

Attendance Policy

Hampton College



Policy last reviewed:	July 2022
Next review due:	July 2025
Ratified by:	Local Governing Body

HAMPTON COLLEGE: ATTENDANCE POLICY

1. Aims

- 1.1 Hampton College is committed to providing an education of the highest quality for all its students and recognises that this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people have optimum life chances enabling them to achieve well and enter adulthood successfully - high attainment depends on good attendance.
- 1.2 The whole school community - students, parents and carers, teaching, support staff and governors - have a responsibility for ensuring good school attendance and reducing absence, including persistent absence. Staff will work to provide an environment in which all students are eager to learn, feel valued and look forward to coming to school every day.
- 1.3 All absence affects that pattern of a child's schooling and regular absence will seriously affect their learning. We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly. We will also promote and support punctuality to lessons.
- 1.4 Hampton College is committed to safeguarding and promoting the welfare and safety of all young people. A student may be at risk of harm if they do not attend school regularly. **Failing to attend school on a regular basis will be considered as a safeguarding matter.**

2. Legal and National Context

The following documentation has been used to inform this policy:

- The Education Act 1996, 2002 & 2011;
- School Attendance (Guidance) November 2016;
- Working Together to Safeguard Children Guidance;
- The Education (Pupil Registration) (England) Regulations 2006;
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010, 2011, 2013 & 2016;
- The Education (School Day and School Year) (England) Regulations 1999;
- The Education and Inspections Act 2006;
- The Education (Penalty Notices) (England) (Amendment) Regulations 2012 & 2013,
- Children Act 1989 & 2004;
- Children Missing Education Statutory Guidance September 2016;
- Keeping Children Safe in Education Statutory Guidance (September 2018);
- Regional Local Authority Penalty Notice Protocols & early Help Pathways;
- Supporting Pupils at school with Medical Conditions DfE Guidance.

- 2.1 *Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:*
 - a) *to age, ability and aptitude and*
 - b) *to any special educational needs he/she may have either by regular attendance at school or otherwise'*

- 2.2 Absence from school is a safeguarding concern. A student may be at risk of harm if they do not attend school regularly. *Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the*

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Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18. The welfare of the child is always paramount.

- 2.3 Hampton College has a Service Level Agreement with the LA Attendance Service and are able to escalate concerns to this service for further support and/or legal action.
- 2.4 Amendments to the Education (Pupil Registration) Regulations 2006 make it clear that Heads of School may not grant leave of absence during term time unless there are very exceptional circumstances. Hampton College upholds these regulations, and applications for holiday or leave during term time will not be authorised. To avoid difficulty or disappointment, parents are asked to refrain from such requests.
- 2.5 Amendments have also been made to the 2007 Regulations in the Education (Penalty Notices) (England) Regulations 2013. The amendments described below came into force on 1st September 2013.

Penalty notices (fines) may be issued to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Hampton College adheres to the LA Code of Conduct and Section 23 of the AntiSocial Behaviour Act 2003 in the use of Penalty Notices for unauthorised single periods of absence and persistent absence.

- 2.6 Hampton College has a duty to work together with parents/carers and other agencies to prevent a prosecution being necessary, however if the level of attendance continues to be unsatisfactory, academies will be required to collate evidence of non-attendance and report the information to the LA. The LA will then fulfil their statutory duty of prosecution under Section 444(1) or (1a) of the Education Act 1996.

3 Implementation

Hampton College will:

- remind parents of the importance of ensuring their children's regular, uninterrupted school attendance and punctuality;
- actively discourage parents from arranging holidays during term-time and ensure that school advice with regard to term-time holidays is clearly stated on each College website and is regularly communicated to parents;
- unequivocally remind parents that they do not have any right or entitlement to expect term-time leave to be granted and that all leave is granted at the discretion of the Head of School (or those authorised to exercise discretion on his behalf);
- advise parents that absence that is unauthorised or an attendance that is 90% or less could result in parenting contracts, or legal enforcement including Penalty Notices, School Attendance Orders, Education Supervision Orders or prosecution. In these circumstances, guidance will be obtained from the LA Attendance Service;
- inform the Local Authority of any pupil who is going to be deleted from the register where they are to be home educated, have ceased to attend the school, have a medical condition where the school medical officer certifies they will be unfit for school, are in custody or are permanently excluded;
- inform the Local Authority of any child who fails to attend regularly and is missing for 10 days or more 'a child missing from education';
- monitor patterns of attendance carefully, notifying parents at the earliest opportunity, where attendance is beginning to raise a concern;
- enable parents to monitor their child's attendance via the parent portal, MCAS;

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- provide attendance data on the termly grade card;
- report on attendance to Governors;
- pass on attendance data at key transition times, as required.

4 Understanding types of absence

- 4.1 Every half-day absence from school has to be classified by the school (not parents/carers) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably in writing.
- 4.2 **Authorised** absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.
- 4.3 **Unauthorised** absences are those which the school does not consider reasonable and for which no 'leave' has been authorised. This includes:
- parents/carers keeping children off school unnecessarily;
 - truancy before and during the school day;
 - absences which have never been properly explained;
 - children who arrive at school too late to get a mark;
 - shopping, looking after other children or birthdays;
 - day trips and holidays in term time not authorised as exceptional circumstances.
- 4.4 Whilst any child may be absent from school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child as soon as possible.

5 Persistent Absence (PA)

- 5.1 The DFE define a 'persistent absentee' when they miss 10% or more schooling within an agreed period of time for whatever reason. Absence at this level may cause considerable damage to any child's educational prospects and we will seek full parental support and co-operation to tackle this.
- 5.2 Absence is monitored thoroughly. Any case that is at risk of moving towards the PA level is given priority and parents are informed of this immediately.
- 5.3 PA cases may be referred to our Link Peterborough City Council Attendance Officer.
- 5.4 PA pupils are tracked, monitored and supported through our pastoral system. Additional support may be obtained via a single referral or an Early Help Assessment

6 Lateness

- 6.1 Poor punctuality is not acceptable. Students missing the start of the day will miss lessons and will not spend time with their form tutor working on key skills and collecting vital information and news for the day. Late arriving students also disrupt lessons, can be embarrassing for the child and can also encourage absence.

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6.2 The management of lateness:

Any student arriving after the register has opened in the morning (start of tutor time) or in the afternoon, will be deemed as 'late' and therefore will be coded as 'L' on the register; a sanction such as a detention, can be used to repay the missed time.

Any student arriving after the register closes without a verified reason will be marked as 'unauthorised late' and coded as 'U', acknowledging the student is in school. A 'U code' constitutes an unauthorised absence due to missing the legal registration period; legal action may be taken for continued U code absences. Due to the all-through nature of our school and the different timings on each site, 'L codes' are automatically changed to 'U codes' after 9.30am

6.3 Students with a persistent late record will be asked to meet with the school to resolve the problem. Parents are encouraged to approach the school, at any time, if they are having problems getting their child to school on time.

7 Leave of Absence

7.1 Taking leave of absence will affect a student's schooling as much as any other absence; we expect parents to support us by not taking children away in school time.

7.2 There is **no** automatic entitlement in law to take time off in school time to go on holiday.

7.3 All applications for leave of absence must be in advance. In making a decision about whether to authorise this leave, the school will consider the circumstances of each application individually, including any previous pattern of absence.

7.4 Absences may only be **authorised** in **exceptional circumstances**. Examples of exceptional circumstances are: medical reasons, religious observance (maximum of 2 days per year), interview, funeral, study leave and a wedding of a close relative.

7.5 Any period of leave taken without the agreement of the school (with at least four weeks' notice) and/or different from that agreed by the school, will be classed as unauthorised and may lead to sanctions such as a Penalty Notice.

8. Promoting Attendance

Hampton College uses opportunities as they arise to remind parents and students of the importance of attendance, for instance through parent information evenings, assemblies, emails and letters. Attendance and punctuality are also celebrated through assemblies, and awards.

All staff have a responsibility to act as role models in terms of their own punctuality and attendance. In addition the following personnel have a key role in supporting good attendance.

8.1 Parents should:

- ensure that their child leaves for school on time every day;
- wherever possible, provide a written explanation for their child's absences from school (this includes medical evidence if requested);
- endeavour not to take children out of school in term time; Parents can write to the school, complete the absence form on the school website or call the absence line. Whenever possible, this should be done before the start of the school day.

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- promote school attendance by endeavouring not to take children out of school in term time, only granting days at home for genuine illness, and ensuring that, wherever possible, medical appointments are made outside of the school day.
- Asking the school for help if their child is experiencing difficulties and informing the school of any circumstances that may impact on their child's attendance, and if no letter has been sent in advance, inform the school each morning the child is absent by 8.30am.

8.2. Students should:

- arrive punctually for registration every morning and every afternoon. School hours are as follows: HCSP 8.30am - 3.10pm, HCP 8.40am - 3.25pm;
- when appropriate, be aware of their current attendance record and targets;
- be punctual for lessons;
- sign in if they are late arriving for school;
- sign out if they leaving school at any point before the end of the day;
- be aware of the consequences of poor attendance
- tell the Safeguarding, Pastoral and Wellbeing Lead, Student Services, their Form Tutor or Head of House if they are having any problems attending school and cooperate with support and interventions when offered.
- Adhere to consistent bedtime routines, completing homework in good time and making sure all equipment is ready the evening before.

8.3 The School Attendance Officer will:

- oversee administration of the Register system;
- streamline and make adjustments to systems and procedures;
- contact parents by text or phone call if a student is late or does not arrive in school and parents have not informed school of a reason for absence;
- keep parents informed of any unexplained absences before they become unauthorised;
- send letters when attendance becomes a concern or when there is an improvement in attendance;
- liaise with the LA Attendance Officer regarding any poor attendance, arrange and attend meetings, where appropriate;
- support the work of the Senior Leadership Team and Pastoral Teams by:
 - providing regular attendance information
 - contacting parents on first day of absence
 - monitoring attendance and punctuality
 - alerting Pastoral Leaders when concerns arise
 - liaising with Pastoral Leaders to monitor accuracy of record keeping
 - keeping the Pastoral Leaders informed of attendance issues
 - keeping the Pastoral Leaders informed of inaccurate marking of registers
 - monitoring applications for leave.

8.4. Pastoral Teams will:

- give attendance a high profile at assemblies and school events;
- monitor attendance targets and record keeping;
- implement system of rewards and sanctions, including giving praise to those who arrive on time;
- meet with parents to discuss attendance problems as soon as they are identified;
- meet regularly with the Attendance Officer, and LA personnel, where appropriate;
- work with the relevant Senior Leaders, SENDCO and Locality Team to create individual packages and reintegration plans, where appropriate;

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- ensure work is provided for excluded students and long-term absentees;
- look for patterns of absence and consider impact of curriculum upon attendance alongside other possible causes;
- lead on strategies to improve attendance of pupils who are identified as being a concern through meetings with pupils and parents;
- monitor any internal truancy, remedying causes and applying sanctions;
- ensure that pupils who are unable to attend school due to short-term illness are provided with work to complete at home as appropriate;
- work with appropriate internal senior staff and external agencies with regard to providing packages of support for students whose attendance is causing concern. This could include attendance reports, regular meetings and re-integration meetings;
- support students with medical needs in accordance with relevant LA medical needs guidance.

8.5 Class Teachers will:

- maintain an accurate class register through the Management Information System, following internal procedures if a pupil is missing;
- praise pupils for their punctuality to lessons;
- alert the Attendance officer if there are concerns over pupil absence;
- set a good example in matters of attendance and punctuality;
- provide engaging and worthwhile learning experiences that encourage students to regularly attend lessons.

8.6 Senior Leaders will:

- maintain oversight of whole school attendance including data relating to persistent absenteeism;
- maintain oversight of key cohorts of students who are likely to have attendance difficulties;
- ensure that pupils who are unable to attend school for prolonged periods, are provided to with work to complete at home as appropriate and in accordance with relevant LA guidance.

8.7 The Governors will support the school with the promotion of good attendance by:

- monitoring attendance data on a least a termly basis
- providing support to the Senior Leadership team.

9.0 The Local Authority Attendance Officer

9.1 Parents/carers are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the School Attendance Officer from Peterborough City Council Attendance Service (in accordance with the Service Level Agreement). S/he will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absence persist, these Officers can recommend that the Local Authority use sanctions such as Penalty Notices or prosecutions in the Magistrates Court.

9.2 Alternatively, parents or children may wish to contact the Attendance Officer themselves to ask for help or information. They are independent of the school and will give impartial

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advice. Their telephone number is available from the school office or by contacting Peterborough City Council Attendance Service

<https://www.peterborough.gov.uk/residents/schools-and-education/attendance/>

10.0 Circumstances where a Penalty Notice may be requested from the LA by the School

A Penalty Notice can be issued if one of the following criteria can be met:

- level of unauthorised absence leads to an unauthorised absence rate of 10% or more within a minimum period of any 8 school weeks (a maximum of two penalty notices may be issued in any academic year);
- a single unauthorised absence event of at least 3 consecutive school days (6 consecutive sessions);
- persistent late arrival at school after the register has closed contributing to a level of unauthorised absence at 10% or above;
- lack of adherence to the dates agreed for any authorised leave of absence without reasonable justification;
- pupils identified in a public place whilst excluded from school (during the first five days of the exclusion period) without reasonable justification.

For further information regarding Penalty Notices please refer to the Peterborough City Council Code of Conduct which is available on the Peterborough City Council Website D

11.0 Deletions from Register

11.1 Under Section 8 (1) (h), (i), (ii), (iii) of the Education (Pupil Registration) (England) Regulations 2006 should a student fail to return to school by the time that registration ends on the 20th day of the absence, the school is permitted to delete the student's name from their register.

11.2 This is possible if your child(ren) have not returned by the date specified because the following applies under Section 8 (h) - that he/she/they will have been continuously absent from school for a period of not less than 20 days and

- i. at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2);
- ii. the proprietor does not have reasonable grounds to believe that the pupil(s) is/are unable to attend the school by reason of sickness, or any unavoidable cause;

12.0 Summary

12.1 The school has a legal duty to publish its absence figures to parents/carers and to promote attendance.

12.2 Equally, parents/carers have a duty to make sure that their children attend.

12.3 All school staff are committed to working with parents and students as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

Leave of Absence Request Form

Child's Name:		DoB:	
Class:		Year:	
Main Parent(s)/Carer(s)			
Surname:		Surname:	
First name:		First name:	
Date of Birth: (for legal purposes in the event of prosecution)			
Date of Birth:		Date of Birth:	
Address and Postcode:			
First written language if not English			
Telephone contact No's:			
Siblings / Siblings School (if different)			
Siblings / Siblings School (if different)			
Additional Parent/Carer (Please complete if parents live separately)			
Surname:		First name:	
			DoB:
Address and Postcode:			
Telephone contact Nos:			

Start date of absence	
Date of return to school:	
Exceptional circumstance resulting in this request for absence, WITH EVIDENCE:	

I/We understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period. I/we understand that a fine will be payable **per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.**

(All parents/carers to sign where appropriate).

Signed:		Full Name:		Date:	
Signed:		Full Name:		Date:	

To be completed by the school:

Total number of days requested:		Attendance percentage:	
Leave of absence AGREED/DECLINED for the following reason/s:			
Date of decision letter sent to each parent/carers:			
Head of School:			
Signed:		Date:	

July 2022



Dear Parents/Carers

Before completing the Leave of Absence Request form please make yourself aware of the following information regarding requesting leave of absence and Penalty Notices.

During the autumn term, Peterborough Local Authority issued further guidance to schools on behalf of the Government. I am therefore writing to clarify the Government's expectations on school attendance. The Government expects schools to promote good attendance and reduce absence, including persistent absence; ensure every pupil has access to suitable education to which they are entitled and act early to address patterns of absence. The Government also expects parents to perform their legal duty by ensuring their children attend school regularly and that all pupils are punctual to their lessons.

Ensuring your child's regular attendance at school is a legal responsibility and permitting absence from school without good reason is an offence and may result in prosecution. Leave of absence can only be granted if it is deemed as an 'exceptional circumstance'. A family holiday is not recognised as an exceptional circumstance and therefore holidays during term time are not permitted and may result in the issuing of a Penalty Notice from the Local Authority.

Please complete a 'Leave of Absence Request Form', available from the school office if your child is going to be absent from school due to exceptional circumstances. If leave is not granted, and your child is subsequently absent from school, then this period of absence will be recorded as unauthorised absence and parents are guilty of an offence under section 444(1) of the Education Act 1996. Any period of leave without the agreement of school, or in excess of any that is agreed, will be classed as unauthorised and may result in the issue of a Penalty Notice. Any unauthorised absence remains on a child's record throughout their schooling.

A Penalty Notice is a fine issued by the Local Authority of £60 per parent, per child and must be paid within 21 days. After 21 days this amount increases to £120 per parent, per child if paid within 28 days. Failure to pay after this time can result in a court case and prosecution. This is a criminal offence and will be recorded on a parent/carer's record as such. Money for such fines does not come to school; it is paid to the Local Authority.

We would like to stress that this is not the school's decision and we hope that you will continue to work with us to ensure that your child attends regularly and that attendance figures for both your child and our school remain high. Good attendance ensures they have the chance to learn to the best of their ability and form good habits for later life.

If you have any questions regarding this letter please do not hesitate to contact school. Alternatively, the Local Authority Attendance Team can be contacted on 01733 863681.

Yours faithfully

A handwritten signature in cursive script that reads 'Alex Macfarlane'.

MS ALEX MACFARLANE

Deputy Head of School (Secondary)

Leave of Absence Request Form

Child's Name:		DoB:	
Class:		Year:	
Main Parent(s)/Carer(s)			
Surname:		Surname:	
First name:		First name:	
Date of Birth: (for legal purposes in the event of prosecution)			
Date of Birth:		Date of Birth:	
Address and Postcode:			
First written language if not English			
Telephone contact No's:			
Siblings / Siblings School (if different)			
Siblings / Siblings School (if different)			
Additional Parent/Carer (Please complete if parents live separately)			
Surname:		First name:	
			DoB:
Address and Postcode:			
Telephone contact Nos:			

Start date of absence	
Date of return to school:	
Exceptional circumstance resulting in this request for absence, WITH EVIDENCE:	

I/We understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period. I/we understand that a fine will be payable **per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.**

(All parents/carers to sign where appropriate).

Signed:		Full Name:		Date:	
Signed:		Full Name:		Date:	

To be completed by the school:

Total number of days requested:		Attendance percentage:	
Leave of absence AGREED/DECLINED for the following reason/s:			
Date of decision letter sent to each parent/carer:			
Head of School:			
Signed:		Date:	

January 2020

Dear Parents/Carers

Before completing the Leave of Absence Request form please make yourself aware of the following information regarding requesting leave of absence and Penalty Notices.

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Ensuring your child's regular attendance at school is a legal responsibility and permitting absence from school without good reason is an offence and may result in prosecution. Leave of absence can only be granted if it is deemed as an 'exceptional circumstance'. A family holiday is not recognised as an exceptional circumstance and therefore holidays during term time are not permitted and may result in the issuing of a Penalty Notice from the Local Authority.

Please complete a 'Leave of Absence Request Form', available from the school office if your child is going to be absent from school due to exceptional circumstances. If leave is not granted, and your child is subsequently absent from school, then this period of absence will be recorded as unauthorised absence and parents are guilty of an offence under section 444(1) of the Education Act 1996. Any period of leave without the agreement of school, or in excess of any that is agreed, will be classed as unauthorised and may result in the issue of a Penalty Notice. Any unauthorised absence remains on a child's record throughout their schooling.

A Penalty Notice is a fine issued by the Local Authority of £60 per parent, per child and must be paid within 21 days. After 21 days this amount increases to £120 per parent, per child if paid within 28 days. Failure to pay after this time can result in a court case and prosecution. This is a criminal offence and will be recorded on a parent/carer's record as such. Money for such fines does not come to school; it is paid to the Local Authority.

We would like to stress that this is not the school's decision and we hope that you will continue to work with us to ensure that your child attends regularly and that attendance figures for both your child and our school remain high. Good attendance ensures they have the chance to learn to the best of their ability and form good habits for later life.

If you have any questions regarding this letter please do not hesitate to contact school. Alternatively, the Local Authority Attendance Team can be contacted on 01733 863681.

Yours sincerely



Mr P Jones
Head of School (Primary Phase)

95%

School attendance matters:

If you are in the lesson, you have the best opportunity to understand and to succeed.

We aim for students to attend school 95% of the time.



365 DAYS IN EACH YEAR	<p>190 SCHOOL DAYS IN EACH YEAR</p> <p>190 days for learning</p>	<p>10 DAYS OF ABSENCE</p> <p>182 days of education</p>	<p>10 DAYS OF ABSENCE - 2 WEEKS OFF SCHOOL</p> <p>180 days of education</p>	<p>19 DAYS OF ABSENCE - NEARLY 4 WEEKS OFF SCHOOL</p> <p>171 days of education</p>	<p>29 DAYS OF ABSENCE</p> <p>161 days of education</p>	<p>47 DAYS OF ABSENCE</p> <p>143 days of education</p>
	100%	96%	95%	90%	85%	75%
	<p>GOOD</p> <p>Best chance of success. You get off to a flying start.</p>	<p>SATISFACTORY</p> <p>Close to the national average. Reasonable chance of success.</p>	<p>WORRYING</p> <p>Less chance of success. Harder to make progress. Parent notified.</p>	<p>VERY WORRYING</p> <p>Head of House discusses concern with parent and Attendance/Welfare Officer</p>	<p>SERIOUS CONCERN</p> <p>Possible court action by the Local Authority.</p>	
	<p>175 NON SCHOOL DAYS A YEAR</p>			<p>175 DAYS TO SPEND ON FAMILY TIME, VISITS, HOLIDAYS, SHOPPING AND APPOINTMENTS.</p>		