



**Holy Trinity CE School.
Attendance Policy and Guidance**

Policy Review

The policy was last reviewed and agreed by the Governing Body in January 2023

It is due for review – January 2025

Signature Date

Head Teacher

Signature Date

Chair of Governors

Introduction.

The Governors of Holy Trinity CE School have made safeguarding an essential priority and are committed to make sure that the safeguarding of their children remains central to their work. For this reason, the principles of excellent safeguarding practice are interwoven within the Christian culture of Holy Trinity and every aspect of the school's work. This policy supports this commitment to safeguarding and should be read in conjunction with all school policies as appropriate.

It is every person's responsibility to safeguard and promote the welfare of children and it remains a principal concern to everyone within the school community.

At Holy Trinity CE School we take our responsibility to our pupils extremely seriously. The mission statement and aims of the school state this quite clearly:

The primary aim of the school is to help each pupil reach his or her full potential so that they may develop the attitudes, skills and knowledge to take full advantage of the opportunities available in their future lives.

It is the responsibility of parents to ensure their children come to school on time and everyday. There may be rare occasions when a child does have to miss school, for example if they are unwell. Other absences should be kept to a minimum. 100% is what all parents should be aiming for.

Understanding school attendance levels.

98 – 100%	Attendance is excellent.
96 – 97%	Attendance is good.
94 – 95%	Requires improvement. Pupils are at risk of underachievement.
90 - 93%	Poor. Pupils are at significant risk of underachievement.
Below 90%	This is a serious cause for concern and underachievement.

To put this in context:

90% attendance means that

- Half school day of every week is missed;
- Four weeks (20 days) missed over the year;
- Half a year missed over the time a child is in primary school.

Impact of absence upon pupils and the life of the school.

It is often thought that children taking time off has little impact upon their learning and development. This is not the case. The research into the longer-term impact of poor attendance shows that it can affect your

child's GCSE levels and level of average wages in later life. It suggests that 17 school days missed a year can equal one GCSE grade drop in achievement.

The impact upon learning is significant but also socially they miss out on being with their friends and children do change their friendships quickly if others have a lot of time off school. Therefore, not only do children find it more difficult to catch up with their learning but they may also find that other children have changed friendship groups around and they feel they have no one to play with. As a school, we always try and make sure this does not cause significant problems for our pupils but there is often an effect. When children have genuinely been absent for illness or other acceptable reason this is unavoidable but when there are not legitimate reasons then this is completely unacceptable.

That is why as a school we actively promote the need for parents to ensure their children are at school regularly and on time for the best possible chances for the child to grow and learn socially and academically.

Governing Body

- Ensure an effective whole school culture of high attendance is underpinned by clear expectations, procedures and responsibilities.
- Offer a clear vision for high attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, pupils and families.
- Have a clear, written school attendance policy based on the expectations set out in this model policy.
- Regularly review and understand attendance data, discussing and challenging trends and helping school leaders to focus improvement efforts on individual pupils or cohorts who need it the most within school.
- Ensure school leaders fulfil expectations and statutory duties.
- 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 understand its importance.
- Convey clear messages about how absence affects attainment, wellbeing and wider outcomes. Empower staff to take responsibility for attendance.
- Recognise attendance as an important area of school improvement. Make sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
- Have a designated attendance champion in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school improvement plan.
- Make sure staff receive training/professional development and support to deploy attendance systems effectively.
- Share effective practice on attendance management and improvement across schools within Trusts.

Headteacher

The Head is responsible for:

- Having a clear, written school attendance policy based on the expectations set out in this model policy and ensuring the implementation of this policy – ensuring compliance with DfE Guidance for maintained schools, academies, independent schools and local authorities – Working together to improve School Attendance – September 2022 - [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/114222/Working_together_to_improve_school_attendance.pdf)
- Ensuring every member of staff knows and understands their responsibilities for safeguarding and how this links with poor school attendance – ensuring compliance with Keeping children Safe in Education 2022, Statutory guidance for schools and colleges – September 2022 - [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/114222/Keeping_children_safe_in_education.pdf)
- Developing good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND). Ensuring compliance with Statutory Guidance for governing bodies of maintained schools and proprietors of academies in England December 2015 - Supporting pupils at school with medical conditions - [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/114222/Supporting_pupils_with_medical_conditions_at_school.pdf)
- Ensuring every member of staff knows and understands their responsibilities for attendance.
- Ensuring accurate completion of admission and attendance registers.
- Ensuring staff are actively working to maximise attendance rates, both in relation to individual pupils and the pupil body as a whole.
- Having clear processes in place to address persistent and severe absence - pupils who are severely absent may be at risk of CCE/CSE/grooming etc. and this cohort must be made the top priority for action and support. Be especially conscious of any potential safeguarding issues ensuring joint working between the school, children’s social care services and other statutory safeguarding partners. Often severely absent pupils have additional needs and therefore it is vital that schools ensure all appropriate services are informed and aware of the pupil’s absence so suitable support can be considered, and education provided/accessed.
- Ensuring that all staff adopt a consistent approach in dealing with absence and lateness.
- Monitoring and analysing data and trends.
- Reporting to the Governing Body and Trusts the attendance figures and progress to achieving the set targets.
- Reminding parents of their commitment to this policy.
- Building and modelling respectful relationships with staff, pupils, families and other stakeholders in order to secure their trust and engagement. Making sure there is a welcoming and positive culture across the school.

- Open and honest communication with staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
- Sharing information on and working collaboratively with other schools in the area, LA's and other partners when absence is at risk of becoming severe or persistent.
- Ensuring the school attendance policy is applied fairly and consistently and recognises the individual needs of pupils and their families who have specific barriers to attendance. Schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.
- Ensuring all staff members:
 - ✓ treat pupils with dignity
 - ✓ build relationships rooted in mutual respect and observe proper boundaries
 - ✓ take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence, handling confidential information sensitively
 - ✓ understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils, particularly for children with a social worker and those who have experienced adversity.
 - ✓ communicate effectively with families regarding pupils' attendance and well-being
 - ✓ deliver clear messages about expectations, routines and consequences to new pupils and families through prospectus and admission/transition events
 - ✓ use physical presence to reinforce routines and expectations on arrival and departure
 - ✓ regularly communicate expectations for attendance and punctuality and school performance through regular channels of communication with staff, pupils and parents
 - ✓ establish and monitor implementation of rewards for attendance and punctuality and sanctions for absence and lateness.
- Monitoring implementation of policy and practice, for example through form time, drop in, shadow late gate, planner checks
- Engaging community businesses, partners and residents to promote attendance and report non-attendance.
- Monitoring of whole school data regularly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions
- Establishing and ensuring implementation and robust monitoring of arrangements to identify, report and support children missing education (CME) or at risk of becoming CME

Ensuring compliance with guidance regarding Children Missing Education - see Herts Grid

<https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/children-missing-from-education>

- Engaging pupils in consultation on attendance policy, practice, rewards and sanctions

Senior Leadership Team (SLT)

The SLT is responsible for:

- Implementing the policy with the Head.
- Offering a clear vision for attendance improvement.
- Championing and improving attendance.
- Ensuring practice is in place to address persistent and severe absence is robust.
- Evaluating and monitoring expectations and processes
- Oversight of data analysis -
- Monitoring and analysing attendance data regularly to allow early intervention to address issues. This includes raising concerns with other agencies like children's social care and early help services which are working with families.
- Robust school systems which provide useful data at cohort, group and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as:
 - ✓ children who have a social worker including looked-after children
 - ✓ young carers
 - ✓ children who are eligible for free school meals
 - ✓ children who speak English as a second language
 - ✓ children who have special educational needs and disabilities
- Keeping the Head and all school staff informed of attendance figures and trends by providing regular reports to enable them to track the attendance of pupils and to implement attendance procedures
- compiling attendance data for the Head, the Governing Body and the Local Authority Attendance Officer (LAAO).
- Ensuring a positive working relationship with the LAAO is fostered, including attending Attendance Targeted Support Meetings.
- Communicating messages to pupils and parents
- School attendance, safeguarding and pastoral support policies which should clearly outline:
 - ✓ the key principles
 - ✓ rules pupils need to follow
 - ✓ routines
 - ✓ consequence systems

- If required, holding regular meetings with the parents of pupils who the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Undertaking home visits in line with school's safeguarding responsibilities to engage families and ensure children are safe.
- Identifying pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- Making sure escalation procedures to address absence are initiated proactively, understood by pupils and families, implemented consistently and their impact reviewed regularly.
- The escalation of procedures to address absence needs to be:
 - understood by pupils, parents and carers
 - implemented consistently
 - reviewed regularly
- ensuring that the Local Authority is notified of any pupil who fails to attend school regularly via a **10 Day Absence Form**.

See guidance on HCC Grid for form –

<https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/attendance-guidance-and-statutory-responsibilities>

Teaching staff

Teachers are responsible for:

- Ensuring the effective whole school culture of high attendance is underpinned by setting an example of punctuality and good attendance.
- Implementing the policy and ensuring it is applied fairly and consistently.
- Ensuring that the registers are taken at the start of the morning session and once during the afternoon session and are accurate and up to-date;
- Reviewing class and individual attendance patterns;
- Informing the school attendance champion/line manager of any concerns;
- Emphasising with pupils the importance of punctuality and good attendance.
- Reminding parents of their commitment to this policy.

- Building respectful relationships with staff, pupils, families and other stakeholders in order to secure their trust and engagement. Making sure there is a welcoming and positive culture across the school.
- Communicating openly and honestly with staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- Holding regular meetings with the parents of pupils who the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
- Modeling respectful relationships and appropriate communication for staff and pupils. This will help relationships between pupils and staff to reflect a positive and respectful culture. All staff members should:
 - ✓ treat pupils with dignity
 - ✓ build relationships rooted in mutual respect and observe proper boundaries
 - ✓ take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence handling confidential information sensitively
 - ✓ understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils, particularly for children with a social worker and those who have experienced adversity
 - ✓ communicate effectively with families regarding pupils' attendance and well-being

You should:

- Rehearse and reinforce attendance and punctuality expectations continually
- Emphasise the importance of attendance and its impact on attainment
- Promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom
- Promote rewards and celebrate progress but continue to outline sanctions
- Apply rewards and sanctions consistently
- Follow up on absence and lateness with pupils to identify barriers and reasons for absence
- Contact parents and carers regarding absence and punctuality

- Review form or tutor group attendance weekly to share data, identify issues, intervene early and help set targets
- Periodically review practice and consistency both across and between departments
- Proactively promote attendance practice as part of staff induction
- Consider the individual needs and vulnerabilities of pupils

Pupils at risk of severe or persistent absence – good practice recommendations (this list is not exhaustive)

- Welcome pupils back following an absence and provide good catch-up support to build confidence and bridge gaps. This could include:
 - ✓ lesson resources
 - ✓ buddy support
 - ✓ one to one input
 - ✓ meet with pupils to discuss absence, patterns, barriers and problems
 - ✓ establish action plans to remove barriers, provide additional support and set targets. This could include:
 - ✓ lunchtime arrangements
 - ✓ support with uniform, transport, wake up routines or emotional wellbeing
 - ✓ lead daily or weekly check-ins to review progress and the impact of support
 - ✓ make regular contact with families to discuss progress
 - ✓ consider what support for re-engagement might be needed, including for vulnerable groups
 - ✓ prepare supporting resources to ensure pupils can access learning when they return
 - ✓ develop targeted intervention to address gaps and build pupils' confidence (including considering small group additional support)
 - ✓ contribute to action plans which attendance staff draw together where appropriate
 - ✓ provide tailored praise and encouragement when pupils attend and arrive on time

Office staff

Expectations:

- To ensure the recording of attendance and absence data is accurate.
- To ensure robust day-to-day processes are in place.
- To track and follow up absence and poor punctuality (implement punctuality routines such as late gate or sign in procedures).
- Provide appropriate support and challenge to establish good registration practice.
- Carry out robust first day calling procedures including priority routines for vulnerable children including children with a social worker. If absence continues without explanation, further contact should be made to ensure safeguarding.

- Identify any absences that are not explained for each session and contact parents to understand why and when the pupil will return.
- Where absences are recorded as unexplained in the attendance register the correct code should be inputted as soon as the reason is ascertained, but no later than 5 working days after the session.
- Where reasonably possible, ensure school holds more than one emergency contact number for each pupil.
- Keep parents informed on a regular basis of their child's attendance and absence record (this should be communicated to parents in an easy-to-understand format and percentage headlines should be avoided. For example, concentrate on the amount of time missed and the impact on the pupil's learning).
- Implement children missing education (CME) procedures when appropriate -
- See guidance on HCC Grid regarding Children Missing Education, <https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/children-missing-from-education>
- Engage with feeder schools or organisations to access absence information in order to identify target cohorts prior to transfer, including mid-year transfers and managed moves.

Parents/carers

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at a school.

- Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school every day school is open.

Parents are responsible for:

- ✓ ensuring that their children are punctual and know the importance of good attendance.
- ✓ instilling in their children an appreciation of the importance of attending school regularly.
- ✓ impressing upon their children the need to observe the school's code of conduct.
- ✓ informing the school on the first day of absence, **by 9am** at the latest.
- ✓ providing the school with an explanation for the absence.
- ✓ informing the school of any changes to their contact details.
- ✓ taking an active interest in their children's school career, praising and encouraging good work and behaviour and attending parent's evenings and other relevant meetings.
- ✓ working in partnership with the school to resolve issues and help the school to understand their child's barriers to attendance.
- ✓ proactively engage with the support offered by school to prevent the need for more formal support.
- ✓ If formal support is needed, proactively engage with this support to prevent the need for any legal intervention.
- ✓ booking any medical appointments around the school day where possible.
- ✓ only requesting leave of absence in exceptional circumstances and do so in advance.
- ✓ treating staff with respect
- ✓ actively supporting the work of the school
- ✓ calling staff for help when they need it

- ✓ communicating as early as possible circumstances which may affect absence or require support

Pupils

We have high expectations for our pupils to attend school on time, every day, ready to learn.

We expect the following from all our pupils:

- ✓ they will attend school regularly;
- ✓ that they will arrive on time and ready for the day's learning;
- ✓ that they will inform a member of staff of any concern or issue that may prevent them from attending.

Statutory Attendance & Participation Team (Local Authority)

- Our school works in partnership with the Statutory Attendance & Participation Team to devise a strategic approach to attendance.
- The Headteacher or Attendance Champion (SLT) will meet with the link LAAO when required to discuss and improve attendance for all persistently absent or severely absent pupils.
- Action Plans will be developed for all persistently and severely absent pupils. The school may request support from the LAAO for advice and guidance with the implementation of these action plans.
- If parents do not proactively engage with support offered through the action plan, then formal intervention may be requested from the LAAO.
- If parents do not engage with formal support, the school may request statutory intervention from the Local Authority.
- Statutory intervention can include:
 - Parenting Contract
 - Fixed Penalty Notice application from school
 - Parenting Order
 - Education Supervision Order
 - Prosecution

Good Attendance

The school encourages good attendance by:

- Using clear and consistently applied systems and processes to improve, reward and incentivise attendance and address absences. Makes sure these systems are inclusive and appropriate for all pupils.

- Publicising good attendance on newsletters and the termly report to the Governing Body.
- Keeping parents informed on a regular basis of their child's attendance and absence record (this should be communicated to parents in an easy-to-understand format and percentage headlines should be avoided. For example, concentrate on the amount of time missed and the impact on the pupil's learning).

Punctuality

- The gate opens at 8.20am KS2 and close at 8.30am - 8.30am is the official start time for children in Years 3, 4, 5 and 6. The doors open at 8.35am for KS1 Reception with 8.45am as the official start time.
- The register will be open for no longer than 15 minutes after the session begins. If a pupil arrives within the 15 minutes but after the official start time, they will be marked as late.
- Pupils who arrive after the register has closed at 8.45am (KS2)/9am (KS1/Rec) and parent/carer provides a satisfactory explanation will be marked as 'authorised absent' for that session.
- Pupils who arrive after the register has closed and parent fails to provide a satisfactory explanation will be marked as 'unauthorised absent' for that session (Code U).
- School may arrange a meeting with parents to discuss concerns so that the problem can be addressed.

Pupils at risk of Persistent Absence

School is expected to:

- proactively use data to identify pupils at risk of poor attendance.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support parents to access any required services where out of school barriers are identified.
- If the issue persists, take an active part in a multi-agency effort with the Local Authority and other partners.
- Act as the Lead Practitioner where all partners agree that the school is the best placed lead service.
- Where the Lead Practitioner is outside of the school, continue to work with the Local Authority and partners.

Pupils who are persistently absent

Persistent absence occurs when a child's attendance is at or falls below 90%. Absenteeism at this level will considerably damage a pupil's educational prospects and the school will work alongside parents/carers to tackle this issue.

School is expected to:

- ✓ Continue support as for pupils at risk of becoming persistently absent.
- ✓ Ensure additional targeted support is in place to remove any barriers. Where necessary this includes working with partners.
- ✓ If there is lack of engagement, hold more formal conversations with parents, being clear about the potential need for legal intervention in future.
- ✓ Where support is not working or being engaged with, work with the Local Authority on legal intervention.
- ✓ If there are safeguarding concerns, intensify support through statutory children's social care.
- ✓ Work with other local schools, such as schools previously attended or schools of siblings.

Pupils who are severely absent

Severe absence occurs when a child's attendance is at or falls below 50%.

School is expected to:

- ✓ Continue support as for pupils who are persistently absent.
- ✓ Agree a joint approach for all pupils who are severely absent with the Local Authority.

Pupils who are severely absent may be at risk of CCE/CSE/grooming etc. and teachers must ensure this cohort is made the top priority for action and support.

You must be especially conscious of any potential safeguarding issues ensuring joint working between the school, children's social care services and other statutory safeguarding partners.

Often severely absent pupils have additional needs and therefore it is vital that school ensure all appropriate services are informed and aware of the pupil's absence so suitable support can be considered, and education provided/accessed.

Absence

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence.

If, after further investigation doubt remains about the explanation offered – or when no explanation is forthcoming at all – the absence will be treated as unauthorised and the parent informed.

- Leave of absence can be applied for in advance (see form Appendix 1). It is the school's decision as to whether this is granted because of exceptional circumstances relating to the application (parents cannot expect, as of right, that the school will grant leave of absence).
- Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued.

HCC will not issue a child performance licence where absence is required without the written permission of the Headteacher.

Fixed Penalty Notices

Our school follows Hertfordshire County Council's Penalty Notice for Truancy Code of Conduct and procedures.

- We expect parents/carers to work with us to address attendance problems.
- If a pupil has at least 15 sessions (half day= 1 session) unauthorised absence in the current and/or previous term (including unauthorised holidays), the Head Teacher may ask the Local Authority to issue a Penalty Notice.
- The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 28 days.
- There is no right of appeal by parents against a Fixed Penalty Notice.
- If the penalty is not paid the Local Authority may prosecute parents/carers for their child's irregular attendance.

Follow guidance on HCC Grid when considering a Fixed Penalty Notice - <https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/penalty-notices-for-unauthorised-absenceholiday>

Part-time timetables

- As part of the framework for the inspection of services for children in need of help and protection, children looked after, and care leavers (Ofsted June 2015) local authorities are required to provide detailed data on school age children in their area who are not in receipt of full-time education and schools are similarly expected to maintain data on students of compulsory school age who are on their roll but attending on a part-time timetable.
- The Local authority has published guidance for all maintained school, academies, free schools, studio schools, UTCs, ESCs and PSBs on the use of part-time timetables for pupils of compulsory school age (the term after their fifth birthday to the last Friday in June following their 16th birthday)
- All schools are required to return information on children who are on part-time tables within five days of the pupil starting or ending a part-time timetable.

Follow guidance from HCC Grid when considering a part-time timetable - <https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/attendance-part-time-students>

Holy Trinity CE School



Leave of Absence Request Form

Taking your child out of school during term time may harm your child’s academic progress.

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Name of Child(ren):	
Date of Birth:	Class:
Date of First Day of Absence:	Number of Days Requested:
Date of Return:	Known siblings and school(s) attending:

Exceptional Circumstances (reason) for Leave of Absence during term time:

Signed: Parent/Carer:
.....

Date:

To

I confirm receipt of your request for appointment absence and in this instance the absence will be recorded as AUTHORISED/UNAUTHORISED.

Date(s) of absence:

Signed Date
..... Headteacher

Copy for: PF File Parent/Guardian