



Attendance Policy 2025

Policy consultation and review

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join school and regularly thereafter through our school newsletter and other relevant opportunities.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed by the Governing body on at least an annual basis. This policy was last reviewed and agreed by the Governing body in September 2025. It is due for review in September 2026.

This policy has been written in accordance with Working together to improve school attendance, DfE (August 2024)

1. Introduction / Aim

At Eling Infant School and Nursery 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.

Our attendance policy aims to give clear guidance to staff, parents, pupils and governors 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.

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.

2. Legal framework

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 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.

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.

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 a care of a child or young person.

3. Roles and Responsibilities

At Eling Infant School and Nursery, we believe that improving school attendance is everyone's business. It is a shared responsibility by governors, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

Key staff with responsibility for attendance include:

Role	Name	Contact details
Headteacher and Attendance Lead	Trina Sillence	02380862267 adminoffice@eling.hants.sch.uk
Governor for Attendance	Chris Oddy	02380862267 adminoffice@eling.hants.sch.uk

The Governors of Eling Infant School and Nursery recognised 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 to lead on attendance matters and ensuring that there is a named senior leader to lead on attendance.
- Prioritising attendance in strategies, such as raising attainment, behaviour and combatting bullying, special educational needs and disabilities, well being 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.
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- Ensuring the school's 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 the 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.

The Senior Management Team at Eling Infant School and Nursery 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 areas, 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 member of staff 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.

All staff at Eling Infant School and Nursery 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.

Eling Infant School and Nursery request that parents:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instill the value of education and regular school attendance within the home environment.

- Contact the school if their child is absent by 9am to let them know the reason why and the expected date of return.
- 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 positive relationships 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 Count Council (hants.gov.uk)

Pupils will:

- Be aware of the importance of attending school.
- 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.
- 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

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.

4.1 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 Eling Infant School and Nursery, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances. The School will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply to the Headteacher for at least a month before the planned leave. 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 Headteacher, and it will be marked as unauthorised. Eling Infant School and Nursery will treat each application individually and discuss with you 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.

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.

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- 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 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.

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..

4.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours whenever 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, the parent must inform the school of the times of collection and return.

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.

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.

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.

4.3 Pupil Absence for the purposes of Religious Observance

Eling Infant School and Nursery 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.

Working together to improve school attendance- GOV.UK (www.gov.uk) page 86.

4.4 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 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.

4.5 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 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 pupils 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 as every session the school is open to pupils unless their absence has been authorised.

School opens at 8.30am, the bell rings at 8.45am

The register for the first session will be taken at 8.45am and will be kept open until 9.15am.

The register for the second session will take place at 1pm.

Registers are legal records and all schools must reserve 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 the 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. On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time. The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels via weekly emails, access to Arbor and the paper certificates shared at each parent consultation.

5.2 Late Arrival at School

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At Eling infant School and Nursery all pupils are expected to arrive on time for every day of the school year. The school day begins at 8.30am (staggered until 8.45am). We advise all parents to ensure their child is on site prior to this. The school register will be taken at 8.45am. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign in and provide a reason for their absence. If their arrival is before 9.15am it will be recorded as late – L code (Late before the close of register).

The school register will officially close at 9.15am.

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 penalty notice being issued or prosecution.

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 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 of which the amendment was made, and the name of the person who made the amendment.

5.3 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then the absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after the close of register at 9.15am and where no reason for absence is known. We start calling from 9am if the child is not present.
- If there is still no contact made from a pupil's parents, a further telephone call home will be made to the other contact numbers on Arbor and we will continue through the list until contact is made.
- If contact is not made then an email and text message will be sent.
- If the pupil has a sibling at another school contact will be made with that school.
- If school cannot contact a parent a home visit may be carried out.

In certain circumstances the School may also:

- Visit the home of the pupil
- Write to the parents to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Refer to Inclusion Support Service for support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Inclusion Support Service (ISS) Hampshire County Council (hants.gov.uk) and Behaviour and attendance resources for schools Hampshire County Council (hants.gov.uk)
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all the other interventions have failed, or an unauthorised leave of absence has been taken.
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

5.4 Attendance Rewards and Interventions

Monitor and Analyse attendance

Eling Infant School and Nursery will:

- Monitor and analyse weekly 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 to facilitate discussions with pupils and to leaders (including SENCO's and DSL's)

- Undertake frequent individual level analysis to identify the pupils who need support and focus staff efforts on developing targeted actions for those cases.
- Conduct through 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 and days of poor 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.

At Eling infant School and Nursery we will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

Persistent absenteeism (PS) as:

- Missing 10% or more of schooling across the year for any reason.

Severe absence (SA) as:

- Missing 50% or more of schooling across the year for any reason.

5.5 Support Systems

At Eling Infant School and Nursery 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 and emerging health concerns. This will help the school identify any additional support that may be required.

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.

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.

5.6 Persistent Absence, Severe Absence and the use of legal interventions

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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). Absence at this level could cause considerable damage to a child's educational outcomes.

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 90 sessions (45 days). Absence at this level is causing considerable damage to a child's educational outcomes.

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)

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.

Parents found guilty of failing to secure their child's regular attendance at school under provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

In line with Hampshire County Council guidance, we will notify the Inclusion Support Service of all reduced timetables as soon as a plan has been agreed.

6. 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
- Supporting Children with Medical Needs
- Admissions
- Behaviour and Anti-bullying
- Special Educational Needs
- Teaching and Learning

7. 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 2025)

Working together to safeguard children, DfE (July 2023)

Appendix 1: Fixed penalty notice whole school warning letter

Dear Parent,

Date: xx/xx/2025

Attendance at school and legal intervention

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

[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. At **Eling Infant School and Nursery** our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The DfE policy document entitled, '[Working together to improve school attendance](#)' states:

All schools are able to grant a leave of absence at their discretion. A leave of absence from school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention if they have **at least 10 sessions (5 school days) lost to unauthorised absence by the pupil during 10 school weeks**. The intervention could be in the form of a fixed penalty notice. Any pupil at Eling Infant School and Nursery who meets the criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued, the arrangement for the payment will be detailed on the notice. The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of

the same pupil is charged at a flat rate of £160 if paid within 28 days. A parent may receive more than one separate penalty notice resulting from unauthorised absence. When penalty notices are issued each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than 1 child who has been absent. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken. In some circumstances, the Inclusion

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Support Service may choose not to issue a further penalty notice in the same academic year and may instead choose to prosecute a parent under the Education Act 1996 S444. There is no right of appeal by parents against a fixed penalty notice. I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,

Headteacher

Appendix 2: Example reply to leave of absence request

Dear Parent's name,

RE: Absence during term time – Child Name (Child DOB)

Thank you for your application for absence in term time for Child's name. Whilst we appreciate your circumstances, **School Name** do not approve any absences during term time unless they are due to exceptional circumstances as per the guidance from the Department of Education.

The rationale behind this decision is that the Government has provided evidence that satisfactory progress at school is highly dependent on attendance.

School Name works closely with the Inclusion Support Service and if you choose to take your child out of school for the above unauthorised leave, we will notify the local authority and further action including legal action may be considered.

Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 which increases to £160 if not paid within the first 21 days. Thereafter if the Penalty remains unpaid after 28 days this may result in legal action be taken against you. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

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I have noted the dates that Child Name will be absent from **School Name**, Dates of leave and the registers will be marked with the G code (unauthorised family holiday) for this period.

If you would like to discuss the matter further, please contact the school on School Phone: 02380862267

Yours sincerely

Headteacher

Appendix 3: Attendance Policy Quick Guide for Parents

Attendance Policy Quick Guide for Parents

You can support your child to have excellent attendance by taking these steps:

We expect pupils to attend school for 100% of the academic year.

Ensure your child arrives on time for school every day and is ready to learn.

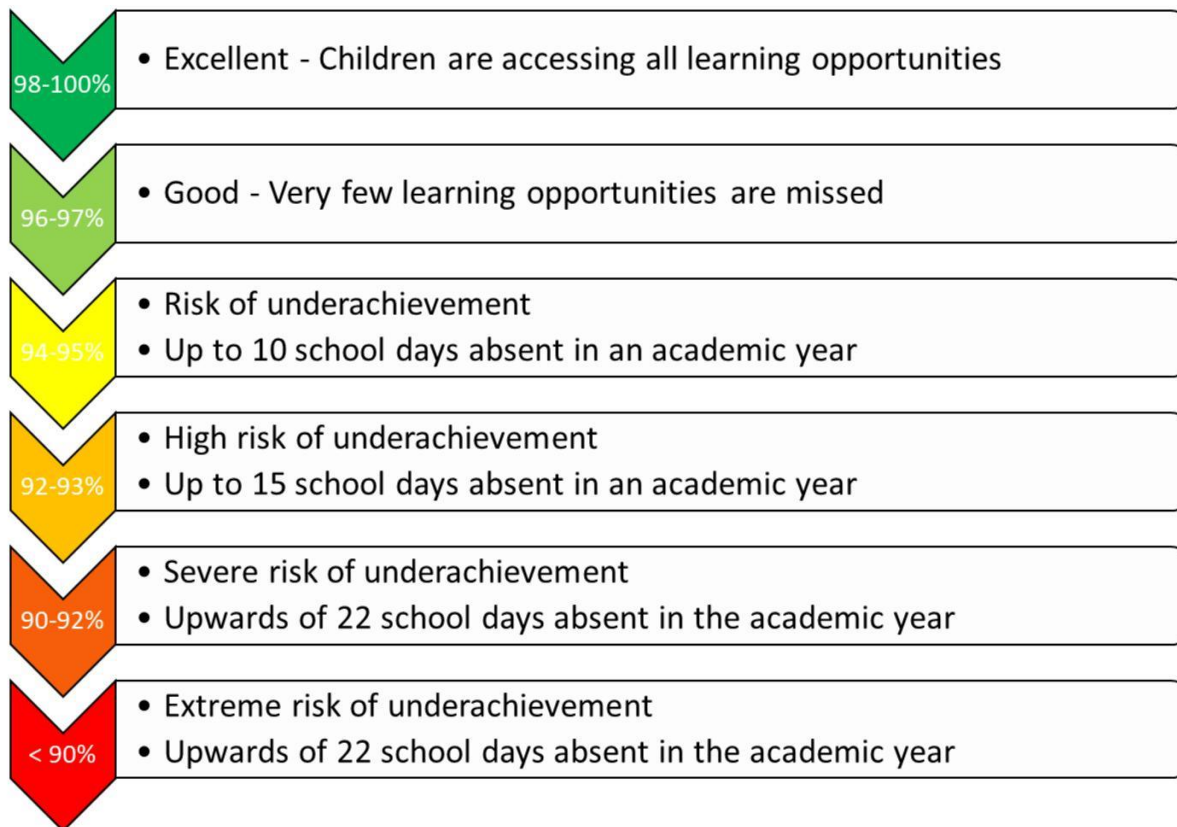
Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8.45am**.

If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.

Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.

Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



Appendix 4: Eling's Tiered Approach to Attendance

Attendance: A Tiered Approach

Eling Infant School and Nursery Attendance Tiered Response

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

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

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

Attendance Procedures

- Parents asked to phone in by 9am on the first day of absence if child not attending school that day.
- Parents are contacted by phone/text after 9.00am if child is not in school and we are not aware of reason why.
- Further calls (other contacts) made by 9.20am if not responsive.
- Text/ email sent at 10.30am if no response to call
- Inform social worker if child I under Children's Services.

- If parents do not respond when a child is absent, the office will continue to try and make contact throughout the day. If the office have been unsuccessful in making contact and the child returns to school the following morning a conversation will be held with the parent requesting the reason for absence.
- Office to daily inform HT by email by 9.30am if children are absent even if we know the reason. HT to do home visit as required if we cannot contact parents – log all attendance concerns & actions on Arbor, if required due to safeguarding concerns on CPOMS.
- If we have not heard from the family after two days of absence, the child will be reported as 'missing in education', following Hampshire's procedures.
- If a child is (unauthorised) absent for ten sessions (within 100 sessions) then the penalty notice procedure will be implemented.

Punctuality procedures:

- Children are late if they arrive after 8.45am. Registers formally close at 9.15am.
- Reception to record time of entry to school for late children. Parents invited to meet headteacher or a letter is sent home advising parents when a child is late five times or more during a half term period. Meeting and agreed notice to improve points recorded on their Arbor record.
- If a child is late ten occasions after meeting with the HT to discuss the notice to improve, then the penalty notice procedure will be considered.

Responsibilities

Responsibilities of the Governing body:

- Promote the importance of school attendance across the school's policies and ethos
- Make sure school leaders fulfil expectations and statutory duties
- Half termly review and challenge the whole school attendance data and vulnerable groups via attendance governor and FGB meetings.
- Ensure staff receive adequate training on attendance
- Hold the headteacher to account for the implementation of the attendance policy

Responsibilities of the Headteacher:

- Oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and ensure the attendance policy is consistently applied throughout the school.
- Offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, pupils and families.
- Make sure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Expect good attendance and punctuality from all members of the school community and make sure that pupils and families understand its importance.
- Convey clear messages about how absence affects attainment, wellbeing and wider outcomes.
- Empower staff to take responsibility for attendance.
- Make sure staff receive professional development and support to deploy attendance systems effectively.
- Have oversight of school-level absence data and reporting it to governors
- Monitor attendance of PA children
- Devise specific strategies to address areas of poor attendance identified through data.
- Support staff with monitoring the attendance of individual pupils.
- Build relationships with parents/carers to discuss and tackle attendance issues.
- Identify and, where possible, mitigate potential barriers to good attendance in liaison with families and relevant support agencies
- Create notice to improve plans in partnership with pupils and their parents/carers.

Attendance policy September 2025 to be reviewed September 2026

- Undertake home visits to engage families and ensure children are safe
- Monitor the impact of any implemented attendance strategies.
- Decide whether or not to authorise an absence.
- Issue fixed-penalty notices, where necessary.

Responsibilities of the admin team:

- Take calls and emails from parents/carers about absence on a day-to-day basis and record it on the school system.
- Ensure that attendance is both recorded accurately and analysed.
- Provide appropriate support to establish good registration practice.
- Carry out robust first-day calling procedures including priority routine for vulnerable children including children with a social worker.
- Provide reports of attendance data (including vulnerable groups) and report to headteacher regularly.
- Provide regular attendance reports to school staff.
- Engage with feeder schools to access absence information in order to identify target families prior to transfer, including mid-year transfers.
- Process the administration of absence procedures such as letters home.
- Attendance information given to all parents on entry to the school. These can be found in the information pack.
- Monitor unauthorised absence and advise the headteacher when a fixed-penalty notice could be issued.

Responsibilities of Classroom Staff:

- Ensure that all students are registered accurately
- Promote good attendance at all appropriate opportunities.
- Model respectful relationships and appropriate communication with fellow staff and pupils.
- Promote the next day and the sequence of the learning to motivate pupils to be in the classroom
- Welcome pupils back following an absence and provide good catch up support to build confidence and bridge gaps.
- Review class attendance weekly
- Follow up on absence and lateness with pupils to identify barriers and reasons for absence
- Provide tailored praise and encouragement when pupils attend and arrive on time
- Liaise with the Headteacher on matters of attendance and punctuality.
- Consider the individual needs and vulnerabilities of pupils
- Communicate any concerns or underlying problems that may account for a child's absence.

Responsibilities of Pupils:

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.

Responsibilities of Parents and Carers:

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

- Make sure that any absence is clearly accounted for by phone or email on the first and subsequent days of absence
- Share with the school any planned absences well in advance.
- Support the school with their child in aiming for 100% attendance each year.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request for leave of absence if it is for an exceptional circumstance
- Take responsibility for registering at the office if their child is late or are leaving the school site during school hours.

Tier 1 – Universal Offer – All children
<ul style="list-style-type: none"> ○ Engaging inclusive environment ○ A positive culture ○ Attendance policy shared on website ○ A range of enrichment opportunities ○ A range of parental engagement activities: such as ILEARNS, parent evenings and ELSA meetings ○ ELSA team and Peer Mentors ○ Clear behaviour policy ○ Monthly importance of attendance reminder via school newsletter ○ Safe spaces around school ○ Staff available to meet children and say good bye ○ SLT presence around school ○ Phone and email system for reporting absence ○ All non-reported absences followed up by office team ○ Clear roles and responsibilities for all members of school community ○ Analysis of attendance data for individuals, cohorts and vulnerable groups ○ Half termly attendance reports to governors ○ Individual attendance data available to parents via Arbor ○ Attendance reports shared with school reports ○ Attendance shared in weekly assemblies. ○ Individual data sent weekly to parents on a Friday.
Tier 2 – Early Intervention (At risk) – 90-95% attendance
<ul style="list-style-type: none"> ○ Attendance shared monthly with class teacher ○ Class teacher to 'check in' child post absence ○ Class teacher to share what they are looking forward to tomorrow and rest of week ○ Attendance discussed at start of each parents evening
Tier 3 – Targeted Intervention – Under 90% attendance (Persistent Absenteeism)
<ul style="list-style-type: none"> ○ Initial letter of concern sent home to parents sent monthly ○ Attendance data tracked weekly and shared with headteacher ○ Analysis of data e.g. trends such as days of the week ○ Liaise with any other agencies involved ○ Acknowledge any improvement in attendance
<p>If no improvement during half term period...</p> <ul style="list-style-type: none"> ○ Continued concern letter sent to parents ○ Parental attendance at Notice to Improve meeting and agreed targets. ○ Needs assessment around family and child. ○ Personalised incentive system individualised to the child. ○ Social/Emotional support – ELSA ○ Breakfast club place if needed ○ Meet and greet at start of day ○ Weekly check ins with parents ○ Home visits
Tier 4 – Intensive Support – Under 50% attendance (Severely Absent)
<ul style="list-style-type: none"> ○ External referrals – MHST, CAMHS, Children Services, Charities ○ Case Management from member of SLT ○ Home visits ○ Reduced Hours provision if necessary ○ Use of an alternative provision if necessary ○ Contact Legal Intervention Team for further actions.