Havering
LONDON BOROUGH

School Attendance Policy

Havering Schools, Academies, Alternative Provisions, Independent and Free Schools

2026/2027

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Policy Version Control

Academic Year	Amendment / Policy Changes	Section(s) Updated
2024/2025	Policy updated to reflect DfE Statutory Guidance *Working Together to Improve School Attendance* (effective 19 August 2024).	All
2025/2026	Annual review. No significant legislative changes.	Partial
2026/2027	**Updated in line with DfE *Working Together to Improve School Attendance* (July 2026 revision), School Attendance (Pupil Registration) (England) Regulations, National Framework for Penalty Notices, updated guidance on Code C2, medical evidence, SEND, reasonable adjustments, attendance registers and multi-agency attendance support**	**All**

1. Introduction

The Department for Education requires Local Authorities to provide strategic leadership and oversight of attendance across all education settings. This School Attendance Policy sets out the expectations, responsibilities and procedures for promoting excellent attendance and reducing absence across Havering schools. Regular school attendance is essential to support children and young people to achieve their full educational potential, develop positive relationships, safeguard their wellbeing and prepare for adult life.

2. Principles

The policy reflects the principles set out in the Department for Education's *Working Together to Improve School Attendance* (July 2026), which promotes a support-first approach focused on early identification, partnership working and addressing barriers to attendance before formal enforcement action is considered.

Schools are expected to maintain a clear attendance culture, work collaboratively with families and ensure that every pupil can access their right to a full-time education.

The policy adopts the six national expectations set out within the Department for Education's attendance framework:

- Listen and understand
- Facilitate support
- Formalise support
- Enforce where necessary

Underpinned by:

- A whole-school culture of attendance
- Accurate monitoring and early intervention

2.1 Aims

This policy aims to:

- Promote a whole-school culture where attendance is valued and prioritised.
- Ensure pupils attend school regularly and punctually.
- Support the early identification of attendance concerns and barriers to engagement.
- Strengthen partnership working between schools, families, the Local Authority and partner agencies.
- Promote inclusion and ensure appropriate support is provided for vulnerable children and young people.
- Ensure attendance concerns are addressed through a graduated, support-focused approach.
- Safeguard children and reduce the risk of children missing education.
- Ensure compliance with statutory attendance and registration requirements.

3. Legislative Framework

This policy should be read in conjunction with the following legislation and statutory guidance:

- Working Together to Improve School Attendance (DfE July 2026)
  www.gov.uk/government/publications/working-together-to-improve-school-attendance
- Keeping Children Safe in Education 2026
  www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Working Together to Safeguard Children 2026
  www.gov.uk/government/publications/working-together-to-safeguard-children--2
- Education Act 1996
  www.legislation.gov.uk/ukpga/1996/56
- Children Act 1989
  www.legislation.gov.uk/ukpga/1989/41/contents
- Children Act 2004
  www.legislation.gov.uk/ukpga/2004/31
- Equality Act 2010
  www.legislation.gov.uk/ukpga/2010/15/contents
- School Attendance (Pupil Registration) (England) Regulations 2024
  www.legislation.gov.uk/uksi/2024/208/made
- National Framework for Penalty Notices for School Absence
  Included within the DfE attendance framework and supporting regulations.
  www.gov.uk/government/publications/working-together-to-improve-school-attendance
- SEND Code of Practice: 0 to 25 Years (2015)
  www.gov.uk/government/publications/send-code-of-practice-0-to-25

4. The Importance of School Attendance

Regular attendance:

- Improves attainment and progress
- Supports wellbeing and positive relationships
- Reduces safeguarding risks
- Promotes inclusion and participation
- Improves future life chances

Children who miss significant amounts of education are more likely to experience poorer educational outcomes and increased vulnerability.

5. Roles and Responsibilities

Parents and carers are expected to:

- Ensure their child attends regularly and punctually
- Notify school of absence on the first day
- Engage with support offered
- Attend meetings when requested
- Avoid unnecessary absence
- Ensure holidays are not taken during term time unless exceptional circumstances exist.

Schools and Academies must;

- Maintain accurate attendance registers
- Record attendance in accordance with statutory regulations
- Promote a positive attendance culture
- Analyse attendance data
- Identify pupils requiring support
- Undertake first-day calling procedures
- Work with families to remove barriers
- Escalate concerns appropriately to the Local Authority

6. Attendance Expectations

Havering Schools should seek to maintain attendance levels above national averages.
The following thresholds will be monitored:

Attendance Level	Category
96%+	Good Attendance
90-95.9%	At Risk
Below 90%	Persistent Absence
Below 50%	Severe Absence

7. Attendance Monitoring and Early Intervention

Schools should:

- Monitor attendance weekly
- Review attendance trends
- Meet with families early
- Implement attendance plans
- Refer for Early Help where appropriate
- Access Local Authority support

Support should be proportionate and focused on identifying barriers rather than blame.

8. Pupils with SEND, Medical Conditions and Mental Health Needs
Schools must be particularly mindful of pupils whose attendance is affected by:

- SEND
- Disability
- Anxiety
- EBSA
- Physical health conditions
- Medical treatment

Reasonable adjustments should be considered and reviewed regularly.
Remote education should only be used where appropriate and should not replace efforts to secure a return to full-time education.

9. Part-Time Timetables (Code C2)
Part-time timetables must:

- Be formally agreed
- Have a clear reintegration plan
- Be reviewed regularly
- Be time limited
- Support a return to full-time education as quickly as possible

Schools must monitor all pupils coded C2 and complete the Local Authority C2 notification and review process. Code C2 must never become a long-term arrangement.

10. Legal Intervention
Where voluntary engagement is unsuccessful, the Local Authority may consider:

- Attendance contracts
- Parenting programmes
- Education Supervision Orders
- Penalty Notices
- Prosecution under Section 444 Education Act 1996

Enforcement action will only be considered where support has been offered and other appropriate interventions have been exhausted unless safeguarding concerns require urgent action.

11. Local Authority School Attendance Service
The Havering School Attendance Service will provide:

- Strategic attendance leadership
- Attendance advice and guidance
- Attendance support meetings
- Data analysis and challenge
- Safeguarding attendance support
- Multi-agency coordination
- Legal intervention where appropriate
- Attendance traded services

12. Local Authority School Attendance Traded Service
Schools may purchase additional attendance support including:

- Attendance consultancy
- Attendance audits
- Case supervision
- Attendance forums
- Attendance training

- Legal support
- Persistent absence reviews
- EBSA support planning
- Attendance data analysis

13. Key Attendance Codes Summary

The following table provides a quick reference to the attendance codes most used by schools. Schools must record attendance in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and Working Together to Improve School Attendance (July 2026).

Code	Description	Attendance Status
/	Present (AM)	Present
\	Present (PM)	Present
L	Late before register closes	Present
U	Late after register closes	Unauthorised Absence
I	Illness	Authorised Absence
M	Medical or Dental Appointment	Authorised Absence
C	Leave of Absence for Exceptional Circumstances	Authorised Absence
C1	Regulated performance or approved employment abroad	Authorised Absence
C2	Pupil on a formally agreed part-time timetable	Authorised Absence
R	Religious Observance	Authorised Absence
J1	Interview for employment or admission to another educational setting	Authorised Absence
T	Parent travelling for occupational purposes	Authorised Absence
G	Holiday not authorised by the school	Unauthorised Absence
O	Unauthorised absence / reason not accepted	Unauthorised Absence
N	Reason for absence not yet established	Temporary Code
E	Suspended or permanently excluded and no alternative provision arranged	Authorised Absence
D	Dual registered at another school	Present at other setting
B	Attending another approved educational activity	Present
K	Attending Local Authority arranged education provision	Present
P	Participating in approved sporting activity	Present
V	Educational visit or trip	Present
W	Work Experience	Present
X	Non-compulsory school age pupil not required to attend	Not counted
Z	Prospective pupil not yet on roll	Not counted

Unable to Attend Codes (Y Codes)

Code	Reason
Y1	Transport normally provided is unavailable
Y2	Widespread disruption to travel
Y3	Part of the school premises closed
Y4	Whole school unexpectedly closed
Y5	Pupil in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Other unavoidable cause preventing attendance

Schools should only use **Y7** where none of the other Y codes apply and must record a clear explanation.

Important Notes

Code C2 - Part-Time Timetables

- Must only be used where a formal, time-limited part-time timetable has been agreed.
- Requires a reintegration plan and regular review.
- Should be monitored closely and reported to the Local Authority where required.
- Must not become a long-term arrangement.

Persistent Absence

- Attendance below **90%** is classified as Persistent Absence

Severe Absence

- Attendance below **50%** is classified as Severe Absence and requires urgent intervention.

Unauthorised Leave

- Code G should be used where leave has not been authorised by the school.
- Unauthorised absence may lead to consideration of a Penalty Notice in line with the National Framework.

14. Recording Attendance for Pupils Attending Alternative Provision

Where a pupil remains on roll at a school and attends an Alternative Provision (AP) placement for part or all of their timetable, attendance must be recorded according to where the pupil is expected to be during each session. Schools must routinely access the AP Platform to monitor attendance and ensure that attendance information provided by the Alternative Provision is recorded accurately on the school's attendance register.

For pupils attending Alternative Provision on a **part-time basis**, schools **must access the AP Platform at least once each school day** to verify attendance. For pupils attending Alternative Provision on a **full-time basis**, schools should monitor attendance via the AP Platform for both **morning (AM)** and **afternoon (PM)** sessions to ensure attendance records are accurate and any absence is identified and followed up promptly. The AP Platform can be accessed via Vitaelity:: Log in.

The following codes will normally apply:

Code	Use
B	Attending an approved off-site educational activity arranged by the school.
K	Attending education provision arranged by the Local Authority.
**/ **	Present in school.

C2	Should only be used for sessions where a formally agreed, time-limited part-time timetable means the pupil is not expected to attend education. **Pupils in part time Alternative Provision must not be marked C2 all day.**

15. Safeguarding and Attendance

Schools and Alternative Provision providers must recognise that attendance is a safeguarding responsibility and an essential part of keeping children safe. Children who are absent from education, regularly miss sessions, attend irregularly, or fail to attend an agreed Alternative Provision placement may be at increased risk of harm, exploitation, neglect, poor educational outcomes and becoming missing from education.

The timely monitoring of attendance and effective information sharing between schools, Alternative Provision providers, families and partner agencies is therefore critical.

Schools retain overall responsibility for safeguarding pupils on roll, including those attending Alternative Provision. Robust systems must be in place to ensure attendance is monitored daily, unexplained absences are followed up promptly, and any safeguarding concerns are identified, recorded and acted upon without delay. Where a pupil fails to attend either their Alternative Provision placement or mainstream school as expected, schools must undertake appropriate welfare checks and follow their safeguarding and child protection procedures.

Attendance concerns should never be viewed in isolation. Schools should consider whether absence may be an indicator of unmet need, vulnerability, mental health difficulties, exploitation, contextual safeguarding concerns, family difficulties, special educational needs, or barriers to accessing education. Early identification and intervention remain key to improving attendance and ensuring pupils receive the right support at the right time.

All attendance and safeguarding practice should be underpinned by the principle that every child has the right to access a suitable full-time education in a safe environment, and that protecting this right is a shared responsibility between schools, families, the Local Authority and partner agencies.