

**Belong. Aspire. Achieve.**



# **Attendance Policy**

## **2024 – 2025**

Reviewer:	Neil Brand
Review date:	November 2024
Approved:	Awaiting FTB
Next review:	November 2025

# Attendance Policy – Eggar’s School

## Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents/guardians about this policy when their children join our 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 in full by the Governing Body/Trustees on at least an annual basis. This policy was last reviewed and agreed by the Governing Body/Trustees in **November 2024**. It is due for review in **November 2025**.

**Signature**

**Headteacher**

**Date:**

**Signature**

**Governors/Trustees**

**Date**

# Contents

1	Introduction/Aim .....	5
2	Legal Framework .....	6
3	Roles and Responsibilities.....	7
4	Categorising Absence and Attendance.....	12
4.1	Leave of Absence.....	12
4.2	Medical Appointments and absence due to illness.....	13
4.3	Student Absence for the purposes of Religious Observance .....	13
4.4	Parent travelling for occupational purposes.....	14
4.5	Unauthorised Absence.....	14
5	Our Procedures.....	15
5.1	Register Keeping and Recording.....	15
5.2	Late Arrival at School.....	17
5.3	Expected absence procedure for parents/guardians:.....	18
5.4	Attendance Rewards & Interventions.....	19
5.5	Support Systems.....	21
5.6	Persistent Absence, Severe Absence and the use of legal interventions.....	22
6	Related Policies .....	23
7	Statutory Framework .....	24
8	Appendices.....	24
	Appendix 1: Example leave of absence request form and request to authorise absence from school due to exceptional circumstances .....	25
	You are advised not to make any arrangements until your request has been considered.....	25
	Section C .....	26
	Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a student except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.....	26
	Appendix 2: Example reply to leave of absence request .....	28
	Appendix 3 - Example reply to Approving leave of absence under exceptional circumstances .....	29
	Appendix 4: Attendance Policy Quick Guide for Parents/guardians .....	30
	Appendix 5: Attendance Policy Quick Guide for Students .....	32
	Appendix 6 – Attendance Codes.....	33
	Appendix 7 – Eggar’s School Graphic Guidance as of 19 August 2024 .....	36
	.....	36

Appendix 8 – Attendance Monitoring Letter I ..... 37  
Appendix 9 – Notice to Improve Letter ..... 38

# I Introduction/Aim

At **Eggar's School** we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all students.

Missing out on lessons leaves students 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/guardians, Students, and Trustees to:

- Promote good attendance, enabling Student'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 Student absences, acting early to address patterns of absence.
- Building strong relationships with families to ensure Students have the support in place to attend school.
  - Promote positive support systems and advocate multi-agency approaches to improve attendance.
  - Make parents/guardians 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/guardians 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 5<sup>th</sup> 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 Student has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

Parents/guardians 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/guardians and carers and the Local Authority to ensure that parents/guardians 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

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

Students will have liaised with their tutor regarding their day-to-day attendance details. Attendance percentage figures can also be accessed via the Satchel App.

Parents/guardians will notify the school of absence via the Study Bugs App. Parents/guardians can also access the current attendance figure via the Satchel App.

When attendance is raised as a concern through illness or from irregular attendance, meetings will be held with Heads of School, tutor and/or the attendance team.

<b>Role</b>	<b>Name</b>	<b>Contact details</b>
<b>Senior Attendance Lead/Champion</b>	Neil Brand	01420 541194 attendance@eggars.hants.sch.uk
<b>Attendance Officer</b>	Lucy Woodruff	01420 541194 attendance@eggars.hants.sch.uk
<b>Named Trustee for Attendance</b>	Linda Campbell	01420 541194 enquiries@eggars.hants.sch.uk

### 3.1 Role of Trustees

The Trustees of Eggar's School 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, students, and parents/guardians 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 Students.
- Ensuring the schools' attendance management processes are delivered effectively, and that consistent attendance support is provided for Students 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 Students or cohorts who need it most.
- Ensuring high aspirations are maintained for all students and processes for support are adapted to the individual needs of Students including those with long term illnesses, special educational needs and disabilities, Students with a social worker, those students under the Virtual School and Students 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 Students, parents/guardians and staff.



## 3.2 Role of Leadership Team

The Senior Management Team at **Eggar's School** will:

- Actively promote the importance and value of good attendance to Students and their parents/guardians.
- Form and maintain positive relationships with Students and parents/guardians.
- 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 encourages all students 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 Students and parents/guardians and receive the training and professional development they need.
- Have a clear school attendance policy which all staff, Students and parents/guardians understand. Monitor the implementation and effectiveness of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure the school has 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 Students 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 student'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 Students with severe absence, making sure a regularly reviewed plan is in place.

### 3.3 Role of Eggar's Staff

All staff at **Eggar's School** will:

- Actively promote the importance and value of good attendance to Students and their parents/guardians.
- Form positive relationships with Students and parents/guardians.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all Students to attend and to achieve.
- Know the importance of good attendance, are consistent in their communication with Students and parents/guardians 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.

**Eggar's School** requests that parents/guardians:

- 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 via the Study Bugs App.
- 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/guardians | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/attendance-guidance-for-parents-guardians)

Students 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/guardians 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.
  - Parents/guardians/guardians should have notified the school via the Study Bugs App the reason for absence.
- Follow the school procedure if they arrive late. Students will sign in at Student Services and patterns of attendance will be monitored by the team. 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 student 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/guardians 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 **Eggar's School** leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances. **Eggar's School** will respond to all applications for leave of absence in writing.

Parents/guardians wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 1). 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. **Eggar's School** 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.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- Absence be longer than the number of days agreed.

When absence is granted by the Headteacher, the parents/guardians will need to agree a date of return. If a student fails to return on the expected date and contact is not received from, or made with the parents/guardians, 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 student 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.

## 4.2 Medical Appointments and absence due to illness

Parents/guardians 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 student 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 student must attend a medical appointment during the school day, they must ensure the school has consent from a parent/guardian, know who will be collecting them and should sign out via the screen in student services or reception. No Student will be allowed to leave the school site without parental confirmation.

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

Where a student has a verified and chronic health condition, we will aim to work with parents/guardians to ensure children have access to education and provide appropriate support in line with [Supporting Students 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 Student Absence for the purposes of Religious Observance

**Eggar's School** 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 student absence or making special leave for religious observance. Parents/guardians are requested to give advance notice to the school. More information can be found in the Working Together to improve school attendance via the link below: [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#) on page 86.

## 4.4 Parent travelling for occupational purposes

The student is a mobile child, and their parent(s) is travelling during their trade or business and the student 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 students, we ask that parents/guardians:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen
- Inform the school regarding proposed return dates.
- We also require confirmation from the employer to state that this trip cannot be scheduled outside of school times.

## 4.5 Unauthorised Absence

Absence will not be authorised unless parents/guardians 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 Student's/family member's birthday.
- Shopping for uniforms.
- Arrangements or appointments for cutting the student's hair.
- Closure of a sibling's school for INSET (or other) purposes.
- An unwillingness to attend school.
- Inability to attend owing to inadequate personal/family organisation.
- A refusal to attend school on health grounds but where the student is considered well enough to attend.
- Absences taken without the authorisation of the school including attending medical appointments during school hours and term time.

## 5 Our Procedures

### 5.1 Register Keeping and Recording

The Education (Student 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 Students unless their absence has been authorised.

Students must arrive in school by **8:30 am** on each school day.

At **Eggar’s School** we will investigate any Students who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

“Persistent absenteeism” (PA) 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.

The register for the first session will be taken at **8:30 am** and will be kept open until **9:00 am**. The register for the second session (afternoon registration) will be taken at **2:00 pm** and will be kept open until **2:10 pm**.

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 students 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.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every Student (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/guardians**

The school will regularly inform parents/guardians about their child's attendance and absence levels. We will share termly attendance reports to all students on the school roll. Academic monitoring reports will also include the attendance percentage at the time of printing. All year groups will receive attendance and academic reports throughout the academic year.



## 5.2 Late Arrival at School

At **Eggar's School** all Students are expected to arrive on time for every day of the school year. The school day begins at **8:30 am**. We advise all parents/guardians to ensure their child is on site prior to this. The school register will be taken at **8:30am**. All Students arriving after this time are required to go straight to tutor for the register to be updated or report to student services to sign in late via the electronic screen and provide a reason for their absence, if arriving after the register has closed. If arriving late on an assembly day, students will sign in a Student Services and be issued with a lunch time consequence.

If a student arrives before **9am** and it is not an assembly day, students will attend tutor and it will be recorded as late - L code (Late before the close of register), a consequence will also be issued via the tutor. A consequence for being late will be issued by the tutor.

The school register will officially close at **9 am**. All Students 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/guardians 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.

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 students 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.

### 5.3 Expected absence procedure for parents/guardians:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents/guardians are expected to contact school via the Study Bugs App 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 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 students who are not in school after close of register at 9 am and where no reason for absence is known. Contact will be made via the Study Bugs App AT 9:30 am.
  - If there is still no contact made from the student's parents/guardians/guardians, a further telephone call home will be made from 10:30 am. If no response can be gained, the child's named emergency contact will be telephoned in order.
  - If school cannot contact a parent, a home visit may be carried out.
  - School will telephone home if a student leaves the school site without permission.

In certain circumstances the school may also:

- Visit the home of the student.
- Write to the parents/guardians of a student to highlight attendance or punctuality issues.
- Invite parents/guardians to discuss how school can support the family to make improvements.
- 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 \(hants.gov.uk\)](https://www.hants.gov.uk/inclusion-support-service) and [Behaviour and attendance resources for schools | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/behaviour-and-attendance-resources-for-schools)
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all 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 & Interventions

At Eggar's we want to praise and support good attendance at school so every student can access everything that is on offer. The Eggar's Way is how we recognise everything that students are doing as they progress through their education journey.

Half-termly celebration assemblies take place hosted by the Heads of School. We reward those students with an agreed number of stamps and those students with attendance of 96% or above through prizes such as vouchers. Students are also included in end of term reward days that take place at Christmas, Easter and in the Summer Term. We encourage students to recommend how they would like to be rewarded at these events.

Head of School assemblies take place at the beginning of each half-term. Attendance expectations are shared with the student body and these assemblies are conducted via the house system to ensure a consistent message.

If attendance falls below the expected target of 96% the school will make contact to initially offer support to help increase attendance patterns. Tutor and Heads of School will conduct attendance clinics where families will be invited to attend a planning meeting and to outline how we can support increased attendance.

Whole school and individual data will be monitored throughout the school year to track patterns of attendance, which includes lateness to school. Letters will be issued to families where attendance has become a concern, notifying that attendance is being monitored for improvements.

At Eggar's we are committed to reducing the barriers to learning and this is supported through collaboratively working with key internal members of staff and seeking external support as we deem it to be necessary to improve attendance.

## Monitor and Analyse attendance

Eggar's School will:

- Monitor and analyse biweekly attendance patterns and trends and deliver intervention and support in a targeted way to students and families. This should go beyond headline attendance percentages and should look at individual students, 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 students and to leaders (including any Special Educational Needs Coordinators, Designated Safeguarding Leads and the Attendance Team).
- Undertake frequent individual level analysis to identify the students who need support and focus staff efforts on developing targeted actions for those cases.
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of Students 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 the data to analyse 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 Trustees and local authority when appropriate.

## 5.5 Support Systems

At **Eggar's School** 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/guardians 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.

We also recognise that some students 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.

Strategies we may use to support you include:

- Referral to EBSA practitioner.
- Short term reduced hours.
- Working with attendance team.
- Attendance Clinics by invite.
- Changes to tutor and timetable.
- Support from SEND Team.
- ELSA.
- CAMHs Referral.
- GP Liaison.
- Mental Health Hubs.
- Signposting to charities to support health and wellbeing.
- Home visits to support families with attendance.
- Referral to Multi-Agency Safeguarding Hub (MASH) for additional support.

To plan the correct support, we will always invite parents/guardians and students 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/guardians and Students.

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

A student 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 student 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). Absence at this level is causing considerable damage to a child's educational outcomes.

The attendance of all students 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://Hampshire County Council (hants.gov.uk))

If parents/guardians 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/guardians found guilty of failing to secure their child's regular attendance at school under the 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.

## **6 Related Policies**

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

- Safeguarding Policy.
- Students with Health Needs Who Cannot Attend School Policy.
- Admissions Policy.
- Behaviour Policy.
- SEND Policy.

## 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 \(September 2024\)](#)
- [Working together to safeguard children, DfE \(July 2023\)](#)

## 8 Appendices

The following pages contain appendices relevant to this policy.



## Appendix I: Example leave of absence request form and request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorised absence for a family holiday or other absence for the purpose of leisure or recreation. If you take your child out of school without permission the absence will be unauthorised, and the local authority will consider legal action.

**You are advised not to make any arrangements until your request has been considered.**

### Section A – to the headteacher, I wish to apply for

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

To be authorised as absent from school (please include dates and time):

from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates)

If your child has siblings that are also applying for a leave of absence, please enter their name and school below:

Child's name(s): \_\_\_\_\_ School(s): \_\_\_\_\_

**Section B** Please explain why you are applying for an authorised absence and the **circumstances** which make your application **exceptional**; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements.

**Section C**

I am/we are the parent/s/carer/s requesting to remove my/our child from school for the above mentioned absence.  
**The information I/we have given on this form is correct.**

Name (Parent/carer): \_\_\_\_\_

Address (Parent/carer): \_\_\_\_\_

Signature (parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

Name (Parent/carer): \_\_\_\_\_

Address (Parent/carer): \_\_\_\_\_

Signature (parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

Name (Parent/carer): \_\_\_\_\_

Address (Parent/carer): \_\_\_\_\_

Signature (parent/carer): \_\_\_\_\_ Date: \_\_\_\_\_

**Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a student except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.**

**Section D – for school use only. Tick as appropriate.**

Request approved for \_\_\_\_\_ number of days from the dates and times \_\_\_\_\_

A personal discussion with you is requested. Please contact: \_\_\_\_\_

Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

**PLEASE NOTE:** This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period

*A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).*

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Current attendance rate: \_\_\_\_\_

## 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, **Eggar's School** 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.

**Eggar's School** 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/guardians 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.

I have noted the dates that **Child Name** will be absent from **Eggar's School**, 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 **01420 541194** and **speak with the attendance team.**

Yours sincerely

**Mr Brand**  
**Attendance Lead of behalf of the Head Teacher**

## **Appendix 3 - Example reply to Approving leave of absence under exceptional circumstances**

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, **Eggar's School** 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.

On this occasion, the leave of absence has been **approved** under exceptional circumstances.

I have noted the dates that **Child Name** will be absent from **Eggar's School**. Dates of leave and the registers will be marked with the C code (approved leave of absence) for this period.

If you would like to discuss the matter further, please contact the school on **01420 541194** and **speak with the attendance team**.

Yours sincerely

**Mr Brand**  
**Attendance Lead on behalf of the Head Teacher**

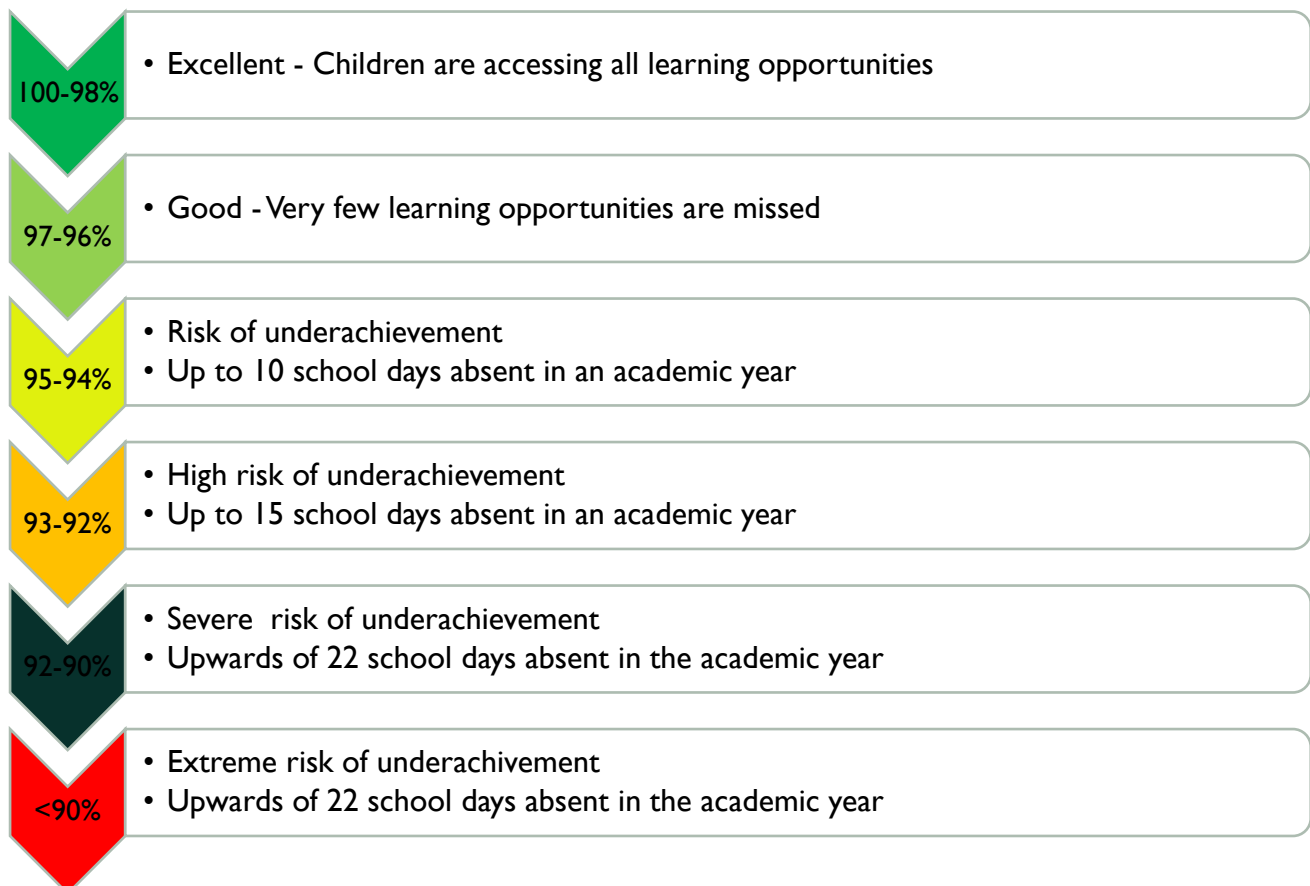
## Appendix 4: Attendance Policy Quick Guide for Parents/guardians

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

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

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Students must be in school by **08:30 am**.
  - If your child appears to be only slightly unwell, 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.



### 'On the day' absences: what should I do if my child is not 'fit' to go into school?

On each day your child is unfit to come to school, please report this absence using the **Study Bugs App by 8:00 am** to let us know. In the message you must give the specific reason for absence. The information you give will be recorded on our official register.

### Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via [attendance@eggars.hants.sch.uk](mailto:attendance@eggars.hants.sch.uk). You will receive a letter in response, to advise if the request has been granted or declined.

### **Punctuality**

Students are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in their tutor room by **8:30 am**.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact the attendance officer if you require any support with ensuring your child's regular school attendance and request a meeting with their tutor and Head of School.

## Appendix 5: Attendance Policy Quick Guide for Students

### **Roles and responsibilities:**

All members of the school community at **Eggar's School** have roles and responsibilities in promoting and ensuring good attendance and punctuality.

### **Role of the Students:**

Students have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the education opportunities available.

All Students will:

- Ensure that they attend school regularly and on time by **8:30 am**.
- Be aware of their current attendance record and targets.
- Be aware of the consequences of poor attendance or truancy.
- Arrive to lessons punctually.
- Not leave school during the hours of **8:30 am and 3:00 pm** without permission.
- Inform a trusted adult if they feel that they are being bullied or feel unhappy in school.



## Appendix 6 – Attendance Codes

Code	Definition	Scenario
<b>Absent – leave of absence</b>		
<b>C</b>	Leave of absence for 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	Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a student can be absent from school
<b>CI</b>	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	All schools can grant leaves of absence for Students to undertake employment (paid or unpaid) during school hours
<b>C2</b>	Leave of absence for a compulsory school age Student subject to a part- time timetable	All Students of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs
<b>E</b>	Excluded	Suspended or permanently excluded and no alternative provision made
<b>I</b>	Illness (not medical or dental appointment)	The student is unable to attend due to illness (both physical and mental health related). Schools should advise parents/guardians to notify them on the first day the child is unable to attend due to illness
<b>JI</b>	Interview	Attending an interview for employment or for admission to another educational institution
<b>M</b>	Medical appointment	Attending a medical or dental appointment
<b>R</b>	Religious observance	The student is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to
<b>S</b>	Study leave	Studying for a public examination. Must be used sparingly with revision opportunities in school
<b>T</b>	Parent travelling for occupational purposes	The student is a mobile child, and their parent(s) is travelling in the course of their trade or business and the student is travelling with them
<b>X</b>	Non-compulsory school age Student not required to attend school	School holidays and INSET days

Code	Definition	Scenario
<b>Absent - unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Unable to attend the school because of a lack of access arrangements	This is linked to transport not other access arrangements
<b>Y1</b>	Unable to attend due to transport normally provided not being available	The school is not within walking distance of the student's home and the transport to and from the school that is normally provided for the student by the school or local authority is not available
<b>Y2</b>	Unable to attend due to widespread disruption to travel	
<b>Y3</b>	Unable to attend due to part of the school premises being closed	
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed	Adverse weather
<b>Y5</b>	Unable to attend as Student is in criminal justice detention	In police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
<b>Y6</b>	Unable to attend in accordance with public health guidance or law	
<b>Y7</b>	Unable to attend because of any other unavoidable cause	An emergency has prevented the student from attending. The unavoidable cause must be something that affects the student, not just the parent.

Code	Definition	Scenario
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Holiday not granted by the school
<b>N</b>	Reason for absence not yet established	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given
<b>U</b>	Arrival after registration	A Student has arrived late after the register has closed but before the end of session.

Code	Definition	Scenario
<b>Administrative Codes</b>		
<b>Z</b>	Prospective Student not on admission register	To enable schools to set up registers in advance of Students joining the school to ease administration burdens.
<b>#</b>	Planned whole school closure	Whole school closure due to half-term/bank holiday/INSET day/use of whole school as polling station

# Appendix 7 – Eggar’s School Graphic Guidance as of 19 August 2024

## EGGAR’S NEW ATTENDANCE RULES



The new attendance rules came into effect 19 August 2024

**I'm a parent and I want to take my children on holiday for 5 days.**

Make sure you use the absence request form. Your holiday will not be authorised. Let school know before you book anything. If your child misses 5 school days, you could be given a penalty notice fine.

**1 PARENT & 1 CHILD = £160**  
REDUCED TO £80 IF PAID IN 21 DAYS

**FOR EACH CHILD A PENALTY IS GIVEN**

+ £160 + £160 + £160 + £160



**FAMILY OF 2 PARENTS, 4 CHILDREN = £1280**  
REDUCED TO £640 IF PAID IN 21 DAYS

**What happens if school suspects my children are on holiday?**

Photos on Facebook? Foreign mobile dial tone? Other children talking about your holiday? Amazing sun tan? Home visit shows no-one at home? Please don't be offended if we ask for evidence or mention these questions to you. We're required to do this to ensure a fair system.

**What about subsequent absences? Is it still the same penalty amount?**

No, not anymore. If within a period of 3 years, your child has a 2nd and 3rd leave of absence OR pattern of irregular attendance which is unauthorised then...

**2ND TIME**

2 parents and... 3 children = **£960**  
1 child = **£320** 4 children = **£1280**  
2 children = **£640**

**NO DISCOUNT FOR EARLY PAYMENT**

**3RD TIME**

A penalty notice fine will not be given. Instead, your case may be taken to court. A magistrate can fine each parent **£2,500 for each child.**

**1 PARENT & 4 CHILDREN = £10,000**  
**2 PARENTS & 4 CHILDREN = £20,000**

**What about irregular attendance? Could I get a penalty notice?**

If your child is absent for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to consider penalty notices or refer to Hampshire Legal Teams to consider prosecution.



A student has a morning and afternoon session. If a morning is missed and then a different afternoon is missed, this will account to 2 separate sessions. These individual sessions accumulate over a period of 10 weeks and count towards irregular attendance.

**What are typical reasons given that won't be authorised?**

**EXAMPLES OF UNAUTHORISED ABSENCES**

- A family member's birthday
- Shopping for uniforms
- Inadequate clothing for school
- Child being used as a carer
- Problems with transport
- Sickness of parent or sibling
- Sibling's school closed
- Refusing to attend, if able
- Family holidays

Where attendance is irregular, or historically poor, sickness absences may be unauthorised unless medical confirmation by a medical professional is given.



**Attend everyday to Belong, Aspire and Achieve**

## Appendix 8 – Attendance Monitoring Letter I

Dear «salutation»

### Re. Attendance Monitoring Letter I

We know that excellent attendance is key to ensuring students can achieve their very best outcomes at Eggar’s School. The attendance team have reviewed student attendance figures and «chosen\_forename»’s attendance has been highlighted due to the amount of time «he/she» has missed from school.

The attendance target for students in maintained schools is 96% and above.

«forename»’s attendance for the current academic year is currently «percentage\_attendance»%. We need to make you aware that «chosen\_forename»’s attendance will be monitored to ensure that we can find ways to help increase this and make measurable improvements over the coming weeks.

With the support of the attendance team, we know that together we can support improvements with «chosen\_forename» attendance to receive the full benefit from the educational opportunities at Eggar’s. Please find attached a registration certificate showing a detailed breakdown of this information and the cumulative impact of attendance over time. We have previously shared guidance for the updated legislation that came into effect 19 August 2024.

	10 days absent	19 days absent (almost 4 weeks missed)	29 days absent (about half a term missed)	38 days absent (8 weeks missed)	47 days absent (Almost 10 weeks missed – over a quarter of the school year)
190 days in school	180 days in school	171 days in school	161 days in school	152 days in school	143 days in school
100% attendance	95% attendance	90% attendance	85% attendance	80% attendance	75% attendance

Continued irregular attendance will be closely monitored. Eggar’s School understands there will be times when unforeseeable circumstances lead to absence and are skilled to support in such circumstances. Long periods of absence due to sickness will result in medical evidence being shared via medical appointments, hospital letters and guidance provided by health care professionals. There may be reasons why your child is unable to maintain regular attendance at school. If attendance was not to make marked improvements, it may be deemed that a penalty notice issued. If you would like to discuss this, please contact the attendance team.

We look forward to your support in this matter and working together to support «chosen\_forename»’s attendance increasing

Yours sincerely

Mr N Brand  
Attendance Lead

## Appendix 9 – Notice to Improve Letter

**Include Date**

**Address**

**Dear <Salutation>**,

**Re. Notice to Improve Letter for Non-Attendance**

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend school on time, every day possible.

If a child of compulsory school age who is a registered student at a school fails to attend regularly at the school or fails to attend regularly the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered student at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, «**FORENAME**» «**SURNAME**» are a parent/carer of «**Students\_Name**», (called in this notice “the student”) who is a registered student at **Eggar's School**.

The school have offered support to you and your family to try and help improve «**Name**»'s attendance, including:

1. **Telephone calls/Study Bugs.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter.** The school wrote to you, (**INCLUDE DATE**) letting you know about «**Students Name**»'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting.** The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. At the meeting you were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered as follows:
4. Please add/delete as necessary (these are examples of some of the reasonable adjustments/support school may have offered/provided, these will vary by school and individual circumstances)

Change of tutor group

Time out card

'RAG' rated timetable

Mentor

Short term reduced hours provision

Outreach – please specify details

College placement – please specify details

Family support worker – e.g. through Family Help or direct by the school

Learning Support

Managed move

Signposting to other services – please specify details

Uniform adjustments/additional aids or equipment – please specify details  
Lunchtime/break support  
'Safe space' in school  
Buddy/mentor  
Bespoke exam arrangements – please specify details  
Catch up lessons

Support is still available as well as the option to access previously provided support, please contact.....

**OR**

**An Attendance Support Meeting Invite.** The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure their attendance improved. You were notified of the consequences should your child continue to have unauthorised absences but you declined the meeting.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «**WARNING\_START\_DATE**» and «**WARNING\_END\_DATE**» the student failed to attend regularly at **Eggar's School**, which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have fifteen school days (3 weeks) from (**INCLUDE DATE**) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A Penalty Notice is charged at £160 if paid within 28 days of deemed service (the second working day following posting). There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days of deemed service of the Penalty Notice.

**NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.**

More information regarding this notice can be found in the attached document – advice and information to parent(s)/carer(s). If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible.

**Hampshire Code of Conduct:** [codeofconduct-IssuingPenaltyNoticesforunauthorisedabsencesfromschools.pdf](#)

**School Attendance Documentation DfE:** [Department for Education - GOV.UK](#)

**Hampshire Good School Attendance Guide:** [SchoolAttendanceLeafletHCC.pdf](#)

**Hampshire Guidance for School:** [Microsoft Word - Promoting pupil attendance and recording absence - Section 9 - final version \(HF000006750149\)](#)

Yours sincerely,

**Mr N Brand**  
**Attendance Lead**