At Knights Enham Schools we provide…

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

‘Together We’Achieve’

Attendance Policy

Approved: Sept 2026

Date of next review: Sept 2027

Guidance

Working together to improve school attendance Leave of Absence Form
Guidance for schools on support and procedures for pursuing legal action for non-attendance

Policy Statement

At Knights Enham Schools, we believe that good school attendance is vital to good student outcomes. For our children to take full advantage of the educational opportunities offered it is vital that children are at school, on time, every day 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.

We promote good attendance by focusing on the positive wellbeing of our students and offering a kind, caring and supportive environment in which to learn. We strive to create an environment in which children enjoy coming to school, where the development of character is central to our ethos and where children can fulfil their potential.

We believe that in the Primary Phase of education, parents and carers hold full responsibility for getting their children to school on time. Consequently, we do not consider incentives for good attendance to be an appropriate measure in our schools. However, we do offer wrap-around care to enable parents and carers to drop their children off at school earlier and pick up later to fit in with work and other life commitments.

Knights Enham Schools

King Arthurs Way, Andover, SP10 4BS
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W: www.kejs.org / www.knightsenham-inf.hants.sch.uk
Executive Headteacher: Mr D Whitehouse BA(Hons)

Roles and Responsibilities:

Attendance Leader: Daniel Whitehouse, Executive Headteacher
The Executive Headteacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the schools within the federation. They will also ensure that attendance is both recorded accurately and analysed.

Attendance officer: Lesley Hardy, will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Administrative Staff: Administrative Staff will collate all absence messages from parents that have been sent to the office and update the coding on a daily basis. They will record any late arrivals at the start of each day. They will liaise with the Executive Headteacher and provide monthly attendance monitoring reports for their information and action. They will follow up student absence and refer to a DSL where they are concerned about a student's safety or welfare.

Teachers: Teachers will ensure that all students are registered accurately. They will liaise with the Attendance Leader on matters of attendance and punctuality and communicate any concerns or underlying problems that may account for a child's absence to the DSLs.

Students: Students will help at home by getting their things ready for school for the next day and get ready for school in plenty of time each morning.

Parents and Carers: Parents and Carers will inform the school on the first day of absence. They will inform the school of any planned absences well in advance. They will support the school with their child in aiming for 100% attendance each year. They will avoid taking their child out of school for non-urgent medical or dental appointments and only request a leave of absence if it is for an exceptional circumstance.

The Governing Body: Section 175 of the Education Act 2002 places a duty on governing bodies to have regard to guidance issued by the Secretary of the State with regard to safeguarding and promoting the welfare of children and students under the age of 18. Attendance data will be termly monitored by the Governing Body. Annual attendance data will be reported to the Governing body.

The School Day

- The schools doors open at 0845
- The morning register opens at 0900 and closes at 0930

Infants

- The morning session ends at 13:00
- The afternoon register opens at 1300
- The school day ends at 15:15

Junior

- The morning session ends at 13:00
- The afternoon register opens at 13:00 for lower school
- The afternoon register opens at 13:30 for upper school
- ends at 13:00 and for upper school and closes at 13:30
- The school day ends at 1520

Attendance Expectations

- We expect all students to attend school every day

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- All students must be in school by 0855
- Students arriving after 0900 will be recorded as Late (L)
- Registers will close at 0930 after which time the student will be recorded as Absent (U)
- The afternoon register will close at around 13:00 (see precise times above)
- If a parent/carer has a concern about school attendance, they should contact the school office in the first instance, who will pass on the concern to the relevant member of staff.

See the schools detailed attendance process on the final page.

Absence

A child not attending school is considered a safeguarding matter, this is why information about the cause of any absence is always required. It is the responsibility of parents and carers to contact school as soon as possible on the first day of absence by telephone or email. A voicemail message is acceptable. Messages should not be passed on with siblings or family friends.

If we are not informed of a child's absence by 09.30am on the first day of absence we will:

- Telephone, text and email parents/carers or others on the list of contacts we hold on school records until we have established the whereabouts of the child.
- If we have not located the whereabouts of the child by 10am a home visit will be actioned (we will send a text and email to inform you are attending your property).
- If the child is not seen and contact has not been established with any of the named contacts you have provided us with within 48hrs the DSL will be notified who will then contact the local authority[1] and work with them to establish whereabouts.
- Our response to 'Children Missing in Education' as detailed in our Safeguarding and Child Protection policy will be followed.

If the child is not returning to school after the first day of absence the parents should make contact with the school each day, if no contact is made, we will make effort to contact the parents/carers as above.

Continued or Ongoing Absence

Where a student has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the student can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if we do not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), we will work with our local authority to put additional targeted support in place to remove any barriers to attendance and re-engage these students and families. In doing so, we will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

As absence is so often a symptom of wider issues a family is facing, we will work together with other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects children's right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal

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intervention can only be used for pupils of compulsory school age and decisions will be made on an individual case by case basis.

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Request for Leave of Absence:

Only exceptional circumstances warrant a leave of absence. We will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the Executive Headteacher to determine the length of the time the pupil can be away from school.

As headteachers should only grant leaves of absence in exceptional circumstances (rare, significant, or unavoidable) it is unlikely a leave of absence will be granted for the purposes of a family holiday. Parents/Carers wishing to apply for leave of absence need to fill in an application form available from the school office **in advance and before making any travel arrangements.**

Understanding types of absence:

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- **Authorised Absence**: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- **Unauthorised Absence**: is when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's request. This includes:
  - parents giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings
  - truancy before or during the school day
  - absences which have not been explained

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

Fixed Penalty Notices

Sections 444A and 444B of the Education Act 1996 empower authorised officers of the local authority, headteachers (and deputy headteachers if authorised by them) and the police, to issue Penalty Notices to the parents in cases of unauthorised absence from school.

Penalty Notices are intended to be used in tackling parentally condoned absence, where it is reasonable to expect that the parent can ensure the child's regular attendance, but they are not willing to take responsibility for doing so, e.g. where a parent is not co-operating with advice or support offered to help improve their child's attendance.

Circumstances in which a Penalty Notice may be issued

Penalty Notices can only be issued in cases where a pupil of compulsory school age has been absent or late and the absence or lateness has not been authorised by the school.

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After taking the steps set out in *Hampshire County Council' Code of Conduct for Issuing Penalty Notices for unauthorised absence from school* we will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence in the last 100 possible school sessions – **these do not need to be consecutive**
- persistently late (coded U) for 10 or more half-day sessions after the register has been closed – **these do not need to be consecutive.**
- persistently late before the close of the register (coded L), for 10 or more school sessions (**these do not need to be consecutive**) - unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

If, after a warning letter has been issued, there is sufficient irregular attendance to merit a Penalty Notice, it must be issued within 7 days of the period of absence, unless there are exceptional reasons against taking this action.

Legal measures for tackling persistent absence or lateness

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

- The child or family do not require the support from any agency to improve the attendance
- The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.
- We will refer to Hampshire's Guidance for schools on support and procedures for pursuing legal action for non-attendance in making decisions about whether to pursue legal action.

Attendance Analysis

We will:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families to help us achieve our responsibilities under the Public Sector Equality Duty.
- Use this analysis to provide regular attendance reports to class teachers to facilitate discussions with leaders
- Identify the pupils 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 will include analysis of pupils and cohorts and identify patterns in uses of certain codes, days of poor attendance
- Benchmark our attendance data 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. This may, for example, include pupils in a year group with higher than average absence or for pupils eligible for free school meals if their attendance falls behind that of their more advantaged peers.
- Monitor the impact of any school wide attendance efforts, including any specific strategies implemented and use the findings to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of the governing body

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Advice on specific attendance matters

My Child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Contact the school office immediately and openly discuss your worries. Your child could be avoiding school for a number of different reasons. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that they leave home in the correct clothes and properly equipped. Show your child, by your interest, that you value their education. Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch! For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quickand easy experience for you both.

My child is leaving the school. What should I do?

If your child is leaving our school (other than when transferring to secondary school), parents are asked to:
Give the school comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted in writing. If pupils leave and we do not have the above information then your child is considered to be a 'Child Missing in Education'. This requires schools and local authorities to then carry out investigations to try and locate your child which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Gypsy Roma Traveller Showman and Showman families

Absence of a child from a traveller family that has left the area may be authorised if the absence is for **work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school.

Absence through child participation in Public Performances, including theatre, film or TV work & Modelling.

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance license and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded as C an authorised absence.

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Record preservation

School registers are legal documents. The school will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups.

Notes

The Law

The Education Act 1996 Part 1, Section 7 states:
The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have th e day to day care of the child. The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act. Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in: The Education [Pupil Registration] (England) Regulations 2006

Guidance documents on attendance.

The following DfE documents are used to guide attendance recording.
Absence and Attendance codes (Guidance for Schools and Local Authorities)
Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations)
These and other guidance documents are available on the DfE website

Hampshire County Council Guidance is available on Hantsweb at

http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/lba-resources-for-schools/atten-guidance/attendance-guidance-for-schools.htm

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Attendance process at Knights Enham:

ATTENDANCE

- Daily – Attendance completed by 9:30am following the Non-attendance Procedure.
- Weekly (Friday) – Class attendance updated on Newsletter, winning class will celebrate with trophy and CamAlot for a week.
- Weekly (Friday at 10am) – Attendance / Welfare Officer will look at the previous week's data, produce and send out letters for late's and decreasing attendance.
- Letter 1 sent out for attendance hitting 95% or below (this letter shares our concerns and offers support from our Welfare Officer. We also enclose the Attendance Policy and our Attendance Leaflet).
- Individuals will be reviewed weekly,if still no improvement or the child then falls below 94% then the Welfare Officer will telephone parents to discuss absences and offer the parents a School Attendance Meeting. Welfare Officer to share this information with the Safe Guarding Lead and Headteacher.
- Parents attend a School Attendance Meeting and an attendance improvement plan agreed and signed by all parties.
- If no improvement / or falls 90% Welfare officer to hold a School Attendance Review with parents.
- If no improvement or 85% meeting to be held with Welfare offiver and Headteacher.
- If continues advise that a Penalty Notice will be issued for Non Attendance if meeting Penalty Notice criteria. (Note: Ensure that there are 10 Unauthorised Codes within a 10 week period).
- If there is still no improvement – LIT form to be completed.

AOB

- During the weekly review, the Welfare Officer needs to establish why the child's attendance is low, if this is due to School Refusal Attendance assistant to contact Inclusion and also to provide the parents with the number for inclusion. **For school refusal see Appendix 1.
- Every half term, the Welfare Officer will distribute a 'Congratulations on improved attendance' certificate to all of the children who's attendance has significantly improved (eg gone from red to amber).
- Termly – RAG letter sent out to all families, A general letter regarding the importance of attendance sent out.

LATES

- LATE 1 letter will be sent out to parents advising them that we are monitoring their child's attendance and late marks, once the number hits 4.
- Is there continues to be a decide in lates, the Welfare officer will telephone the family to discuss support, next steps and explain outcomes if the lates do not improve.
- Lates will be monitored weekly and next steps will be taken depending on the circumstances.
- Penalty notice sent out for U codes above 10 to parents.