

# Forest Edge Learning Federation



## Attendance Policy

*At Forest Edge learning federation,  
we grow and learn together with **grace** and love.  
Our nurturing and inclusive culture enables every member of our  
school family to be valued and **respected** unconditionally.  
Our ambitious and forward thinking curriculum provides every child  
with the **courage** to be successful and confident to make their own  
individual difference to the world.*

<b>Name of School:</b>	<b>Breamore CE Primary, Hale Primary and Hyde CE Primary</b>
<b>Name of Responsible Manager/Headteacher:</b>	<b>Tracy Allen – Executive Headteacher</b>
<b>Date Policy approved and adopted:</b>	<b>October 2025</b>
<b>Date Due for review:</b>	<b>October 2027</b>

## 1. Introduction/Aim

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

1.2 Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors/trustees to:

- Promote good attendance, enabling pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences, acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- Promote positive support systems and advocate multi-agency approaches to improve attendance.
- Make parents aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

1.3 We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

### Legal Framework

2.1 This policy meets the requirements of the Working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

2.2 The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent and severe absence.
- Ensure every pupil has access to full-time education to which they are entitled.

- Act early to address patterns of absence.

2.3 Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents and carers are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

### **3. Roles and Responsibilities**

3.1 At Forest Edge Learning Federation, we believe that improving school attendance is everyone's business. It is a shared responsibility by governors/trustees, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

#### **3.2 Responsibilities of the school's attendance leader - Executive Headteacher (Tracy Allen)**

- ➔ A member of the senior leadership team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed.
- ➔ She will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- ➔ If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

#### **3.3 Responsibilities of classroom staff**

- ➔ Ensure that all students are registered accurately.
- ➔ Liaise with the attendance leader on matters of attendance and punctuality.
- ➔ Communicate any concerns or underlying problems that may account for a child's absence.
- ➔ Support pupils with absence to engage with their learning once they are back in school.

#### **3.4 Responsibilities of admin staff**

- ➔ To check that attendance has been recorded accurately by class teachers
- ➔ To communicate daily attendance to the leadership team

- To take messages from parents about their child's non attendance and record reasons for absence
- To inform the attendance leader of any attendance related concerns.

### **3.5 Named Governor/Trustee for Attendance - Jean Palumbo**

The Governors/Trustees of Forest Edge recognises the importance of school attendance and promotes it through the school's ethos and across its policies. They may take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded.
- Identifying a member of the governing body/trustee to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Prioritising attendance in strategies, such as raising attainment, behaviour and combatting bullying, special educational needs and disabilities, wellbeing, and safeguarding.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the schools' attendance management processes are delivered effectively, and that consistent attendance support is provided for pupils who require it most by prioritising the staff and resources needed. This includes ensuring schools engage and work effectively with the local authority School Attendance Support Team and wider local partners and services.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker, those pupils under the Virtual School and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education in line with statutory reporting deadlines.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy, which is published and publicised regularly so that it is easily accessible to pupils, parents and staff.

### **3.6 The Leadership Team at Forest Edge Learning Federation will:**

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form and maintain positive relationships with pupils and parents.

- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences, with a whole school culture that encourage all pupils to attend and to achieve.
- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.
- Have a clear school attendance policy which all staff, pupils and parents understand. Monitor the implementation and effectiveness of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure the school have accurate, complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Ensure that there is a named Senior Attendance Champion to lead on attendance and allocate sufficient time and resource.
- Attend the termly school attendance supporting meetings with the local authority, focusing on those pupils with severe absence, making sure a regularly reviewed plan is in place.

### **3.7 All staff at Forest Edge Learning Federation will:**

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.
- The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support.

### **3.8 Forest Edge Learning Federation requests that parents:**

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.

- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

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

### **3.9 Pupils will:**

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

## **4. Categorising Absence and Attendance**

4.1 When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

### **4.2 Leave of Absence**

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

All absences associated with a holiday or other absence for the purpose of leisure and recreation during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday or other absence for the purpose of leisure and recreation may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances.

At ForestEdge Learning Federation, leave of absence is only granted at the discretion of the Executive Headteacher and shall not be granted unless there are 'exceptional circumstances.'

Parents wishing to apply for leave of absence during term time must apply in writing to the Executive Headteacher at least a month before the planned leave using the request a leave of absence form. [Request a leave of absence form](#)

If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Executive Headteacher, and it will be marked as unauthorised.

Forest Edge Learning Federation will treat each application individually and if needed will discuss with parents the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

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

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the Executive Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

4.4 The 1996 Education Act also sets out the circumstances in which a pupil has not failed to attend school regularly and therefore the parent has not committed an offence. 4.2, 4.3, 4.4 are examples of these. The full list is in the Appendix 5.

#### **4.5 Medical Appointments and absence due to illness**

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must ensure that the child is signed out in the school's signing in and out book. No pupil will be allowed to leave the school site without parental confirmation.

4.6 In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

4.7 Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

4.8 Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils with medical conditions at school and Hampshire policies regarding supporting children with health issues, Behaviour and attendance resources for schools | Hampshire County Council (hants.gov.uk). We will also consider whether an Individual Healthcare Plan is required.

#### **4.9 Pupil Absence for the purposes of Religious Observance**

Forest Edge Learning Federation acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school using the request a leave of absence form [Request a leave of absence form](#) Working together to improve school attendance - GOV.UK (www.gov.uk) page 86

#### **4.10 Parent travelling for occupational purposes**

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

#### **4.11 Unauthorised Absence**

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Executive Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday.
- Shopping for uniforms.
- Arrangements or appointments for cutting the pupil's hair.
- Closure of a sibling's school for INSET (or other) purposes.
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation.
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend.
- Absences taken without the authorisation of the school.

## **5. Our Procedures**

### **5.1 Register Keeping and Recording**

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. For the purpose of this policy, the school defines

“Absence” as:

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

“Regular” attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised.

### **5.2 Attendance and Punctuality**

At Forest Edge Learning Federation all pupils are expected to arrive on time for every day of the school year.

#### **5.3 Breamore**

The school day begins at 8.45am and all pupils are expected to be in school by 8.55am.

#### **5.4 Hale**

The school day begins at 8.40am and all pupils are expected to be in school by 8.50am..

#### **5.5 Hyde**

The school day begins at 8.40am and all pupils are expected to be in school by 8.50am.

5.6 The school register will be taken at 8.50am at Hale and Hyde, 8.55am at Breamore.

5.7 All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign in in the late book and provide a reason for their absence.

5.8 The school register will officially close at 9.10am. If a child arrives before 9.10am it will be recorded as late - L code (Late before the close of register).

5.9 All pupils arriving on or after this time will be marked as having an unauthorised absence for the session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

5.10 Registers are legal records, and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered. As the attendance register is a record of the pupils present at the time it was taken, the

register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, all schools must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment.

5.11 Attendance and lateness will be monitored half termly by the attendance lead. Parents, guardians or carers of pupils who have patterns of absence and lateness will be contacted to discuss the importance of good time keeping and attendance and how this might be achieved.

### **See appendix 2**

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

## **6. Expected absence procedure for parents:**

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

6.2 If your child is absent you must contact us as soon as possible **before 9.10am** on the first day of absence

**Breamore - 01725 512286 Hale - 01725 510436 Hyde - 01425 653350**

6.3 If your child is absent we will telephone on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance.

### **See appendix 1 for escalation process**

#### **6.4 Three days absence**

If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start child missing in education procedures as set down by Hampshire County Council guidance. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family.

#### **6.5 Ten days absence**

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of missing. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your

child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

[Guidance for children at risk of missing education-revisedSept2014.pdf](#)

## **6.6 Continued or ongoing absence**

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absences thoroughly and all attendance data is shared with the local authority and the Department for Education.

**See appendix 2**

## **6.7 Promoting and Supporting Good Attendance**

The foundation for good attendance is a strong relationship between the school, parents/carers and the child.

To help us all focus on this we will challenge our children to have attendance above 95%.

To help us all to focus on this we will:

- provide information on all matters related to attendance in our regular/weekly home school bulletin/newsletter/website
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- reward improving attendance through postcards home
- set targets for the school and for classes and where appropriate for individuals for attendance
- Star attendance award given in weekly celebration assemblies for the class with the best attendance for that week.

## **6.8 Monitor and Analyse attendance**

The Forest edge Learning federation will:

- Monitor and analyse half termly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. This should go beyond headline attendance percentages and should look at individual pupils, cohorts and year groups (including their punctuality) across the school.
- Use this analysis to provide regular attendance reports to class teachers or tutors to facilitate discussions with pupils and to leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.

- Benchmark attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of the board or governing body and local authority when appropriate.

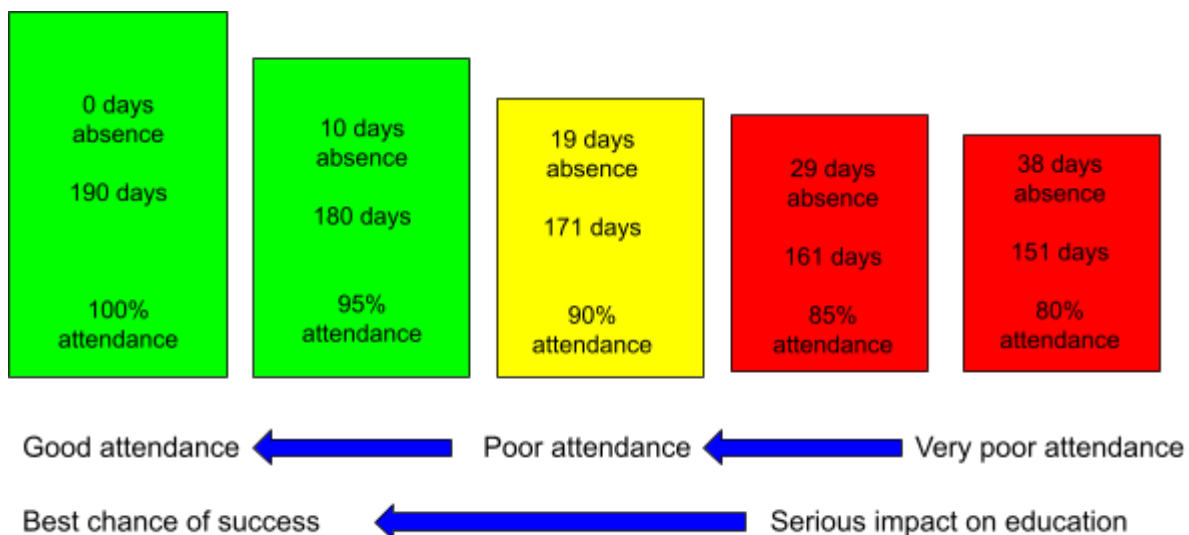
## 7. Support Systems

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

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

7.3 To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

## 8. Persistent Absence, Severe Absence and the use of legal interventions



8.1 A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days).

8.2 A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 190 sessions (95 days).

8.3 The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support. Inclusion Support Service (ISS) | Hampshire County Council ([hants.gov.uk](http://hants.gov.uk))

8.4 If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates' Court.

## 9. Penalty Notices for non-attendance and other legal measures

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

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

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

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

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

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

- absent for 10 or more half-day sessions (**five school days**) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded U) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded L), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10

sessions (five days) has been met absent for any public examinations of which dates are published in advance

- absent for any formal school assessments, tests or examinations where the dates have been published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

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

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

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

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

Parents and carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through the school's attendance policy and website.

9.6 The Penalty Notice is a fine that is issued to each parent/ carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued to one or more parents/carers for each child. NB: This could mean four Penalty Notices for a family with two siblings, both with unauthorised absence for holiday, i.e. one Penalty Notice for each child to each parent.

9.7 A First Penalty Notice is £80 if paid within 21 days or £160 if paid within 22-28 days. A second Penalty Notice may be issued if a Penalty Notice has previously been issued in the preceding three-year period in respect of the same child. A second Penalty Notice is £160 if paid within 28 days with no option for this second offence to be discharged at the lower rate of £80. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

9.8 If parents pay the Penalty Notice and the child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served due to unauthorised holiday, should the child have any future unauthorised leave this will result in further legal action for the parents, such as prosecution or an Education Supervision Order.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Council's website at:

## **10. Related Policies**

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

Safeguarding including child protection.

Medical needs.

Admissions.

Anti-bullying.

Exclusion.

Special educational needs.

Teaching and learning.

Positive behaviour policy

## **11. Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

Working together to improve school attendance, DfE, (August 2024)

School attendance parental responsibility measures, DfE (January 2015)

Children missing education, DfE (September 2016)

Keeping children safe in education, DfE (September 2024)

Working together to safeguard children, DfE (July 2023)

## Appendix 1

### Attendance and lateness process

School starts and gates open at  
8.40am - Hale and Hyde  
8.45am - Breamore

School gates close at;  
8.50am - Hale and Hyde  
8.55am - Breamore  
Children who arrive after this time will need to enter school via the main door and sign in at the office.

Any child who arrives after the gates close will receive a late mark (L code.)

If a child is absent from school for any reason this MUST be reported to the school office before 9.15am.  
A reason must be given for each day of a child's absence..

If no reason has been given for a child's absence by 9.15am then the school office will call the child's parent/carer at home.

If no contact is made to the parent/carer a voice message will be left for the parent (or email sent if no voicemail facility is available) to contact the school office as soon as possible giving a reason for the child's absence.

If parents have not contacted the school office by 10.30am a second call will be made. If no contact is made then a message (or email if no voicemail facility is available) will be left for the parent to contact the school office by 11am, otherwise a 'safe and well' visit may be made to the home by school staff to check that the child is safe.

Safe and well visit.  
If no answer then a letter will be posted through the door explaining that if school have not heard from the family by the end of the day (4pm) then school will have to alert the police/local authorities.

If no contact is made after 3 days, the school will start the child missing in education procedure.

Attendance monitoring escalation process

