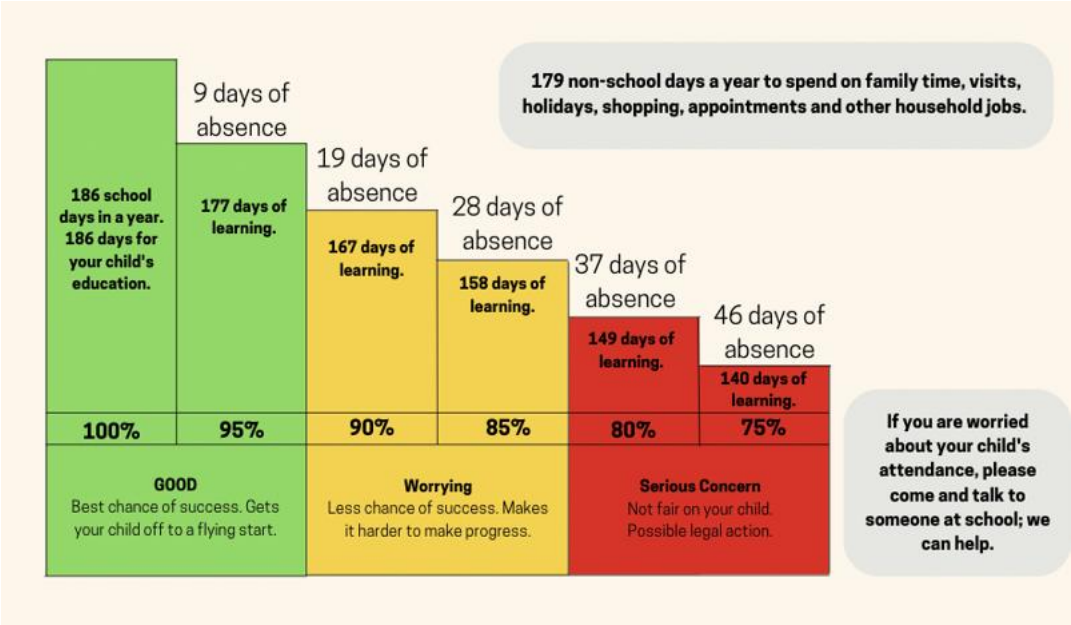
Attendance and punctuality will be monitored throughout the year. The school's attendance target is 97 percent – full details of the school's absence levels can be found on the school website.

This policy will be reviewed annually by the Headteacher. The next scheduled review date for this policy is September 2027.

Any changes made to this policy will be communicated to all relevant stakeholders.

Appendices

Appendix 1 – Attendance and absence visual



Appendix 2 – Planned Absence Request Form

Himbleton CE Primary School and Nursery
Planned Absence Request Form

The DfE says that a child must attend every day that school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for a circumstance which would mean a request for absence in advance from the school. Such circumstances include:

- Taking part in a regulated performance or employment abroad
- Attending an interview, including for another school
- Study leave
- A temporary, time-limited part-time timetable or to attend another school where a child is registered (dual registration)
- Attending an off-site educational visit or an approved sporting activity
- Exceptional circumstances – these will be considered on an individual basis. Currently, the need or desire for a holiday in term time is not considered to be exceptional circumstances.

If you would like to request a planned absence from school, please complete the following form and return it to the school office for consideration. Parents and carers should also refer to Himbleton's Attendance Policy for more information about this process. Teachers will not be able to provide work for children who have missed school due to a planned absence.

Please note, the Government made changes to penalty notice fines for unauthorised leave of absence from school, which came into effect in August 2024. As a school we are asked to inform you that in line with Worcestershire County Council Policy and The Department for Education guidelines, unauthorised absence may be subject to a penalty notice fine, **per parent, per child.**

1st period of 10 sessions of unauthorised absence within a 10 week period	**1st Penalty Notice issued:** £160 per parent, per child, reducing to £80 if paid within 21 days
2nd period of 10 sessions of unauthorised absence within a 10 week period; within 3 years	**2nd Penalty Notice issued:** £160 per parent, per child.* (no reduction for early payment)
3rd period of 10 sessions of unauthorised absence within a 10 week period; within 3 years	**A penalty notice will <u>not</u> be issued.** If suitable, the matter will be presented to the Magistrates' Court under S4441 of the Education Act 1996. Cases found guilty in the Magistrates Court could incur a fine of up to **£1,000** per parent, per child, and a criminal record for failing to secure regular attendance. Additional court costs may also be charged.

Name of child/ren:			
Year group/s:			
First date of requested absence:		**Last date of requested absence:**	

Total number of school day's absence:			
Reason for absence:			
Parent's signature:		**Date:**	
School use only			
Child's current attendance			
Authorised/unauthorised			