

FRANCES BARDSLEY ACADEMY FOR GIRLS



Attendance & Punctuality Policy

This policy was ratified by Local Governance Committee July 2026

The policy will be reviewed on July 2027

Person Responsible for this Policy is Perry Lynch – Deputy Headteacher.

The name and contact details of the Senior Attendance Champion – the senior leaders responsible for the strategic approach to attendance in our school, is:

Name: Emilie Darabasz and Perry Lynch

Email address or contact details: edarabasz@fbaok and plynch@fbaok.co.uk

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Year 7

Name: Denise Chatfield, ASO dchatfield@fbaok.co.uk 01708 447368

Year 8

Name: Denise Chatfield, ASO dchatfield@fbaok.co.uk 01708 447368

Year 9

Name: Shelby Cramer, ASO scramer@fbaok.co.uk 01708 447368

Year 10

Name: Shelby Cramer, ASO scramer@fbaok.co.uk 01708 447368

Year 11

Name: Lorna Fassenfelt, ASO lfassenfelt@fbaok.co.uk 01708 447368

Sixth Form

Name: Kimberley Black, ASO kblack@fbaok.co.uk 01708 447368

The name and contact details of the school staff member pupils and parents should contact for more individual support with attendance (Progress Manager/Head of Year etc.):

Year 7

Name: Aline Ingabire, Head of Year for 7, aingabire@fbaok.co.uk, 01708 447368

Year 8

Name: Annette Poh, Head of Year for 10, apoh@fbaok.co.uk, 01708 447368

Year 9

Name: Jade Cox, Head of Year for 8, jcox@fbaok.co.uk, 01708 447368

Year 10

Name: Sherelle Oakley, Head of Year for 9, soakley@fbaok.co.uk, 01708 447368

Year 11

Name: Katy Wood and Elishia Cole, Joint Progress Managers of Year 11, year11pms@fbaok.co.uk, 01708 447368

Sixth Form

Name: Nicole Bull, Deputy Head of Sixth form, nbull@fbaok.co.uk, 01708 447368

Name: Alice O’Gara, Deputy Head of Sixth form, aogara@fbaok.co.uk, 01708 447368

Pupil Attendance Policy

Introduction and Background

Frances Bardsley Academy for Girls recognise that positive behaviour and good attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called “[Working together to improve school attendance](#)” and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children’s welfare and safeguarding;
- ensure every pupil has access to the full-time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

It has been developed in consultation with school governors, teachers, LIFE Education Trust and parents and carers. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school’s commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued;
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality;
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. **It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances, and it is the headteacher, not the parent, who can authorise the absence.**

Promoting Regular Attendance

At Frances Bardsley Academy for Girls, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset.

It is a central part of our school's vision, values, ethos and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

The name and contact details of the Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school is Perry Lynch

plynch@fbaok.co.uk

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools;
- Build strong relationships and work jointly with families;
- Work closely with Havering's School Attendance Support Team;
- Give parents/carers details on attendance in our communications;
- Promote the benefits of high attendance;
- Accurately complete attendance registers and have effective day to day processes in place to follow-up absence as required by law;
- Celebrate excellent attendance by displaying and reporting individual and class achievements;

- Reward good or improving attendance;
- Awards in Celebration evenings relating to attendance;
- Highlight attendance in assemblies;
- Attendance to school contributes to the house point scores;
- Report to parents/carers regularly on their child's attendance and the impact on their progress;
- Contact parents/carers should their child's attendance fall below the school's target for attendance.

Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes, (however this list is not exhaustive):

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- absences which have never been properly explained;
- children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session;
- shopping trips;
- looking after other children or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- holidays taken during term time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends;
- day trips;
- other leave of absence in term time which has not been agreed.

Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence.

Absence at this level will cause considerable damage to any pupil's education and **we need the full support and co-operation of parents to resolve this**. All pupils who have attendance levels **of 90% or below are considered to be a persistent absentee**.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

Absence Procedures

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Year 7

Name: Denise Chatfield, ASO dchatfield@fbaok.co.uk 01708 447368

Year 8

Name: Denise Chatfield, ASO dchatfield@fbaok.co.uk 01708 447368

Year 9

Name: Shelby Cramer, ASO scramer@fbaok.co.uk 01708 447368

Year 10

Name: Shelby Cramer, ASO scramer@fbaok.co.uk 01708 447368

Year 11

Name: Lorna Fassenfelt, ASO lfassenfelt@fbaok.co.uk 01708 447368

Sixth Form

Name: Kimberley Black, ASO kblack@fbaok.co.uk 01708 447368

We monitor and review all pupils' absence, and the reasons that are given, thoroughly.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence **before 8.30 am**
- The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence before making a decision as to whether the absence is to be recorded as authorised;
- **Contact the school on every further day of absence, again before 8.30 am;**

- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons. When determining whether a child is too ill to attend school, both parents and school staff can consider the advice contained within the NHS Guidance: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> (see Annex E).

If your child is absent we will:

- Telephone parents/carers on the first, and every subsequent day of absence, if we have not heard from you. However, **it is their responsibility to contact us;**
- If we are unable to make contact with parents/carers by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding;
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be “missing from education.”

If absence continues we will:

- Write to you if your child’s attendance is below 95%, and/or where punctuality is a concern;
- Arrange a meeting so that you may discuss the situation with their Head of Year or Progress Manager;
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person’s role in improving the attendance patterns of your child;
- Offer signposting support to other agencies or services, if appropriate;
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

Lateness

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

Minutes Late Per Day	Equal Days Absent (per Year)
5 Minutes Late	3.4 Days Absent
10 Minutes Late	6.9 Days Absent
15 Minutes Late	10.3 Days Absent
20 Minutes Late	13.8 Days Absent
30 Minutes Late	20.7 Days Absent

The times of the start and close of the school day for all pupils

- Gates open: 7:30 am
- Registration starts: 8.30 am
- Registration closes: 9.00 am

Staggered end of the day from **September to February Half-term:**

Years 7 & 8	3:00pm
Years 9 & 10	3:10pm
Years 11, 12 & 13	3:05pm

Staggered end of the day from **February Half-term to the end of the academic year:**

Years 7 & 8	3:10pm
Years 9 & 10	3:00pm
Years 11, 12 & 13	3:05pm

How we manage lateness:

The school is open from 7.30 am each day and students can begin to come to school from then. Students must be in lessons ready to learn **for 8.30 am**

Registers are taken at **8.35 am**

- Children arriving after **8.35 am** are marked as late on the register.
- When a student is late they will require to sign in on the inventory system via students entrance.
- The student will receive a **15 minutes detention** afterschool on the same day- this is called late at the gate. (LAG)
- At **9 am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time, without a justifiable reason such as a medical appointment, they will receive a mark that shows them to be on site – 'U', and **receive a 30 minutes detention afterschool on the same day**. Parents/Carers will be notified. A 'U' code will **not** count as a present mark and it will mean that they have an unauthorised absence.
- The school may contact parents/carers regarding punctuality concerns.
- Each day a member of SLT with the support of an ASO will undertake a 'Late at the Gate' check, greeting late arrivals at the main entrance to the school.

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with a member of Senior Leadership Team (SLT) but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and, as a school, we celebrate good class and individual punctuality.

Understanding barriers to attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school.

Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support.

We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s.

Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils, however we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

See Annex A for summary tables of responsibilities for school attendance.

The name and contact details of the school staff member pupils and parents should contact for more detailed support on attendance:

Year 7

Name: Aline Ingabire, Head of Year for 7, aingabire@fbaok.co.uk, 01708 447368

Year 8

Name: Annette Poh, Head of Year for 10, apoh@fbaok.co.uk, 01708 447368

Year 9

Name: Jade Cox, Head of Year for 8, jcox@fbaok.co.uk, 01708 447368

Year 10

Name: Sherelle Oakley, Head of Year for 9, soakley@fbaok.co.uk, 01708 447368

Year 11

Name: Katy Wood and Elishia Cole, Joint Progress Managers of Year 11, year11pms@fbaok.co.uk, 01708 447368

Sixth Form

Name: Nicole Bull, Deputy Head of Sixth form, nbull@fbaok.co.uk, 01708 447368

Name: Alice O’Gara, Deputy Head of Sixth form, aogara@fbaok.co.uk, 01708 447368

Local Authority attendance support services

Local Authority Attendance Specialists work strategically by offering support to schools, to reduce persistent absence and improve overall attendance.

Parents are expected to work with the school and local authority to address any attendance concerns.

Parents should proactively engage with the support offered, aiming to resolve any problems together.

This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice (**see Annex B - Havering’s Fine for Truancy Policy**) or prosecution in the Magistrates Court.

School Attendance and the Law

New legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). **Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.**

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a ‘parent’, in relation to a child or young person, includes any person who is not a parent (from which can be inferred ‘biological parent’) but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (**usually equivalent to 5 school days**) of unauthorised absence within a rolling 10 school week period.

The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school’s

registers). The 10 school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence).

A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court.

If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction

See Annex B - Havering's Fine for Truancy Policy

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

Any absence before/after half terms and term time absence parents may be required to provide medical evidence.

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. **The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.**

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance.

Only the Headteacher may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school.

The school will usually not grant any time off school

Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Havering's Fine for Truancy Policy, in respect of each parent believed to have allowed the absence.

At Frances Bardsley Academy for Girls 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the Headteacher).

The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

The Headteacher may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

Deletion from Roll

For any pupil leaving Frances Bardsley Academy for Girls other than at the end of year 11, parents/carers are required to communicate with the school office with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our pupils, even those who leave us.

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

Under Pupil Regulations 2006, all schools are now **legally required** to notify their Local Authority of **every new entry** to the admission register **within five days** of the pupil being enrolled.

In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register.

This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

Absence data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024.

Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

Sixth Form Attendance and Punctuality Policy 2025

Sixth Form Attendance

All students sign a Sixth Form contract when they join which clearly outlines that a minimum of 95% attendance is required from all students. Students are expected to tap in using their ID card when they arrive on site. If a student does not do this they will not be registered.

Parents/Carers are expected to notify the Sixth Form of any absences. If an absence exceeds 4 school days then medical evidence must be provided. If there is a pre-planned absence the students are expected to fill in an absence form at least two days in advance.

When a student is not registered, the Sixth Form Administrator will send a truancy message to parents/carers. It is expected that parents/carers respond to this message so we are aware of the reason behind the students absence.

Attendance to Sixth Form is closely monitored and action is taken when it causes concern (falls below 95%).

Levels	Examples	Action
General	Poor attendance and/or punctuality	The student will attend a meeting with her form tutor to explain her reason for absence/lateness and a letter will be sent home regarding the reason/outcome of the meeting. Year 12 ; Attendance could impact progression in to Year 13 Year 13 ; Cost of examinations to be paid by parents or potential withdrawal from examinations
Level One	Continued attendance and/or punctuality concerns	If there are still concerns and attendance does not improve there will be a meeting with the student and their Head of Year. The student will be placed on a Level One contract and appropriate targets will be set and attendance will then be closely monitored for two weeks.
Level Two	Continued failure to follow attendance procedures	If no improvement is seen within two weeks a meeting will be held with the student and the Head of Sixth Form. The student will then be placed on a Level Two contract.

Level Three	Repetition of Level One and/or Two/Three Continued failure to follow attendance procedures	Year 12 - If despite all intervention no improvement is evident, a meeting will take place with student and parent about the concern/risk of the students place in the Sixth Form. Students may be placed on a Level Three contract. Year 13 - If despite all intervention no improvement is evident, a meeting will take place with the student and parent. Discussions will take place re withdrawal from examinations or payment for examinations.
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Where persistent long term absence or regular short absences occur and the above measures have not led to an improvement the school **reserves the right to take the student off roll.**

Punctuality

Punctuality to school and to lessons of Sixth Form is also monitored. A discussion will take place with individuals about why they are late will occur in the first instance. If lateness continues there is a process of calling home and a system of detentions undertaken by the 6th Form Team.

An outline of the Process is:

1. Students tap-in using their ID card on arrival in school, if a student is late 2 times in one week they will be placed in an after school detention.
2. Failure to attend this detention will result in it being rescheduled. Failure to attend a rescheduled detention will result in Parents/Carers being contacted.
3. The Sixth Form Administrator will send a letter to Parents/Carers to inform them if their Child has been late more than 6 times in a half term.
4. Persistent lateness will result in Parents/Carers being called in for a meeting with the Head of Year.
5. If a student does not tap in 3 times in one half term they will be placed in detention.

Leaving school site

Sixth Form students are allowed to leave the school site during lunch time. They must tap in and out using their ID card.

Students should make every effort to make medical/dental appointments out of school hours. If they have to leave for a pre-planned appointment an absence form must be filled and evidence must be provided. The students must then tap in/out using their ID card.

Holiday requests

Holidays are not approved in the Sixth Form during term time and will be declined.

Annex A: DfE guidance Summary table of responsibilities for school attendance. From 19th August 2024

https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf

All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around the school day where possible.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance. Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. 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.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed. Ensure school staff receive training on attendance.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance. Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice. Offer opportunities for all schools in the area to share effective practice.

Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered to prevent the need for more formal support.	Proactively use data to identify pupils at risk of persistent absence. Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met. If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. If a case meets the local threshold for formal early help/family support, this includes conducting the early help assessment and acting as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Hold a regular conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so. Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance. If the issue persists, and there are multiple needs consider whether the threshold for early help is met and facilitate access where it is. Regardless, take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner in cases where threshold is met and all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.

Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continue support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. Where there are safeguarding concerns, intensify support through a referral to statutory children's social care. Work with other schools in the local area, such as schools previously attended and the schools of any siblings.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Continue support as for pupils at risk of becoming persistently absent and: Work jointly with the school to provide formal support options including attendance contracts and education supervision orders. Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners. Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).

Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continue support as for persistently absent pupils and: Agree a joint approach for all severely absent pupils with the local authority.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Continue support as for persistently absent pupils and: All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision. Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.

Support for cohorts of pupils with lower attendance than their peers

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Not applicable.	Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them. Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.

Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered.	Maintain the same ambition for attendance and work with pupils and parents to maximise attendance. Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed. Consider additional support from wider services and external partners, making timely referrals. Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families. Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.

Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered.	Know who the pupils who have, or who have had, a social worker are. Understand how the welfare, safeguarding, and child protection issues that they are experiencing, or have experienced, can have an impact on attendance – whilst maintaining a culture of high aspiration for the cohort. Provide additional academic support and make reasonable adjustments to help them, recognising that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes. Work in partnership with the local authority at a strategic and individual level, sharing data on attendance including, at an individual level, informing the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Ensure that all Children's Social Care practitioners, understand the importance of good attendance for pupil's educational progress, for their welfare and their wider development – and understand their role in improving it. Through the work of Virtual School Heads, they should: - Undertake systemic monitoring and data sharing of the attendance of children with a social worker in their area: developing and implementing targeted cohort level interventions to improve attendance. - Provide advice, challenge and training to schools on how to promote and secure good attendance for children with a social worker. - Develop whole system approaches, with social care, to support the attendance of children in need.

Looked after and previously looked after children

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand the child's barriers to attendance – including the development of Personal Education Plans. Proactively engage with the support offered.	Have high expectations for the cohort – with expert support and leadership provided by the designated teacher for looked-after and previously looked-after pupils. Work in partnership with the local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked-after children that support good attendance. Work directly with parents to develop good home-school links that support good attendance. For previously looked-after pupils this could include discussion on use of the Pupil Premium Plus funding managed by the school.	Designate a member of staff to have responsibility for the promotion of the educational achievement of looked-after and previously looked-after pupils. Monitor and review attendance of the cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.	Promote the educational achievement of looked-after and previously looked-after children – doing everything possible to minimise disruption to education when a pupil enters care. (LA that looks after the child:) Appoint an expert Virtual School Head (VSH) – will: - Monitor, report on, and evaluate the education outcomes of looked after children, including their attendance, as if they attended a single school- whenever they live or are educated. - Ensure schools know when they have a pupil looked after by the authority on their role and that information is shared with the school on issues that may impact on their attendance. - Ensure that all looked-after pupils have high quality, up to date, effective Personal Education Plans developed in partnership with schools, social workers and carers – including, where necessary, clear interventions and use of pupil premium plus funding to support good attendance. - Provide expert advice and information on the education of previously looked-after pupils to schools and parents – including their attendance.

Monitoring

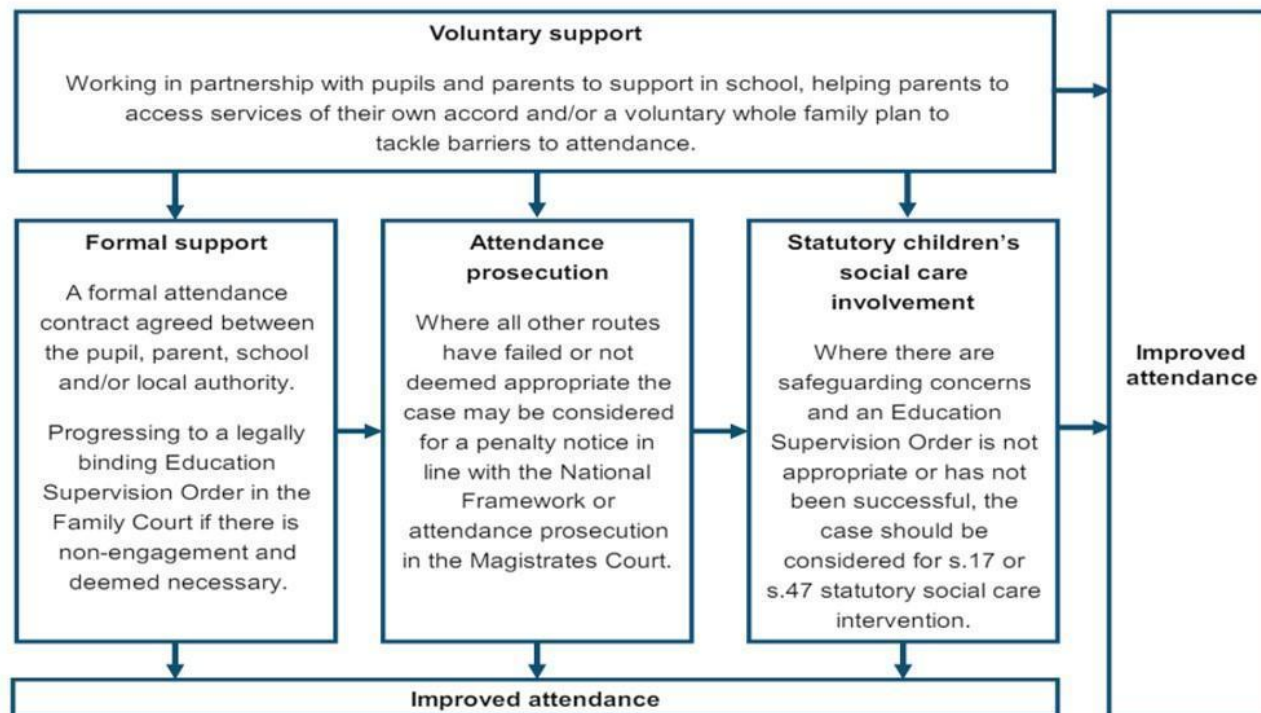
Parents:	Schools:	Academy trustees and governing bodies:	Local authorities:
Schools regularly update parents on their child's attendance. (If parents feel the school and or local authority have not delivered what they are expected to they should discuss the case with the school and/or local authority's attendance support team.)	The school's Senior Attendance Champion will ensure all school based staff complete their attendance responsibilities in line with the school's policies and procedures. The governing board or academy trust will hold the headteacher or executive leadership to account for their delegated responsibilities and for compliance with regulatory and statutory requirements. They will review progress and provide challenge when required. The board will help school leaders focus improvement efforts on the individual pupils or cohorts who need it most and ensure that school staff receive adequate training on attendance. Ofsted will expect schools to do all they reasonably can to achieve the highest possible attendance as part of the behaviour and attitudes judgement. This includes, where attendance is not consistently at or above what could reasonably be expected, that schools have a strong understanding of the causes of absence (particularly for persistent and severe absence) and a clear strategy in place that takes account of those causes to improve attendance for all pupils. Ultimately, in cases where a school has not met expectations or statutory duties the Secretary of State can consider a complaint.	DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections.	DfE Regions Group monitors local authority efforts as part of regular interaction. Ofsted may consider the local area partnership's approach to improving attendance of children and young people with SEND as part of the SEND Area Inspection, and the local authority's approach to improving attendance for children with a social worker through inspecting local authority children's services. Ultimately, in cases where a local authority has not met expectations or statutory duties the Local Government and Social Care Ombudsman or the Secretary of State can consider a complaint.

Annex B - Havering's Fine for Truancy Policy

<https://www.havering.gov.uk/schools-education/education-penalty-notices>

Annex C Flowchart of support before legal intervention:

Providing support first before attendance legal intervention



Annex D – Illness Absence Guidance

[DfE external document template \(childrenscommissioner.gov.uk\)](https://childrenscommissioner.gov.uk)

Annex E – NHS Guidance: Should I keep my child off school?



Should I keep my child off school?

Yes

Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

Annex F – Every School Day Counts Table

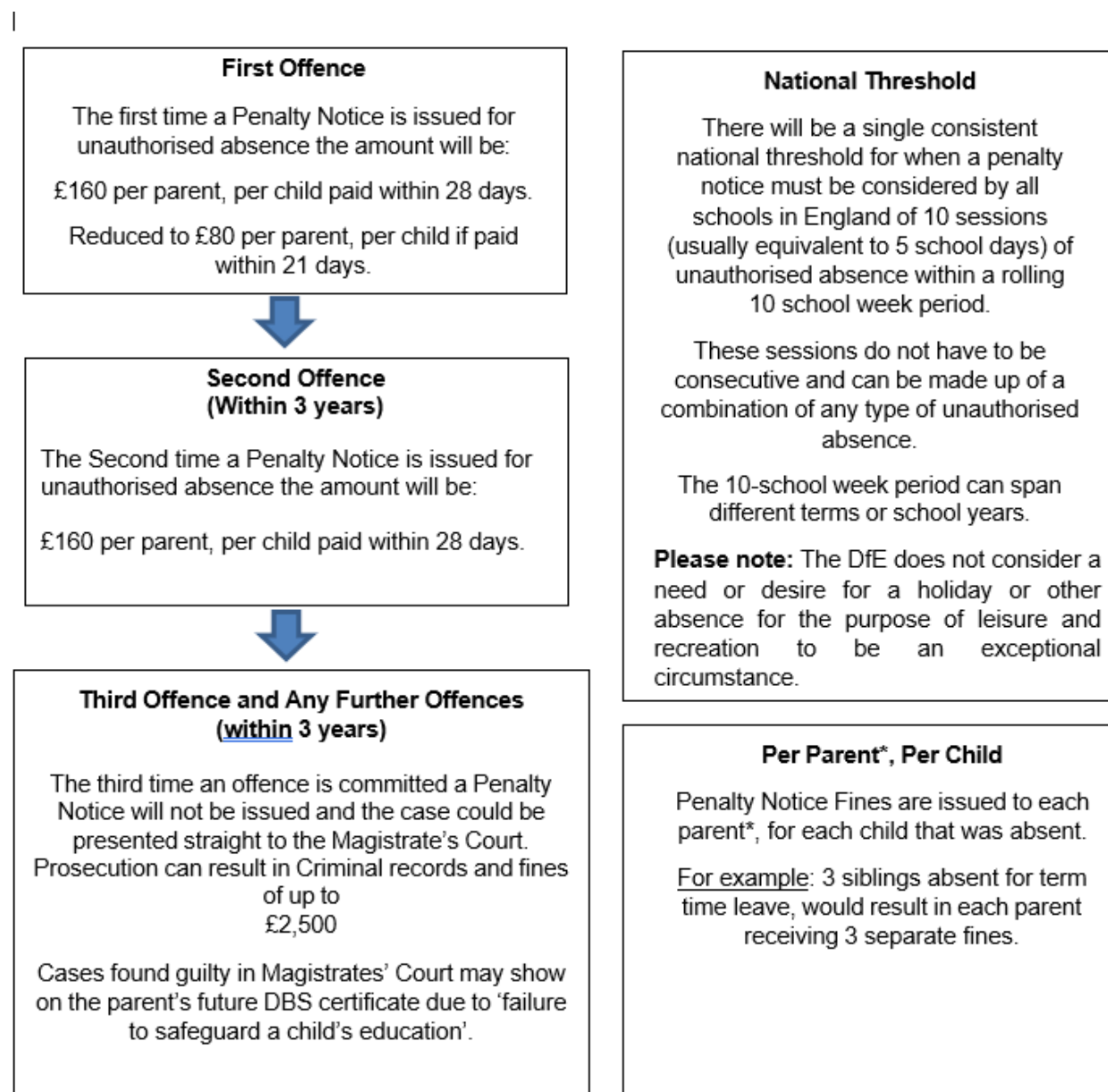
EVERY SCHOOL DAY COUNTS

Don't miss out on the education you deserve.



Annex G: National Framework for Penalty Notices

With the introduction of the new National Framework for Penalty Notices issued by DfE, the following changes will come into force for School Penalty Notice Fines issued after 19th August 2024



Annex H – Attendance Codes:

Attending the school

Statistically present

Code / \	Present at the school / = morning session \ = afternoon session
Code L	Late arrival before the register is closed

Attending a place other than the school

If in attendance statistically present

Code K	Attending education provision arranged by the local authority
Code V	Attending an educational visit or trip
Code P	Participating in a sporting activity
Code W	Attending work experience
Code B	Attending any other approved supervised educational activity
Code D	Dual registered at another school

Absent - leave of absence

Statistically not present

Code C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
Code M	Leave of absence for the purpose of attending a medical or dental appointment
Code J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
Code S	Leave of absence for the purpose of studying for a public examination
Code X	Non-compulsory school age pupil not required to attend school
Code C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
Code C	Leave of absence for exceptional circumstance

Absent - other authorised reasons

Statistically not present

Code T	Parent travelling for occupational purposes
Code R	Religious observance
Code I	Illness (not medical or dental appointment)
Code E	Suspended or permanently excluded and no alternative provision made

Absent - unable to attend school because of unavoidable cause

Statistically not present

Code Q	Unable to attend the school because of a lack of access arrangements
Code Y1	Unable to attend due to transport normally provided not being available
Code Y2	Unable to attend due to widespread disruption to travel
Code Y3	Unable to attend due to part of the school premises being closed
Code Y4	Unable to attend due to the whole school site being unexpectedly closed
Code Y5	Unable to attend as pupil is in criminal justice detention
Code Y6	Unable to attend in accordance with public health guidance or law
Code Y7	Unable to attend because of any other unavoidable cause

Absent - unauthorised absence

Statistically not present

Code G	Holiday not granted by the school
Code N	Reason for absence not yet established
Code O	Absent in other or unknown circumstances
Code U	Arrived in school after registration closed

Administrative codes

Not collected

Code Z	Prospective pupil not on admission register
Code #	Planned whole school closure

Annex I – School Day:

Time	Lessons
8:30	Students must be in school
8:35 – 9:35	Period 1
9:35 – 10:35	Period 2
10:35 – 10:50	Break for all
10:50 – 10:55	Movement time
10:55 – 11:55	Period 3
11:55 – 12:25	Lunchtime Year 8, 9, 6th Form Form Time Year 7, 10, 11
12:25 – 12:35	Lunch for all
12:35 – 13:05	Lunchtime Year 7, 10, 11 Form Time Year 8, 9, 6th Form
13:05 – 14:05	Period 4
14:05 – 15:05	Period 5