



Headteacher – Miss H Kearsley

# ATTENDANCE POLICY

## 2024-2025

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<i>Staff member responsible:</i>	Hayley Kearsley Nikki Crowther
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1	January 2023		One drive
2	October 2023	Teacher classes edited Dojo changed to seesaw Parents to call before 9:15am, changed from 9:30am Addition of 3.4 – all staff are responsible for improving attendance	One drive
3	September 2024	Updated to include: <ul style="list-style-type: none"> <li>• New members of staff</li> <li>• New attendance guidance in place from 19/8/24</li> </ul>	One drive
4	November 2025	Staff name changes and email update Addition of build up timetable information	

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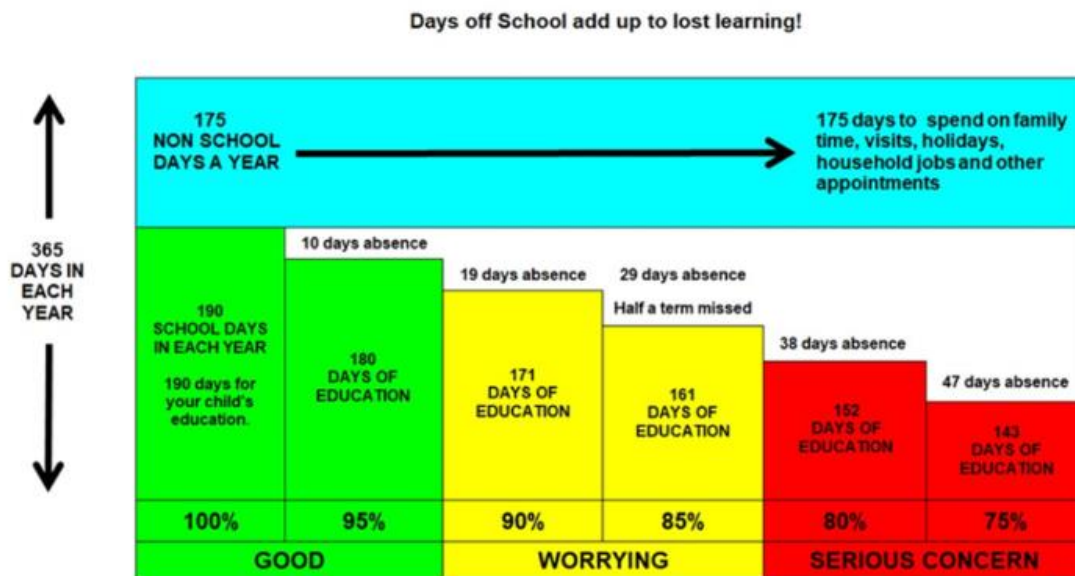
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## 1. Aims

At Hilton Lane Primary School we believe that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil because we believe in “Aiming High Together”. Pupils cannot achieve their full potential if they do not regularly attend school. Days off school is lost learning as the chart below shows.



We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents, local community and the local authority Attendance Service to the end. We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance. Maintaining a high profile for attendance and punctuality Hilton Lane Primary School aims to achieve a minimum 96% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies.

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

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Intervening early to address patterns of absence.
- Reducing absence, including persistent and severe absence.
- Working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.

- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

We will also promote and support punctuality in attending lessons.

The school's attendance lead is **Mrs. Crowther**, and can be contacted via [office@hiltonlaneprimary.co.uk](mailto:office@hiltonlaneprimary.co.uk). Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance \(applies from August 2024\)](#) 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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil'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
- Having regard to 'keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly revised and updated.

The governor responsible for attendance is [Sheri Reddrop](#).

### 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 pupils

- *Monitoring the impact of any implemented attendance strategies*

### **3.3 The Designated Attendance Lead**

*The designated senior leader is responsible for:*

- *Leading attendance across the school.*
- *Offering a clear vision for attendance improvement.*
- *Evaluating and monitoring expectations and processes.*
- *Having an oversight of data analysis.*
- *Devising specific strategies to address areas of poor attendance identified through data.*
- *Arranging calls and meetings with parents to discuss attendance issues.*
- *Delivering targeted intervention and support to pupils and families.*
- *Liaising with Headteacher and Attendance Officer when considering Fixed Penalty Notices.*
- *Monitoring and analysing attendance data (see section 7).*
- *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 Attendance Officers to tackle persistent absence.*
- *Advising the headteacher when to request fixed-penalty notices – duplicate remove?*

### **3.4 Staff Community**

*All staff are responsible for promoting high attendance and positive punctuality by adopting the following strategies:*

- *Positive conversations with children and parents e.g. 'Oh we missed you yesterday! You missed such a great science lesson this week. Thank you for bringing her in mum, I'm sure they will manage with a cold but I'll call you if not.'*
- *Remove barrier to attendance wherever possible e.g. giving a reluctant child a special classroom responsibility.*
- *Any concerns regarding attendance should be recorded on cpoms e.g. regular days off, patterns in absence, inconsistencies in the reports for the reason for absence.*

### **3.5 Class teachers**

- *Mrs Splaine- Nursery*
- *Miss Pilling/Mrs Nightingale - Reception*
- *Miss Haslam - Year 1*
- *Mrs Crompton-Muir -Year 2*
- *Mrs Hudson - Y3*
- *Mrs Taylor - Y4*
- *Mrs Oliver - Y5*
- *Mr Jackson - Y6*
- *Miss Slade/Miss Johnson – When covering all classes.*

*Class teachers are responsible for:*

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behavior.
- Using their professional judgment and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9am and 1pm.

### 3.6 School Office and Family Liaison

School office and Family Liaison officer will:

- Take calls/emails/seesaw messages from parents about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents to the Family Liaison Officer in order to provide them with more detailed support on attendance.
- Send texts, make calls to families relating to attendance.

### 3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day **and arrives** between 8:45am and 9am, on time.
- Ensure that their children achieve a minimum attendance figure over 96%.
- To send a Seesaw message or call the school to report their child's absence before 9:15am 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.
- Keep school up to date with work, home and mobile contact numbers, e-mail addresses and home addresses.
- Ensure that, where possible, appointments for their child are made outside of the school day, i.e. dental check ups are made outside of school hours.

### 3.8 Pupils

Pupils are expected to:

- Attend school every day on time
- To understand the importance of regular school attendance and punctuality by having a collective responsibility with school and parents/carers.

## 4. Recording attendance

### 4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent **along with the reason where possible**

➤ *Unable to attend due to exceptional circumstances*

See appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9:00am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9:30 am. The register for the second session will be taken at 1pm and will be kept open until 1:30pm.

#### **4.2 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:15am or as soon as practically possible by messaging the office on Seesaw or calling the school staff (see also section 7).

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

If the authenticity of the illness is in doubt or if attendance **absence** levels are high, the school may ask the pupil's parent/carer to provide medical evidence such as 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 where possible.

#### **4.3 Planned absence**

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

Ensure a leave of absence during term time, in exceptional circumstances, is requested in writing to the Headteacher.

Parents should include:

- *First date of absences*
- *Date of return to school*
- *Duration*
- *Parent/Carer signature and date*
- *Contact detail, if different to the ones held on the school files*
- *The details of the exceptional circumstances*

The letter should be addressed to Miss Kearsley.

Please beware leave of absences will be only considered in exceptional circumstances.

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

The pupil'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 Reduced and Personalised Provision**

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. Examples where this can be used include but are not limited to:

- A medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.
- A child who cannot fully access the curriculum and, despite a high level of reasonable adjustments made by school, they become dysregulated when attending full time.
- A child who is taking longer than expected to settle in and may require more time and support

Many arrangements are put in place for regularly reviewing provision with the pupil and their parents this is every half term/ after 6 weeks. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised. When children are out of school, work is always offered and encouraged to be completed.

A part-time timetable is known as a build-up timetable.

School liaise with the local authority attendance service in all cases where a build-up timetable is in place and complete half termly updates.

#### 4.5 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the L code
- Any child arriving after 9am must come into school via the main reception. It is the parent's responsibility to sign in their child.
- A child arriving after 9:30 am will receive a U code which is unauthorised absence. This is because more than half of the first lesson of the day has been missed.
- The school will send a text after 9:30 am each morning to those parent/ carers whose children are absent and we do not know the reason.
- When punctuality is deemed a concern, parents will receive communication from school relating to this. This will be in the form of a Seesaw message initially, followed by a concern letter. Parents may also be invited into school to discuss this concern and the FLO will offer appropriate support.
- If punctuality concerns continue, the FLO will look in to the next appropriate steps to improve levels of lateness.
- If the punctuality concerns continue advice will be sought from the local authority attendance service

#### 4.6 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will always follow up these absences in the following ways:

- Text/Seesaw message the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- Follow up the text with a phone call on the afternoon of the first day of absence.
- Ensure the proper safeguarding action is being taken which may include a home visit by staff on the first day of absence. This will be decided by the Headteacher.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school attendance system

Where a pupil is absent for two school days in a row without contact with reason for absence, school will:

- Call the emergency contact listed on the system in every effort to ascertain the whereabouts of the child and alert relatives.
- Carry out a home visit. This will be conducted as soon as is practicable on the second day of absences. If the visit is not possible due to unforeseen circumstances in school, it will take place the following day unless the child is in school. If there is no answer at the door a letter will be posted through the letterbox requesting contact with school as soon as possible.

If contact has not been made on the third day and school still does not have a reason for absence further action will be required and this may include but is not limited to:

- Contacting the Attendance Officer, Emma Hallam.
- Inform Children Services
- Request a welfare Check by the police

Where the school suspect a child is on holiday we will try to make contact by phone and may also visit the family home to verify the reason of absence. Home visits may be carried out on the first day of absence in this circumstance.

School will 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.

#### **4.7 Reporting to parents/carers**

Problems related to pupil's attendance will be addressed by the FLO approaching the parents informally in the first instances but will be discussed with the Attendance Officer at their weekly consultation meetings.

Pupils attendance registration are attached to all school reports sent out to parent/ carers and staff shared attendance data with parents at parents' evenings.

Communicating the attendance policy to parents will be undertaken through regular newsletters and colour coded letters that are sent out at the end of every half term.

### **5. Authorised and unauthorised absence**

The following definitions apply for the purposes of this policy:

#### **Authorised Absence:**

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- Approved educational activities.
- **Agreed absence as part of a Build-Up Timetable.**

#### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly/**adequately** explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time.

- *Leaving school for no reason during the day.*

### **Persistent/Severe absence (PA/SA):**

*A pupil will be considered persistently absent when they have missed 10 percent or more of schooling across the year for any reason. This includes authorised and unauthorised absences.*

*A pupil will be considered severely absent when they have missed 50 percent or more of schooling across the year. In these circumstances school are required to complete and implement a Severely Absent Action Plan.*

*The school has weekly consultations with the local authority appointed Attendance Officer. School will inform them of pupils who:*

- *Have **missed** 5 or more days of unauthorised absence.*
- *Is considered persistently or severely absent.*
- *Have obvious patterns in non-attendance.*

*The Attendance Officer may invite parents/carers to a formal meeting to discuss their child's attendance. Parents/ carers must attend if a meeting is convened. Non-compliance with our school attendance policy may give rise to safeguarding concerns as it is a parent/carer's duty to ensure their child is attending school.*

*Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will follow the Local Authority policy for children missing in education.*

*Please be aware if a pupil's attendance causes significant concern, the school may move straight to a formal meeting or request the support of the Attendance Officer immediately to ensure swift action is taken to support the child to be in school.*

### **5.1 Approval for term-time absence**

**Family holidays should not be taken in term time and these will be considered unauthorised absence and may incur a fixed penalty notice. This is in line with government guidance that came into effect on 19<sup>th</sup> August 2024. (See appendix 2)**

*The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. Holidays are not considered 'exceptional circumstances'.*

*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 2 weeks before the absence, and in accordance with any leave of absence request. The headteacher may require evidence to support any request for leave of absence.*

*Valid reasons for **authorised absence** include:*

- *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 pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.*
- *Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, 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 pupil is attending educational provision*

- Other possible 'exceptional circumstances' where the head teacher may grant term-time absence e.g. funeral

Please note that a 'valid reason' does not always mean that the absence will be authorised.

## 5.2 Legal sanctions

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the **desired effect after an agreed period of time**, the Attendance Officer will consider:

- Holding a formal attendance Panel meeting with parents and Attendance Officer.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct. Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

## 5.3 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 we issue a penalty notice, we will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, 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 pupil.
- 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 pupil must not be present in a public place on that day).

Each parent who is liable for the pupil'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. 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 pupil, the parent must pay £160 if paid within 28 days. On the second occasion there will not be a reduced payment option.

*Should a third absence be taken within the three-year period, a parent may be summoned to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).*

**Please note that from 19<sup>th</sup> August 2024, schools are not able to authorise any leave of absence for holidays.**

#### **5.4 Notices to improve**

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

*This will include:*

- *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.*
- *A clear timeframe of between 3 and 6 weeks for the improvement period.*
- *The grounds on which a penalty notice may be issued before the end of the improvement period.*

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

*At Hilton Lane Primary School we believe that the regular attendance of all children, irrespective of age, gender, race or ability is crucial to each and every pupil in order for them to reach their potential. We are "Aiming High together".*

*In order to achieve the minimum 96% figure this academic year and to encourage high levels of attendance and punctuality we are adopting the following strategies:*

- *Rewarding good attendance with certificates during celebration Assemblies.*
- *Certificates will be given termly from December onwards for 100% attenders.*
- *100% attendance will be rewarded a badge to wear the next academic year.*
- *Hilton Lane attendance expectations and procedures displayed on entry to the school – visible to all parent/ carers.*
- *Regular attendance communication via class Seesaw parenting communication system.*
- *All staff consistently applying the attendance policy.*

#### **7. Attendance monitoring**

##### **7.1 Data Monitoring**

*The Family Liaison Officer, Mrs. Crowther, will monitor and analyse attendance data weekly in consultation with the local authority appointed Attendance Officer to ensure that early intervention occurs to prevent habitual absence at the first signs. Historic and emerging patterns of attendance and absences will be considered when developing intervention strategies.*

*The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence for:*

- *The school cohort as a whole.*
- *Individual year groups.*
- *Individual pupils.*
- *Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.*

- *Patterns of certain codes used.*
- *Particular days of poor attendance.*
- *Historic trends of attendance and absences.*
- *Barriers to attendance.*
- *Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM, pupils at risk of PA/SA.*
- *Patterns of certain codes used.*
- *Particular days of poor attendance.*
- *Historic trends of attendance and absence.*
- *Barriers to attendance.*

*The Family Liaison Officer will also provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The procedures will be monitored and reviewed by the Family Liaison Officer. The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data. The school will also benchmark its attendance data against local-, regional- and national level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.*

*Pupil-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.*

***In line with local authority guidance school will adopt a banded approach towards attendance which will outline the interventions taken. See Appendix 4.***

## **7.2 Reducing persistent and severe absence**

*Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. To help reduce the number of pupils in these categories we will:*

- *Use attendance data to find patterns and trends of persistent and severe absence.*
- *Hold regular meetings with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school. These meetings will be held with the Attendance Officer and Mrs. Crowther, Family Liaison Officer.*
- *Provide access to wider support services to remove the barriers to attendance, such as breakfast club and parenting support.*
- *The early intervention process is followed so timely letters are sent highlighting attendance concerns and need for improvement with close monitoring.*

## **8. Monitoring arrangements**

*This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum will be reviewed annually by Nikki Crowther, the Family Liaison Officer and the Headteacher Hayley Kersley. At every review, the policy will be approved by the full governing board.*

## **9. Links with other policies**

*This policy links to the following policies:*

- *Child protection and safeguarding policy*
- *Behaviour policy*

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Description:
<b>Code / \:</b>	<p><b>Present at the school / = morning session \ = afternoon session</b></p> <p>This code is classified for statistical purposes as attending.</p> <p>Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes.</p>
<b>Code L:</b>	<p><b>Late arrival before the register is closed.</b></p> <p>All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent.</p> <p>This should be the same for every session and not longer than 30 minutes.</p> <p>This code is classified for statistical purposes as attending</p>
<b>Code K:</b>	<p><b>Attending education provision arranged by the local authority.</b></p> <p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.</p> <p>This code is classified for statistical purposes as attending an approved educational activity</p>
<b>Code V:</b>	<p><b>Attending an educational visit or trip</b></p> <p>This code is classified for statistical purposes as attending an approved educational activity</p>
<b>Code P:</b>	<p><b>Participating in a sporting activity</b></p> <p>This code is classified for statistical purposes as attending an approved educational activity</p>
<b>Code W:</b>	<p><b>Attending work experience</b></p> <p>This code is classified for statistical purposes as attending an approved educational activity.</p>
<b>Code B</b>	<p><b>Attending any other approved educational activity</b></p> <p>The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience.</p> <p>This code is classified for statistical purposes as attending an approved educational activity.</p>
<b>Code D:</b>	<p><b>Dual registered at another school</b></p> <p>The law allows a pupil to be registered at more than one school.</p> <p>This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.</p> <p>The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.</p>

	This code is classified for statistical purposes as not a possible attendance to avoid double counting.
<b>Code C1:</b>	<b>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</b> This code is classified for statistical purposes as authorised absence.
<b>Code M:</b>	<b>Leave of absence for the purpose of attending a medical or dental appointment.</b> If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session. This code is classified for statistical purposes as authorised absence.
<b>Code J1:</b>	<b>Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution</b> This code is classified for statistical purposes as authorised absence.
<b>Code S:</b>	<b>Leave of absence for the purpose of studying for a public examination</b> This code is classified for statistical purposes as authorised absence.
<b>Code X:</b>	<b>Non-compulsory school age pupil not required to attend school.</b> This code is classified for statistical purposes as not a possible attendance
<b>Code C2:</b>	<b>Leave of absence for a compulsory school age pupil subject to a part-time timetable</b> In very exceptional circumstances, where it is in a pupil's best interests, schools can temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.
<b>Code C:</b>	<b>Leave of absence for exceptional circumstances</b> A leave of absence in term time should only be agree in Exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. This code is classified for statistical purposes as authorised absence
<b>Code T:</b>	<b>Parent travelling for occupational purposes.</b> The pupil is a mobile child (no fixed abode) and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. If there is genuine and reasonable doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence. For statistical purposes this is counted as authorised absence
<b>Code R:</b>	<b>Religious observance</b> This code is classified for statistical purposes as authorised absence.
<b>Code I:</b>	<b>Illness – Physical and Mental (not medical or dental appointment)</b> Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Where the school has genuine and reasonable doubt about the authenticity of the illness, medical evidence should be requested to support the absence.
<b>Code E:</b>	<b>Suspended or permanently excluded and no alternative provision made.</b>

HILTON LANE PRIMARY SCHOOL – ATTENDANCE POLICY

	This code is classified for statistical purposes as authorised absence.
<b>Code Q:</b>	<b>Unable to attend the school because of a lack of access arrangements.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y1:</b>	<b>Unable to attend due to transport normally provided not being available.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y2:</b>	<b>Unable to attend due to widespread disruption to travel</b> (caused by a local, national, or international emergency). This code is classified for statistical purposes as not a possible attendance.
<b>Code Y3:</b>	<b>Unable to attend due to part of the school premises being closed.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y4:</b>	<b>Unable to attend due to the whole school site being unexpectedly closed.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y5:</b>	<b>Unable to attend as pupil is in criminal justice detention.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code Y6:</b>	<b>Unable to attend in accordance with public health guidance or law</b>
<b>Code Y7:</b>	<b>Unable to attend because of any other unavoidable cause.</b> This code is classified for statistical purposes as not a possible attendance.
<b>Code G:</b>	<b>Holiday not granted by the school.</b> This code is classified for statistical purposes as unauthorised absence
<b>Code N</b>	<b>Reason for absence not yet established.</b> This code is classified for statistical purposes as unauthorised absence.
<b>Code O:</b>	<b>Absent in other or unknown circumstances.</b> Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised. This code is classified for statistical purposes as unauthorised absence
<b>Code U:</b>	<b>Arrived in school after registration closed.</b> This code is classified for statistical purposes as unauthorised absence.
<b>Code Z:</b>	<b>Prospective pupil not on admission register.</b> To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. This code is not collected for statistical purposes.
<b>Code #:</b>	<b>Planned whole school closure.</b> This code is not collected for statistical purpose

**Appendix 2 – Penalty Notice Information**



Hilton Lane Primary School  
Little Hulton  
Salford  
M28 0JY

0161 921 1195

[hiltonlane.primaryschool@salford.gov.uk](mailto:hiltonlane.primaryschool@salford.gov.uk)

### 'Aiming High Together'

*Resilience - Kindness/ Empathy - Respect - Aspiration/ Pride – Generosity - Responsibility*

#### The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024

##### Education Penalty Notices for Non-School attendance

New Legislation comes into force on 19<sup>th</sup> August 2024 regarding the issuing of penalty notices relating to non school attendance.

Schools are required to consider, on a case by case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance.

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

- Penalty Notice One - £160 discounted to £80 if paid within 21 days.
- Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

*Please note that from 19<sup>th</sup> August 2024, schools are not able to authorise any leave of absence for holidays.*

The local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.





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Little Hulton  
Salford  
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### *'Aiming High Together'*

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To the Parent/Carer of XXX XXX,

#### **STAGE 1 INTERVENTION**

We have recently completed an audit of whole school pupil attendance to date and are writing to parents/carers of those pupils whose attendance is falling below **96%** attendance. We appreciate that some absence may be authorised but in our constant drive to improve attendance and pupil outcomes we feel this communication is important.

#### **XXX's current attendance is XXX%**

Parents/carers have a legal responsibility to ensure their child's attendance at school. Good attendance is vital to the progress of your child at school. If children do not come to school on a regular basis they cannot learn. Every member of staff at this school is striving to ensure all our pupils receive a good quality education and for every student to achieve their full potential.

Once a child's attendance falls below **96%**, they are monitored by school and the Local Authority's Education Welfare Officer and reviewed after a 4-to-6-week period.

**If there is not a significant improvement during the monitoring period or school attendance declines further the following could happen:**

- You could be asked to an Attendance Panel meeting at school. At this meeting we will discuss ways in which we can work together to improve your child's attendance.
- A Penalty Warning Notice will be considered if your child accrues 10 unauthorised sessions (5 school days).

If your child is ill, please contact school on the first day of absence. We do encourage all parents/carers to make medical appointments, whenever possible, outside of school hours.

Family holidays during term time cannot be authorised unless there are exceptional circumstances, and a fine may be issued for any families taking their children out of school for a holiday.

We will now monitor your child's attendance until improvements are made and sustained. This will be reviewed in 4 to 6 weeks' time, until then further absences may be recorded as unauthorised and so we therefore advise you, where possible, to provide medical evidence for any further school absences in the form of appointment slips, prescriptions or medicines with your child's name on it.

If there is anything you wish to discuss regarding school attendance, please do not hesitate to get in touch.

Yours sincerely  
Miss Kearsley



Appendix 4 – Strategies to Improve attendance

**Attendance Strategies 2025-26**

**Graduated Response to Supporting Attendance at Hilton Lane**

% Attendance	Possible Indicators of Need	School Intervention	Local Authority Intervention
100-95 'In School Every Day'	<ul style="list-style-type: none"> <li>• Morning anxieties, mental and physical health.</li> <li>• Parental health</li> <li>• Attending but missing learning (missed learning hours).</li> <li>• Sibling needs</li> <li>• Health and MH concerns</li> <li>• Parental engagement</li> <li>• Parental MH concerns</li> <li>• Emerging or unexplored SEND, ND or health needs</li> <li>• Repeat suspensions</li> <li>• Housing and/or financial worries</li> <li>• Transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular monitoring of attendance as lower bracket is approached</li> <li>• Pupils identified for Class Teacher support:                             <ul style="list-style-type: none"> <li>➢ Seesaw messages when absent</li> <li>➢ Addressing any identified reason for absence if it is an avoidance concern</li> </ul> </li> <li>• Rewards for attendance in assembly</li> <li>• Refer to FLO if barriers are identified that require further support                             <ul style="list-style-type: none"> <li>➢ Signposting to local offer</li> </ul> </li> <li>• Attendance is discussed at all Pupil Progress Meetings.</li> <li>• Home visits for non-reported absences.</li> <li>• HPNs to be submitted where relevant.</li> </ul>	<ul style="list-style-type: none"> <li>• No specific action required from the local authority</li> <li>• Local authority produced information to be shared:                             <ul style="list-style-type: none"> <li>➢ Penalty notice information</li> <li>➢ Reducing Barriers to Education</li> <li>➢ Local offer</li> </ul> </li> </ul>
95-90 'Approaching PA'	<ul style="list-style-type: none"> <li>• Health and MH of parent and child/family</li> <li>• Safeguarding concerns within the home or community</li> <li>• Unidentified needs/SEND/ND</li> <li>• Parental and student engagement</li> <li>• Multiple absences due to holidays</li> <li>• Repeat suspensions</li> </ul>	<p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• FLO to consider referrals to:                             <ul style="list-style-type: none"> <li>➢ 0-19 team</li> <li>➢ EH Team/EHA</li> <li>➢ SSP</li> <li>➢ Young Carers</li> <li>➢ CSC</li> <li>➢ Youth Service</li> <li>➢ Place2Be</li> <li>➢ Neighbourhood Housing Team</li> </ul> </li> <li>• FLO to liaise with SENDCo regarding referrals to:                             <ul style="list-style-type: none"> <li>➢ LSS</li> <li>➢ PIT</li> </ul> </li> </ul>	<p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• Fortnightly discussions with the Attendance Officer to monitor data and ensure all support possible is being offered.</li> </ul>

HILTON LANE PRIMARY SCHOOL – ATTENDANCE POLICY

	<ul style="list-style-type: none"> <li>• Housing and financial worries</li> <li>• Transport</li> </ul>	<ul style="list-style-type: none"> <li>➢ EP</li> <li>➢ ACE Team</li> <li>➢ At Risk of PEX Panel</li> <li>• Where escalating attendance concerns are identified without obvious cause FLO to:             <ul style="list-style-type: none"> <li>➢ Send concern letter and monitor for 4-6 weeks and if no improvement <u>invite</u> parents for a meeting where an action plan of support is agreed</li> <li>➢ Liaise with the Attendance Service</li> </ul> </li> </ul>	
<p>90-75 'Persistently Absent'</p>	<ul style="list-style-type: none"> <li>• Anxieties around attending school and learning are becoming embedded and more frequent</li> <li>• Missed learning hours and impact of this on health and wellbeing</li> <li>• Social emotional mental health impacted by drop in attendance</li> <li>• Safeguarding/educational neglect</li> <li>• Identified SEND and additional needs</li> <li>• Well enough to attend school?</li> <li>• Term time holidays</li> <li>• Impact on home life/parental mental health</li> <li>• Safeguarding/educational neglect.</li> </ul>	<p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• FLO to refer to the Attendance Service</li> <li>• Attendance Panel Meetings carried out</li> <li>• Sign post to:             <ul style="list-style-type: none"> <li>➢ Parent/carer drop ins for attendance support led by EPS</li> <li>➢ Salford Parent Carer Forum</li> <li>➢ Attendance and Absence page</li> </ul> </li> <li>• FLO to continue liaising with SENDCo regarding:             <ul style="list-style-type: none"> <li>➢ Alternative Provision to engage the YP in education out of school</li> <li>➢ Reduced Provision for integration back into education (BUTT)</li> </ul> </li> <li>• Discuss Legal Intervention/PN's with your Attendance Officer, if appropriate.</li> <li>• Explore starting a severely absent action plan to avoid further decline</li> <li>• Explore Legal intervention with your Attendance Officer</li> <li>• Recognise and reward pupils who are making small improvements</li> <li>• FLO to consider:             <ul style="list-style-type: none"> <li>➢ Medical Planning Meeting</li> <li>➢ Multi-agency Meeting</li> </ul> </li> </ul>	<p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• Monitor and set actions and outcomes for improving attendance</li> <li>• Attendance Panel meetings with schools, families, and professionals</li> <li>• Explore legal intervention with schools where appropriate</li> <li>• Support for repeat suspensions.</li> </ul>
<p>75-60</p>	<ul style="list-style-type: none"> <li>• Physical or mental health to be considered</li> <li>• Safeguarding concerns</li> </ul>	<p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• Begin to use the SA action plan to avoid becoming SA</li> <li>• Consistent and persistent contact with the family</li> </ul>	<p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• Education inclusion meetings through school attendance team</li> </ul>

<p>'Persistently Absent – Take Action'</p>	<ul style="list-style-type: none"> <li>• Child's access to social interactions, friends and family</li> <li>• Unmet or undiagnosed learning needs impacting access to learning</li> </ul>	<ul style="list-style-type: none"> <li>• Start to gather any appropriate evidence for Access to Education</li> <li>• Request welfare checks when the young person is not being seen regularly/engagement from parent is concerning</li> </ul>	<ul style="list-style-type: none"> <li>• Support through Children Missing Education where appropriate</li> <li>• Support with parental engagement and pupils/parent voice where required</li> </ul>
<p>60-50 'Persistently Absent – Take Urgent Action'</p>	<ul style="list-style-type: none"> <li>• Concerns of Educational neglect to be considered</li> <li>• Repeat suspensions – risk of PEX</li> <li>• CCE/CSE/Other criminal involvement</li> <li>• Embedded anxieties around attendance and learning</li> </ul>	<p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• Ensure education and attendance is prevalent on any statutory social care plans.</li> <li>• Request an Access to Education consultation via your Attendance Officer where appropriate</li> <li>• Named member of staff responsible for this band is recommended to be SLT</li> <li>• SA action plan to be completed and reviewed regularly</li> <li>• Explore whether a referral for Educational Neglect is appropriate using escalation processes where required</li> </ul>	<p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• Hold Access to Education consultations prior to cases becoming SA</li> <li>• Attend multi agency meetings and ensure educational neglect is discussed within statutory arenas</li> <li>• Monitor reduced provision, medical provision and ensure regular reviews</li> </ul>
<p>50 and below</p>	<ul style="list-style-type: none"> <li>• Ongoing unmet needs</li> <li>• Entrenched anxieties effecting education and home life</li> <li>• Educational neglect</li> <li>• Section 19.</li> </ul>	<p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• Named staff member responsible for this band is a member of SLT</li> <li>• All evidence and information regarding mental or physical health is shared with attendance officer for Access to Education exploration and consideration of Section 19</li> <li>• Any and all safeguarding concerns are followed with a referral to children services</li> </ul>	<p>In addition to the above:</p> <ul style="list-style-type: none"> <li>• Access to Education consultation must happen if not already</li> <li>• Set clear actions for all around the family to improve attendance</li> <li>• Legal intervention where appropriate and in the public interest.</li> </ul>

