



## Attendance Policy

Policy reviewed and updated	September 2025
Date of next review	July 2026
This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate	

### 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

### 2. Legislation and Guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (students Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- [Keeping Children Safe in Education](#)
- Mental health issues affecting a student's attendance: guidance for schools

### **3. Roles and Responsibilities**

#### **3.1 The Governing Board**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

#### **3.2 The Headteacher**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

#### **3.3 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Setting a clear vision for attendance improvement
- Evaluating and monitoring expectations, progress and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families

#### **3.4 The Attendance Officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with Hillingdon Attendance Support Team to tackle persistent absence
- Advising the Assistant Headteacher (authorised by the Headteacher) when to issue fixed-penalty notices
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND in conjunction with the SENDCO.
- Communicating with the local authority when a student with an Education, Health and Care (EHC) Plan has falling attendance, or where there are barriers to attendance that relate to the student's needs

### **3.5 Class teachers/form tutors**

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via the Bromcom management system for all timetabled lessons and form time.

### **3.6 School Admin staff**

School admin staff will:

- Take calls, emails and messages from parents/carers about absence on a day-to-day basis and record it on the school system
- Call home for students who are absent without notification from parents

### **3.7 Parents/Carers**

Where this policy refers to a parent or carer,, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/carers are expected to:

- Make sure their child attends every day, on time
- Call the school to report their child's absence before 8:30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Provide medical evidence for appointments during school hours
- Seek support, where necessary, for maintaining good attendance, by contacting [attendance@hfschool.org.uk](mailto:attendance@hfschool.org.uk)

### **3.8 Students**

Students are expected to:

- Attend school every day
- Be on time to school every day

## **4. Recording Attendance**

### **4.1 Attendance register**

We will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of every timetabled lesson, including form time. It will mark whether every students is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made

- The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Students must arrive in school by 8:25am on each school day. The register for the first session will be taken at 8:30am and will be kept open until 9am. The register for the second session will be taken at 12:30.

#### **4.2 Unplanned absence**

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am by calling the school reception (01895 822 108) or logging the absence on the school website under 'Report a short term absence'.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

#### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

Parents can inform the school of their child's medical appointments by emailing [attendance@hfschool.org.uk](mailto:attendance@hfschool.org.uk) or by logging on Harefield School Website under 'Reporting a medical appointment'.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the students should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and punctuality**

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code 'L'

- After the register has closed will be marked as absent, using the appropriate code 'U'

Students who arrive late to school will receive a detention the same day. Students whose punctuality is a concern may be placed on a punctuality report and parents/carers will be invited in for a meeting.

#### 4.5 Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may conduct a home visit and request support from the safer schools police officer.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Participation Team and make a referral to Hillingdon Child Missing in Education Team.
- Where relevant, report the unexplained absence to the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: [issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate]

#### 4.6 Reporting to parents/carers

Half-termly letters will be sent to parents/carers to inform them about their child's attendance and absence levels.

### 5. Authorised and Unauthorised Absence

#### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for. There is no automatic entitlement in law to time off in school to go on holiday. The headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Examples of 'exceptional circumstances' may be religious observance, illness of an immediate family member. The Headteacher will make decisions on a case by case basis.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least four weeks notice before the absence, and in accordance with any leave of absence request, please email [attendance@hfschool.org.uk](mailto:attendance@hfschool.org.uk). The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include:

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 5.2 Legal Sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

### Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice 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 5 days of a suspension or

exclusion (where the school has notified the parents that the student must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- The borough of Hillingdon will provide a timeframe.
- The grounds on which a penalty notice may be issued before the end of the improvement period

## **6. Strategies for promoting attendance**

### **Promoting Good Attendance**

- Positive comments, phone calls home and praise by Form Tutors/HOK/HOY
- Awards/Pizza parties given in Achievement Assembly linking attendance, punctuality and attainment.
- Certificates given out for 100% attendance and punctuality in Achievement Assemblies.
- Letters/positive notes sent home to parents by HOY/HOK.
- Positive notices with news put in registration notices
- Form/Class Attendance Achievement put on the Year Achievement Noticeboards.
- Workshops for parental engagement
- Breakfast Club
- Weekly raffle for 100% attendance

## **7. Supporting students who are absent or returning to school**

### **7.1 Students absent due to complex barriers to attendance**

When addressing students with complex barriers to attendance, our approach is centred on collaboration, understanding, and support. We work closely with families to identify the underlying causes that may be contributing to absenteeism, recognising that these barriers can vary widely and may include social, emotional, academic, or logistical challenges. Through open communication and regular meetings, we develop individualised support plans that may involve referrals to counselling services, academic assistance, or adjustments to the learning environment. Our goal is to remove obstacles to attendance by ensuring that every student feels supported and empowered to succeed in their education.

## **7.2 Students absent due to mental or physical ill health or SEND**

For students absent from school due to mental or physical ill health or SEND, our approach prioritises compassionate support and tailored interventions. We collaborate closely with families to understand the specific needs and challenges their child may be facing, ensuring that the school remains an active partner in their education during periods of absence. We ensure that students have access to appropriate support services, both during their absence and upon their return. Our aim is to maintain continuity in education and promote a smooth transition back to school, fostering an environment where all students can thrive regardless of their health challenges or SEND in conjunction with the SENDCO.

Where a student has an Education Health and Care (EHC) Plan and their attendance falls, or the school becomes aware of barriers to attendance that are related to the student's needs, the school will inform the local authority.

## **7.3 Students returning to school after a lengthy or unavoidable period of absence**

Supporting students in their transition back to school after a lengthy or unavoidable period of absence is a critical part of our attendance policy. We adopt a personalised reintegration plan that is sensitive to each student's unique circumstances and needs. This plan may involve a phased return to school, with a gradual increase in attendance to help ease the student back into the routine. We work closely with the student, their family, and relevant school staff to identify any potential challenges and provide the necessary academic and emotional support. Regular check-ins are conducted to monitor the student's progress and well-being, ensuring they feel welcomed, supported, and confident in their return to school. Our goal is to facilitate a smooth and positive reintegration, helping the student to reconnect with their peers and resume their educational journey successfully.

## **8. Attendance Monitoring**

Students attendance is monitored daily and reviewed fortnightly. Where students' attendance is a concern, parents/carers will be contacted by their child's tutor in the first instance. If their attendance continues to decline parents/carers will be invited in for a meeting with their Student Manager and Head of Key stage to discuss the barriers to their child attending school regularly.

Furthermore, if continues to decline your child will be placed on an Individual Attendance Plan (IAP) which will be monitored for four weeks, you will be invited in to attend a meeting with the Attendance Officer to agree on targets to help improve your child's attendance.

If there has not been a satisfactory improvement in your child's attendance you will be invited to attend a formal Attendance Panel with a member of the Senior Leadership Team and the Attendance Officer. The Attendance Panel will be reviewed after four weeks. If there are unauthorised absences within the review period your child will be referred to the Participation Attendance Support Team at Hillingdon council. The Attendance Support Team at Hillingdon Council may issue a Penalty Notice against you or instruct the Legal Department to initiate legal proceedings against you.

## **8.1 Monitoring Attendance**

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual students level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

## **8.2 Analysing Attendance**

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## **8.3 Using data to improve attendance**

The school will:

- Provide regular attendance reports to your child's tutor, and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Reward students whose attendance is 97% and for students whose attendance is continuing to improve

## **8.4 Reducing Persistent and Severe Absence**

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents/carers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Place the student on an Individual Attendance Plan and/or a form Attendance Panel and monitor their attendance closely over a four week period
- Provide access to wider support services to remove the barriers to attendance

## **9. Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the senior teacher responsible for attendance.

## **10. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy