



**CRESTWOOD  
COMMUNITY SCHOOL**

# Attendance Policy

**Updated: November 2018**

**Review cycle: Yearly**

**Tim Nash**

## RATIONALE / STATEMENT OF INTENT

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel valued and welcome. Parents and students play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

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

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

While the parent is primarily responsible for ensuring their school-registered child attends regularly, where school attendance problems occur, the key to successfully resolving these problems is engaging the child through effective case management and collaborative working between the student, parent, school and local authority.

It is important that everyone works together to help children obtain the best possible start in life with a good education. Parents should therefore be encouraged to work in partnership with the school, notifying the school of the reason for any of their child's absences and highlighting any areas of concern they may have so they can be addressed promptly.

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

### Expectations of Attendance Levels

These are the attendance bands we are working with for the academic year 2017/2018. Please see appendix A.

**GREEN Band = 97% to 100%**

**YELLOW Band = 95% to 96.9%**

**AMBER Band = 93% to 94.9%**

**PINK Band = 90% to 92.9% (Persistent Absentee – PA)**

**RED Band = 0% to 89.9% (Persistent Absentee - PA)**

The Overall School Attendance Target for the whole year is **96% and above**.

We expect that all students will:

- attend school regularly
- attend school punctually
- attend school appropriately prepared for the day
- discuss promptly with their tutor or Year Leader any problems that prevent them from attending school

**Good attendance is important because:**

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

Please contact the following member of staff with any concerns you may have:

<a href="mailto:tim.nash@crestwood.hants.sch.uk">tim.nash@crestwood.hants.sch.uk</a>	Tim Nash - Head of School Cherbourg Campus & Pastoral Lead
<a href="mailto:jane.cole@crestwood.hants.sch.uk">jane.cole@crestwood.hants.sch.uk</a>	Mrs Jane Cole Attendance Officer/Home School Link Worker
<a href="mailto:matt.lewis@crestwood.hants.sch.uk">matt.lewis@crestwood.hants.sch.uk</a>	Mr Matthew Lewis – Year 7 Leader and Assistant Year 8 Leader
<a href="mailto:oliver.hollman@crestwood.hants.sch.uk">oliver.hollman@crestwood.hants.sch.uk</a>	Mr Oliver Hollman – Year 7 Leader and Assistant Year 7 Leader
<a href="mailto:chloe.buckingham@crestwood.hants.sch.uk">chloe.buckingham@crestwood.hants.sch.uk</a>	Mrs Chloe Buckingham – Year 9 Leader
<a href="mailto:josh.buckingham@crestwood.hants.sch.uk">josh.buckingham@crestwood.hants.sch.uk</a>	Mr Josh Buckingham – Year 10 Leader
<a href="mailto:ben.vass@crestwood.hants.sch.uk">ben.vass@crestwood.hants.sch.uk</a>	Mr Ben Vass – Assistant Year 9 and 10 Leader
<a href="mailto:jonathan.russell@crestwood.hants.sch.uk">jonathan.russell@crestwood.hants.sch.uk</a>	Mr Jonathan Russell - Year 11 Leader and Assistant Headteacher
<a href="mailto:laura.dewey@crestwood.hants.sch.uk">laura.dewey@crestwood.hants.sch.uk</a>	Miss Laura Dewey – Assistant Year 11 Leader - Shakespeare
<a href="mailto:aaron.bezant@crestwood.hants.sch.uk">aaron.bezant@crestwood.hants.sch.uk</a>	Mr Aaron Bezant – Assistant Year 11 Leader - Cherbourg
<a href="mailto:zena.smith@crestwood.hants.sch.uk">zena.smith@crestwood.hants.sch.uk</a>	Mrs Zena Smith - Pastoral Support Officer - Cherbourg
<a href="mailto:denise.sharp@crestwood.hants.sch.uk">denise.sharp@crestwood.hants.sch.uk</a>	Mrs Denise Sharp - Pastoral Support Officer - Shakespeare
<a href="mailto:michaila.dieng@crestwood.hants.sch.uk">michaila.dieng@crestwood.hants.sch.uk</a>	Mrs Michaila Dieng - Pastoral Support Officer - Shakespeare

## The impact absence has on attendance

Attendance % rate	Approximate number of days off in a school year	School time missed by the end of Year 11
100%	0	0
95%	10	¼ of a year
90%	20	½ of a year
85%	30	¾ of a year
80%	40	One school year

## PROMOTING GOOD ATTENDANCE

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

There are two attendance sessions every day AM and PM, therefore missing school for a whole day counts as two absences.

### Responsibilities of Parents and Carers:

We expect that all parents/carers who have day to day responsibility for the children and young people, will help prevent your child skipping school by:

- Contact the school on every day of absence
- Support the school with their child in aiming for 100% attendance each year.
- Making sure they understand the importance of good attendance and punctuality.
- Take an interest in their education - ask about school work and encourage them to get involved in school activities.
- Discuss any problems they may have at school - inform their tutor or Year Leader about anything serious.
- Not letting them take time off school for minor ailments - particularly those which would not prevent you from going to work.
- Arrange appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to your child's education and to the school.
- Lack of sleep. If your child has been ill in the night and has had broken sleep, please consider sending them into school in the afternoon. Your child may feel better and they will have the chance to catch up on the learning.

### Responsibilities of Students:

- Attend every day unless they are ill or have an authorised absence.
- Arrive at school on time.
- Go to all their registrations and lessons on time.

- Take responsibility for registering at the Reception of Main Office if they are late or are leaving the school site during school hours.

### **Responsibilities of Classroom Staff:**

- Ensure that all students are registered accurately
- Promote & reward good attendance at all appropriate opportunities.
- 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.

### **Responsibilities of the School's Attendance Leader**

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

### **Good Attendance**

As a parent/carer you want the best for your children. Having a good education is an important factor in opening up more opportunities in adult life. Did you know:

- a child who is absent a day of school per week misses an equivalent of two years of their school life
- 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all
- poor examination results limit young people's options and poor attendance suggests to colleges and employers that these students are unreliable
- poor school attendance is also closely associated with crime a quarter of school age offenders have truanted repeatedly
- at least 1 million children take at least one half day off a year without permission
- 7.5 million school days are missed each year through unauthorised absence.
- GCSEs may seem a long way off for you and your child but all absence at any stage leads to gaps in your child's learning. This in turn can:
  - mean that they fall behind in work
  - affect their motivation
  - affect their enjoyment of learning
  - lead to poor behaviour
  - affect their desire to attend school regularly
  - affect their confidence in school
  - mean they miss out on the social life of school and extra-curricular opportunities and experiences
  - affect their ability to have or keep friendships.

## The impact of attendance on attainment



<b>Less than 85% Attendance</b> Less than 30% chance of 5 A* - C grades
<b>88% Attendance</b> Less than 35% chance of 5 A* - C grades
<b>90% Attendance</b> Less than 50% chance of 5 A* - C grades
<b>92% Attendance</b> Fair chance of 5 A* - C grades
<b>94% Attendance</b> Good chance of 5 A* - C grades
<b>Above 95% Attendance</b> Very good chance of 5 A* - C grades

## RECORDING ATTENDANCE

Students are expected to attend school every day for the entire duration of the academic year, unless there is an **exceptional reason** for the absence.

Schools must legally take an attendance register twice a day. The first mark is 8.30am, and again at the start of Period 3 - 12.05pm. Any absences will be recorded with a specific code depending on the type of absence. Absences fall into two main categories:

- **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.

Examples of absences which the school is unlikely to authorise can include:

- sickness of a parent, or other family member
- inadequate clothing for school
- child being used as a carer
- problems with transport
- non-urgent medical treatment
- school refusal or truancy
- days off for birthdays, shopping trips
- family holiday since new regulations came in September 2013.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. 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.

## What to do if my child is absent?

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

### First Day Absence:

In the case of absence parents must make contact with the school on the first day of absence, and all subsequent days of absence. Please make this phone call, text or email by **9am**. For any absence that we do not receive a reason for, the absence will be **unauthorised**.

- Tel: **023 8064 1232** and select option **1** from the menu to report an absence.
- Text message to **01208 455002** (please note this number does not accept phone calls)
- Email to [sc8504191a@schoolcomms.com](mailto:sc8504191a@schoolcomms.com) (only to be used for absence reporting and only if we have your email address registered on the system with us)

If we do not receive a reason for absence, you will receive a text message reminding you **to reply by text message, email, or telephone** the school to provide us with the reason for your child's absence.

Please send your child back to school with a note clearly stating their reason for absence. For prolonged absence, clear medical reasons are needed to support illness. Medical evidence can be provided as an appointment card, hospital letters, prescriptions or medicine packets.

**Third Day Absence** - If your child is not seen and contact has not been established with you, any of the named parent/carers, after three days of absence the school is required to start a child missing in education procedure as set down by Hampshire County Council Guidance. We will make all reasonable enquiries to establish contact with parents and the child, including making enquiries to known friends, wider family. Although we adhere to County guidelines, the school will endeavour to make contact with someone on the first day.

**Ten Day's Absence** - We have a legal duty to report the absence of any students who are absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer, then the Local Authority is notified that the child is 'at risk of missing'. Children's Services Staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number.

### Continued or On-going Absence

Schools have been notified that from September 2015 the Government will reduce the current persistent absence threshold from 85 % to 90%.

If your child misses 10% (3 weeks / sessions) or more schooling across the school year for whatever reason they are defined as persistent absentees. This is attendance **90.9%** and below.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90% we will contact you and depending on the reasons for the absence it could result in a Penalty Warning notification and a fine.

## Attendance Absence Support Process:

If a student's attendance falls below **96%**, parents will be informed. This will be an initial letter or email to raise your awareness and will ask that you communicate any concerns you may have at this early stage with your child's Progress/Year Leader.

The school will consider taking further action when:

- 1 week (5 school days) of unauthorised absence has occurred.
- 10 unauthorised absences in a 10 week period (this could also prompt the issuing of a penalty notice)
- 10 late sessions (after the close of registers) over a 10 week period.
- A child continues to be regularly late in school.

Absence from school can only be authorised for the following reasons:

- Illness
- Medical or dental appointments
- Religious observance
- Bereavement of a member of the close family

Unauthorised absences, including truancy, are recorded on a student's registration certificate, which may be used as a point of reference for future employers, colleges or universities.

**Parents should not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school. The ultimate responsibility to authorise absence rests with the Head Teacher. A note or telephone call does not automatically entitle an absence to be authorised. In the case of illness the school has a right to request further information if necessary.**

## NHS ADVICE

**When your child is unwell, it can be hard deciding whether to keep them off school. A few simple guidelines can help. [www.nhs.uk](http://www.nhs.uk)**

Not every illness needs to keep your child from school. Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions.

- Is your child well enough to do the activities of the school day? If not, keep your child at home.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would you take a day off work if you had this condition? If so, keep your child at home.

## COMMON CONDITIONS

If your child is ill, it's likely to be due to one of a few minor health conditions. Whether you send your child to school will depend on how severe you think the illness is. This guidance can help you make that judgement.

Remember, if you're concerned about your child's health, consult a health professional.

- **Cough and cold.** A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether the child should stay off school.
- **Raised temperature.** If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better.
- **Rash.** Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.
- **Headache.** A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP.
- **Vomiting and diarrhoea.** Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.
- **Sore throat.** A sore throat alone doesn't have to keep a child from school. If it's accompanied by a raised temperature, the child should stay at home.

Type of Illness	NHS recommended period to be kept away from school.	NHS comments
<b>Diarrhoea or vomiting</b>	48 hours since last episode	This may vary in each case, please contact school for further advice.
<b>Flu</b>	Until recovered	
<b>Whooping Cough</b>	5 days from commencement of antibiotics or 21 days from onset if no antibiotic treatment	After treatment non-infectious coughing may continue for many weeks. Vaccination is available.
<b>Conjunctivitis</b>	None	
<b>Head Lice</b>	None if the hair has been treated	Recommend use of proprietary hair conditioner combed through the hair with a nit comb.
<b>Mumps</b>	5 days from onset of swelling (vaccination)	Mumps in teenage children can cause other serious medical complications.
<b>Thread Worms</b>	None	Treatment is required for the child and household contacts.
<b>Tonsillitis</b>	None	There are many causes, most are due to viruses and do not need antibiotics.
<b>Chicken Pox</b>	5 days from onset of rash or until spots are crusted over – common March – May	Chicken Pox can effect pregnant women if they have not already had the infection.
<b>Cold Sores (Herpes simplex)</b>	None	Avoid contact with the sores.
<b>German Measles</b>	5 days from the onset of rash. Can be vaccinated against.	If pregnant women or children under 13 months come into contact with German Measles they should inform the GP immediately.
<b>Hand, Foot and Mouth</b>	None	
<b>Impetigo</b>	Until lesions are crusted and healed or 48 hours after starting antibiotics	Antibiotics can speed the healing process and reduce the infectious period
<b>Measles</b>	4 days from the onset of rash	If a pregnant woman comes into contact with measles they should inform the GP immediately
<b>Warts and Verrucae</b>	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
<b>Glandular Fever</b>	None	
<b>Slapped Cheek</b>	None – most cases are caught late winter, early spring	Pregnant women, people with weak immune systems or blood disorders who come into contact with slapped cheek should contact their GP/

## **My Child Has A Dentist, Doctor Appointment or Music Exam etc. What Should I Do?**

Please try to make appointments out of school hours but if this is not possible, your child should only be out of school for the minimum amount of time necessary for the appointment.

Taking a whole day off school for a dental/medical appointment is unacceptable.

You can advise us of any appointments that are made by any of the three following ways:

- Tel: **023 8064 1232** and select option **1** from the menu to report an absence.
- Text message to **01208 455002** (please note this number does not accept phone calls)
- Email to [sc8504191a@schoolcomms.com](mailto:sc8504191a@schoolcomms.com) (only to be used for absence reporting and only if we have your email address registered on the system with us)

## **I Need To Take My Child Out Of School For Another Reason. What Should I Do?**

Please write a brief letter of explanation to the Head Teacher and send this to the School Office. We realise that you may need to ask for permission at very short notice, but please make every effort to contact us in advance. All requests for student's being absent from school must come through the main school office.

## PUNCTUALITY / LATENESS

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school is used to give out instructions or organise work. If your child is late they can miss work, time with their class teacher getting vital information, cause disruption to the lesson for others, and can be embarrassing leading to possible further absence. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes

### REGISTRATION starts promptly at 8.30am EVERY DAY

- If your child arrives between **8.30am and 9am** they will receive a “Late before registration closes”.
- Students who arrive **after** the register closes at **9am** will be marked with an unauthorised absence code ‘U’ in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence for the whole session. This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the student to be late.

The following expectations apply to all students:

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.

- School starts at **8.30am** and students should be here promptly to attend registration. Students are expected to be in school **five minutes prior** to this start time.
- As soon as the bell goes for the start of the day at 8.30am, any student arriving after this time must come through the reception and register themselves on the InVentry Signing in System. We ask that the student provides an explanation for their lateness.
- If a student arrives after 8.30am with a genuine reason, this will be taken into consideration. Each student is treated on an individual basis.
- A text message will be sent to you during the course of the morning to inform you that your child was late to school.

For health and safety reasons it is important that the school knows who is in the building. Students arriving late should therefore report to the main school office. **It is important that all students arriving late follow this procedure.**

For the same reason it is important that parents of students leaving the premises legitimately (eg: for a medical appointment), or returning to school later in the day inform the main school office. The school office will record that the child has left the school site and will mark them back in when they return.

### PUNCTUALITY – LATE SANCTIONS

Daily Late - Text Message sent to inform parents. Tutors to pick students up and allocate relevant DT – either Lunch time, break or after school.
3 lates in a week – 1 hour school detention
10 or more unauthorised Lates – Further action leading to Penalty Notice Warning Letter
Anything after 9am is an unauthorised late and has a negative affect on your overall percentage attendance and may lead to a penalty notice being issued to parents.

Students who are consistently late are disrupting not only their own education but also that of the other students. On-going and repeated lateness is considered as unauthorised absence and will be subject to legal action.

Parents, guardians, or carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period the school or the Hampshire County Council will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance.

## REQUEST FOR LEAVE OF ABSENCE

### Can I Get Permission To Take My Child On Holiday During Term Time?

#### **No Term Time Leave of Absence:**

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, will come into force on **1 September 2013**.

“Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted”.

The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining ‘exceptional’ are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school, and family to family. There is however, no legal entitlement for time off in school time to go on holiday **and in the majority of cases holiday will not be authorised**.

**Parents/Carers wishing to apply for leave of absence must apply in writing on the Leave of Absence form that can be obtained from the main school office or from the school website. It must be in advance and before making any travel arrangements.**

**The Leave of Absence form states that the form serves as a Penalty Notice Warning letter to parents/carers.**

If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. If the number of sessions absent hit the thresholds set down in Hampshire’s Code of Conduct parents/carers will be issued with a fixed penalty fine, or other legal action in accordance with the code.

Taking holidays in term time will affect your child’s schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

## **Legal Measures for absences taken when the Headteacher has declined parent/carers request for leave of absence:**

Where a student has unauthorised absence due to either:

- Non approval of a parent/carer's request for leave of absence
- OR
- A holiday that has been taken without permission

and the unauthorised absence (coded 'G') is for 10 or more sessions (5 days) in any 100 possible school sessions, 10 week period, then a penalty notice for non-attendance will be issued.

## **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 licence 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.

## **Absence through competing at regional, county or national level for Sport.**

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the headteachers discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching.

## PENALTY NOTICES FOR NON ATTENDANCE AND OTHER LEGAL MEASURES:

In Education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

### Legal Measures for tackling persistent absence of lateness

Hampshire Schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered through the referral to Hampshire's Attendance Legal Panels where:

1. The child or family do not require the support from any agency to improve the attendance
2. The child has 10 or more sessions of unauthorised absence in any continuous 100 session period, and parents are complicit in the child's absence.

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

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty notices
- Education Supervision Orders
- Prosecution

Where a child has **unauthorised absence** the school must enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families with the authority. A copy is available on the school website.

### Penalty Notices for non-attendance – Hampshire's Code of Conduct

The Code of Conduct states that:

Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the student has been:

- Absent for 10 or more half-day sessions (5 school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive (codes G, U, or O on the register)
- Persistently late (coded 'U') for up to 10 sessions (5 days) after the register has closed.
- Persistently late before the close of the register (coded 'L') but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (coded 'O') and where the threshold of 10 sessions (5 days) has been met.
- Absent for any public examinations of which dates are published in advance.
- Absent for any formal school assessments, tests or examinations where the dates have been published in advance.

Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

Parents and Carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence either via a letter, through the leave of absence request form, or through the schools attendance policy and website. The Penalty Notice is a fine that is issued to each parent/carer who condoned (or was responsible for

the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school of Hampshire County Council will decide whether a Penalty Notice is issued to one or more parent/carers for each child.

N.B: This could mean four Penalty Notices for a family with two siblings both with unauthorised absence for holiday, i.e one Penalty Notice for each child to each parent.

A Penalty Notice is a fine of £60/£120 imposed on parents, which may be issued as an alternative to prosecution. It does not require a court appearance and does not result in a criminal record. Payment of a Penalty Notice enables the parent/carer to discharge the potential liability for prosecution and subsequent conviction. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided.

Penalties can be used where the student's absence has not been authorised by the school. Penalties may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion of this and the days to which it applies.

### **Payment of Penalty Notice**

Each penalty notice carries a fine of £60 if paid **within** 21 days of the penalty notice being posted. If the fine is not paid within 21 days the Penalty is automatically increased to £120 if paid **within 28 days**. If the fine remains unpaid the Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Please see the school website under **Policies** and **Penalty Notices** for a link to the information provided by Hampshire on the issuing of Penalty Notices.

## 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 your child's (class teacher/form tutor/ Head of Year/Attendance Officer), immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. 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.

## LEAVERS

If your child is leaving our school (other than when leaving at the end of Year 11) parents are asked to:

1. Give the attendance officer 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 to our school 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.

## Study Leave

We believe that students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and students will be expected to attend school in the usual way. Study leave will **only** be granted to Year 11 students during the time of the GCSE examination period. Should any students wish to attend school (or should their parents wish them to) on the days and at times when they are not sitting examinations, arrangements will be made for them to do so. The school will work within the legal requirements of:

- study leave should only be granted to Year 11 students and never to those in other year groups
- it should never exceed 15 school days in a year and is most appropriately granted during the examination period itself, i.e. not before the beginning of that period
- it should always be granted sparingly taking account of an individual student's ability to manage and benefit from unsupervised study
- any student has the right to attend school during study leave and a parent has the right to insist he/she does so

- any sessions given to students as study leave has a statistical meaning of authorised absence (it is not an 'approved educational activity' as it is unsupervised) and should be recorded and reported on by the school as such

## **Teenage Pregnancy**

Support will be directed to keeping a student in school and wherever possible her return to full time education as soon as possible after the birth. A student who becomes pregnant should be allowed no more than 18 weeks authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.

# Attendance Diamond

Crestwood



CRESTWOOD  
COMMUNITY SCHOOL



Attendance Groups	
Green	No Risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action