



Hilderthorpe

PRIMARY SCHOOL

Aiming High ~ Reaching Higher

School Attendance Policy

	Date	Date next review due
Implemented on	September 2024	September 2026
Reviewed		
Reviewed		

Advice and contact

Name	role	Contact details
	Member of staff responsible for day to day management of attendance	Jo Brown – Attendance Lead
	senior leader responsible for the strategic approach to attendance in school	Jo Brown

	Designated safeguarding lead/ Pastoral lead	Jo Brown
	Education Welfare Service	education.welfare@eastriding.gov.uk

Definitions and acronyms

Definition of a parent - For the purpose of this policy, as set out within 'Working Together to Improve School Attendance,' August 2024 a parent means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who has care of a child or young person (i.e. lives with and looks after the child).

DfE – Department for Education

Related legislation and guidance

'Working together to improve school attendance' August 2024

Education Act 1996

Education (Pupil registration) (England) (Amendment) Regulations 2016

'Children Missing in Education,' Statutory Guidance September 2016

'Keeping Children Safe in Education,' September 2022

'Ensuing a good education for children who cannot attend school because of health needs,' January 2013

'Summary of responsibilities where a mental health issue is affecting attendance,' February 2023

'Promoting the education of children with a social worker,' - June 2021

'Supporting Pupils at school with medical conditions,' December 2015

'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement,' September 2023

Other related policies

Absence from school in Exceptional Circumstances Policy (some schools call this 'term time holiday' policy)

Child protection and safeguarding policy

Behaviour Policy

Introduction and core principles

Every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, the attendance policy should account for the specific needs of certain pupils and pupil cohorts. The policy should be applied fairly and consistently but in doing so schools should always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of their policy, schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. To ensure all leaders, staff, pupils, and parents understand these expectations, this attendance policy, based on the expectations set out in 'Working Together to Improve School Attendance' August 2024 outlines these.

The policy should be easily accessible to leaders, staff, pupils, and parents, including being published on the school's website. Parents should be sent it with any initial information when pupils join the school and reminded of it at the beginning of each school year and when it is updated.

At Hilderthorpe Primary School we recognise the link between regular attendance and high attainment. We expect that all pupils will attend school every day that the school is open unless there is a specific reason for the pupil not attending. We are committed to applying the core principles as set out in Working Together to Improve School Attendance, August 2024.

Our Vision

Aiming High ~ Reaching Higher

Our vision at Hilderthorpe Primary School is to provide opportunities for children to develop as independent, confident, successful learners with high aspirations who know how to make a positive contribution to their community and wider society. There is a high focus on developing moral, spiritual, social and cultural understanding. Mental health and well-being is at the heart of our curriculum with the theme of "Nurture" being threaded through our curriculum.

Values for success:

Resilience, Perseverance, Respect and Kindness

At Hilderthorpe Primary School our aims are:

- Inspire a love of learning.
- Create a happy and healthy school.
- Provide a caring, supportive and secure environment that promotes children's well being.
- Provide an inclusive, challenging curriculum for all children.
- We value good behaviour, honesty, responsibility and respect.
- We value the close partnership between school and parents as we share in the education of your child.

Roles, responsibilities and expectations – the table below is taken from the DfE ‘Summary table of responsibilities for school attendance,’ August 2024.

Parents are expected to:	Schools are expected to:	Academy trusts and governing bodies are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Ensure school leaders fulfil expectations and statutory duties.
Only request leave of absence in exceptional circumstances and do so in advance	Accurately complete admission and attendance registers.	Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.	Ensure school staff receive training on attendance.
	Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.	
	Have a dedicated senior leader with overall responsibility for championing and improving attendance.	

School Times

It is important that your child is at school for the start of the school day. The school day is made up of two sessions, a morning, and an afternoon. Registers are taken during these sessions. School times are:

Our pupils must arrive by 8:50am on each school day. Doors are open from 8.40am-8.50am. Our morning register is taken at 8:50am and will be kept open until 9:15am. Our afternoon register is taken at 1:00pm and will be kept open until 1:15pm. A pupil who arrives late but before the register has closed will be marked as late (L) – which counts as present.

If your child arrives at school after the register has closed then your child will incur an unauthorised absence mark for this session unless an acceptable reason is provided, e.g. evidence of a medical/dental appointment.

Informing the school of the reason for an unexpected absence.

You must contact the school as soon as possible to inform us that your child will not be attending school and you will be asked to provide a reason for this absence. This will ensure that the absence is accurately recorded in the register.

The school's Attendance Lead carries out the role of monitoring school attendance and the role includes:

- Monitoring attendance data at the school and individual pupil level.
- Parents of children recorded as code 'N' will be sent a text message on / around 9.30am every day to inform them their child has not arrived in school. This procedure is an additional safeguarding measure to further strengthen our vigilant approach to keeping our children safe as much as we can and will focus upon but will not be exclusive to children who usually travel independently to school.
- Reporting concerns about attendance to the Head Teacher, Designated Safeguarding Lead (DSL) in consultation with Education Welfare and within Senior Leadership Meetings as appropriate.
- Attendance concerns and difficulties will also be shared with the school Inclusion Team during Monthly meetings.
- Arranging calls and meetings with parents to discuss attendance issues and strategies to promote increased levels of school attendance.
- Co-ordinating requests for Term-time Leave of Absence in consultation with Head Teacher and Education Welfare Officer.
- Contact will be established with all parents and carers to ensure all day one absences are authorised. In the event contact is unsuccessful within a 24 hour period, families will be supported with a visit to the family home undertaken by The Designated Safeguarding Lead. If this visit is unsuccessful and all second contacts listed for the child cannot provide relevant information, further consultation with Education Welfare and Children's Social Care will be undertaken. In the event concerns increase and the child / children do not return to school this may highlight safeguarding concerns in this respect consultation with the Head Teacher will be undertaken in addition The Police will be contacted for further advice and guidance.

Requesting leaves of absence from school in exceptional circumstances.

Absence for the purpose of a term time holiday is not usually considered exceptional.

Please complete the school's form to request absence from school in exceptional circumstances. The form can be provided by the School Administration Team or accessed from the East Riding Website.

If your request is not approved and your child is absent during this time then the absence will be recorded as unauthorised and the school may refer the unauthorised absences to the local authority and parents may be liable for a penalty notice (fine).

How the school is promoting and incentivising good attendance.

Good attendance is promoted through PSHE lessons and designated school assemblies.

Attendance figures and the importance of good attendance and punctuality is shared with parents through our school newsletter, school reports and daily attendance monitoring.

At Hilderthorpe Primary School, we recognise 100% attendance achievements through termly certificates and appropriate incentives. We hold a weekly attendance celebration and award shields to those who achieve weekly attendance. Classes achieving daily levels of 100% will be awarded a red shield. Five red shields award the class with a GOLD shield AND an additional activity for the children to enjoy. The NEW SILVER SHIELD will be awarded to the highest achieving class who almost reach the gold shield to recognise commitment to achieving best levels of attendance. The children are incentivised with a 'going for gold' medal if 100% attendance is confirmed on consecutive days. A text message is sent out daily to advise all parents of classes who achieve a shield award, specific to the colour. Every day in school matters and means so much for your child's learning.

Information posted throughout the school, within weekly newsletters and the school website to support and promote positive school wide attendance and proactive culture within the school community.

Attendance champions will receive a certificate when 100% attendance is achieved.

The children are awarded with a golden coin which can be used in the school vending machine to select a book of their choice.

The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

All schools record their attendance registers in a school information management system. The school will analyse this data to identify trends and patterns of pupil absence and may use this to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

The school will use its attendance data to help it identify pupils whose attendance has fallen below 90%, making them at risk of becoming a persistently absent pupil or below 50% (at risk of becoming a severely persistently absent pupil).

The school will contact you to discuss your child's attendance if there are regular absences.

If the school has not been informed as to the reason for a child's absence, then they will contact the person allocated as priority 1 on the child's emergency details. The school aim to do this by 9:30am each day. The school will prioritise those children considered vulnerable e.g. Looked After Children; children subject to Child Protection Plans; children open to Social Care as a Child in Need; children who have previously been reported missing; primary aged pupils who make their own way to school. Parents will be asked to supply details of at least three people who can be contacted in an emergency, and these details will be reviewed on a termly basis through parents' evenings and or newsletter reminders. If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may request a Welfare Check from the Police.

Where there is no improvement in school attendance and all support interventions both in school and out of school as outlined above have been offered, then the school will meet with the Local Authority's Education Welfare Service (EWS) and agree whether they will become involved and formal interventions may be considered. These formal interventions could include the use of a

voluntary parenting contract, penalty notice, education supervision order, school attendance order or prosecution in the magistrate’s court.

Review

This policy will be reviewed regularly and updated as necessary.

As noted in ‘Working Together to Improve School Attendance,’ 2024, the school will seek the views of pupils and parents as part of the review process.

Department for Education (DfE) Attendance Codes

CO DE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. present at another school or PRU)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments) After a pupil tests positive for COVID-19 (LFD or PCR), they should be recorded as code I (illness) until they are able to return to school. They should continue to self-isolate in line with public health guidance.	Authorised absence
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence

N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity

CODE	DESCRIPTION	MEANING
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	<p>Un-timetabled sessions for non-compulsory school age pupils</p> <p>If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.</p> <p>Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register.</p> <p>Where a pupil is required to take a PCR test, and they test negative and feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the PCR test (such as with a different illness),</p>	Not counted in possible attendances

	then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result.	
Z	Pupil not yet on roll	Not counted in possible attendances

C 1	<p>Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.</p> <p>*Statistical authorised absence</p>	<p>Absent Leave of absence</p> <p>All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances:</p> <ul style="list-style-type: none"> • Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963. • Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State. • Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.
C 2	<p>C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable</p> <p>*Statistical authorised absence</p>	<p>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 in line with paragraphs 67 – 70.</p> <p>Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to 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 84 temporarily be educated only part-time and have agreed the times and dates when the pupil</p>

		<p>will, during the period of temporary part-time education, be expected to attend the school.</p> <p>Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.</p> <p>Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexischooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.</p>
Absent Unable to attend school because of unavoidable cause		
Q	<p>Unable to attend the school because of a lack of access arrangements</p> <p>*Statistical authorised absence</p>	<p>The pupil is unable to attend the school because a local authority has a duty set out in regulation 10, 12 or 13 to make access arrangements to enable the pupil's attendance at school and have failed to do so.</p>
Y 1	<p>Unable to attend due to transport normally provided not being available</p> <p>*Statistical authorised absence</p>	<p>The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.</p> <p>Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route</p>
Y 2	<p>Unable to attend due to widespread disruption to travel</p> <p>*Statistical authorised absence</p>	<p>The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.</p>
Y 3	<p>Unable to attend due to part of the school premises being closed</p> <p>*Statistical authorised absence</p>	<p>Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.</p>

<p>Y 4</p>	<p>Unable to attend due to the whole school site being unexpectedly closed</p> <p>*Statistical authorised absence</p>	<p>Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code</p> <p>Y4 to record the fact that the school is closed.</p> <p>This code may not be used for any planned closure such as weekends or holidays.</p>
<p>Y 5</p>	<p>Unable to attend as pupil is in criminal justice detention</p> <p>*Statistical authorised absence</p>	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. <p>If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.</p> <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.</p> <p>Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement, therefore it is important that 89 schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.</p>
<p>Y 6</p>	<p>Unable to attend in accordance with</p>	<p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published

	<p>public health guidance or law</p> <p>*Statistical authorised absence</p>	<p>by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or</p> <ul style="list-style-type: none"> prohibited by any legislation relating to the incidence or transmission of infection or disease
Y7	<p>Unable to attend because of any other unavoidable cause</p> <p>*Statistical authorised absence</p>	<p>An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.</p> <p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.</p>
J1	<p>Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution</p> <p>*Statistical authorised absence</p>	<p>Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.</p>
K	<p>Attending a Provision arranged by the Local Authority ie Alternative Provision Placement</p> <p>*Statistical authorised absence</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>