HENDON SCHOOL

Learning Together Across the World

Attendance Management Policy

Date of Ratification: November 2024

Date of Next Review: November 2027

Trustee Committee: Student Welfare Committee

School Staff Responsible: SLT with responsibility for
Attendance & Punctuality

Nominated Trustee: Chair of Student Welfare

Policy Held: School Policy File
School HR Officer

Version	Date	Summary of changes
2.0	28.4.21	Policy re-write Appendix 2: Further Covid-19 update
3.0	17.10.2024	Policy updated to reflect the changes to legislation August 2024.

Contents

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance (applies from 19 August 2024)](#), through our whole-school culture and ethos that values good attendance, including:

> Setting high expectations for the attendance and punctuality of all pupils

> Promoting good attendance and the benefits of good attendance

> Reducing absence, including persistent and severe absence

> Ensuring every pupil has access to the full-time education to which they are entitled

> Acting early to address patterns of absence

> Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance (applies from 19 August 2024)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)](#)

> [The School Attendance (Pupil Registration) (England) Regulations 2024](#)

> [https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment](#)

[https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made](#)

It also refers to:

> [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:

> Setting high expectations of all school leaders, staff, pupils and parents

> Making sure school leaders fulfil expectations and statutory duties, including:

> > o Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

o   Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

> Recognising and promoting the importance of school attendance across the school's policies and ethos

> Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources

> Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

> Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most

> Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

> Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs

> Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance

> Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

o   The importance of good attendance

o   That absence is almost always a symptom of wider issues

o   The school's legal requirements for keeping registers

o   The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

> Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

> Holding the headteacher to account for the implementation of this policy. This Attendance policy is reviewed and discussed at the termly Welfare Committee.

3.2 The headteacher

The headteacher is responsible for:

> The 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

> Authority to refer for fixed penalty notice where necessary, and/or authorising the attendance lead Mrs P. Spray to be able to do so

> Authorises individual attendance plans e.g. part-time timetables etc

> Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

> Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

> Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader **Ms T. Sooknanan (DHT/DSL)** is responsible for:

> Leading, championing and improving attendance across the school

> Setting a clear vision for improving and maintaining good attendance

> Evaluating and monitoring expectations and processes

> Having a strong grasp of absence data and oversight of absence data analysis

> Regularly monitoring and evaluating progress in attendance

> Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff

> Liaising with pupils, parents/carers and external agencies, where needed

> Building close and productive relationships with parents to discuss and tackle attendance issues

> Creating intervention or reintegration plans in partnership with pupils and their parents/carers

> Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Ms T. Sooknanan (DHT/DSL) and can be contacted via the school email Attendance@hendonschool.co.uk

3.4 The Attendance Lead

The school attendance lead is responsible for:

> 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 education welfare officers to tackle persistent absence

> Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance lead is Mrs P. Spray and can be contacted via email Attendance@hendonschool.co.uk

3.5 Role of Class teachers and form tutors

- Both class teachers and form tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information on SIMS within the lesson/session that they are teaching.

- To share relevant attendance information with the attendance lead in a timely manner.

3.6 School administrative staff

School admin staff will:

> Transfer calls from parents/carers to the attendance lead where appropriate, in order to provide them with more detailed support on attendance

> To verify validity of internal registers

> When the attendance lead is unavailable take calls from parents/carers about absence on a day-to-day basis and record it on SIMS

3.7 Parents

Where this policy refers to a parent, it refers to the adult who has parental responsibility for the child. All those who have parental responsibility for a child or young person has day-to-day responsibility for the child (i.e. lives with and/or looks after them).

Parents are expected to:

> Make sure their child attends school every day and on time

> Call the school to report their child's absence by 8.30am on the day of the first absence and **each subsequent** day of absence and advise when they are expected to return

> Provide the school with more than 1 emergency contact number for their child

> Ensure that, where possible, appointments for their child are made outside of the school day

> Where appointments are during the school day, usual practice will be to only authorise the session that the appointment is in (AM/PM)

> Commit to the home school agreement

> Seek support, where necessary, for maintaining good attendance, by contacting the head of year, attendance lead or key worker who can be contacted via info@hendonschool.co.uk or Attendance@hendonschool.co.uk

3.8 Pupils

Pupils are expected to:

> Attend every timetabled session, on time

> HS6 parents are still expected to contact the school and to follow the same absence reporting procedure

4. Recording attendance

4.1 Attendance register

We will keep an electronic 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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

> Present

> Attending an approved off-site educational activity

> Absent

> Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

> The original entry

> The amended entry

> The reason for the amendment

> The date on which the amendment was made

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

See Appendix 1 for the DfE attendance codes.

We will also record:

> Whether the absence is authorised or not

> The nature of the activity, where 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 6 years after the date on which the entry was made.

The school day starts at 8.40am and ends at 3.10pm Monday – Thursday and on Fridays starts at 08:40am and ends at 2:20pm

Pupils must arrive in school by 8.35am on each school day and line up with their year groups and head of year.

The register for the first session (am) opens at 8.40am and closes at 9.10am. The second session (pm) opens at 12.25 and closes at 12.55. This differs on a Friday; pm session opens at 11.55pm and close 12.25.

4.2 Unplanned absence

Unplanned absences must be reported by 8.30am on the first day of absence and on each subsequent day. Parents should do so by calling: **0208-202-9004 (option 1) or using extension 228 or emailing attendance@hendonschool.co.uk**

Where the reason for absence is illness, these may be authorised on a discretionary basis for the first two days, specific symptoms are required, and medical evidence may be requested in some circumstances.

Medical evidence will be required for and illness related absences lasting more than two days.

Examples of medical evidence could be, but are not limited to a doctor's note, prescription, appointment card etc.

4.3 Planned absence

Absences for medical or dental appointments will only be authorised for the session in which they occur e.g. AM or PM providing the parent notifies the school in advance of the appointment and has shared evidence, such as appointment card.

Leave during term time for exceptional circumstance should be requested by completing the form found on the school website or this link here Attendance & Absence Reporting - Hendon School. Paper copies can be obtained from Reception.

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

4.4 Lateness and punctuality

A pupil who arrives late:

> Before the register has closed will be marked as late, using code L (8.40am to 9.05am)

> After the register has closed will be marked as absent, using code U (9.05am)

> Between 8.40am to 9.05am will receive a daily 30-minute detention after school

> To school after 9.05am will receive a daily 60-minute detention after school

4.5 Following up unexplained absence

Where students have not attended school as expected, the school will:

> Contact pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. Where we cannot reach parents, we will use emergency contacts provided.

> Identify whether the absence is authorised

> 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(s) for which the pupil was absent

> Call the parent on each day that the absence continues, where the parent has failed to contact school

> Where an unexplained absence continues to day three, a home visit could take place to complete a welfare check

> Absences that reach 10 days with no contact from parents will result in school completing a Child Missing School referral (To the Local Authority)

> Where relevant, report the unexplained absence to any stakeholders working with the pupil

> Where appropriate, offer support to the pupil and/or their parents to improve attendance

> Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

> Where support is not appropriate, not successful, or not engaged with, this is referred to the EWO

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels through Hendon's Academic Review Day (ARD), Progress evenings and termly school reports and the termly newsletter from the Attendance Lead.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

Only the headteacher can authorise absences from the school during term time.

The headteacher will only authorise a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations.

These circumstances are:

> Taking part in a regulated performance, or regulated employment abroad

> Attending an interview

> Study leave

> A temporary, time-limited part-time timetable

> Exceptional circumstances

A leave of absence is authorised at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as circumstances that could not be reasonably foreseen or avoided and for which there was insufficient time to take alternative action.

Leave of absence will not be authorised for a pupil to take part in protest activity during school hours.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant background 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 form, accessible via Attendance & Absence Reporting - Hendon School the Attendance Lead may require evidence to support any request for leave of absence before it is presented to the Headteacher for authorisation. For HS6 students the process and guidance are the same as for years 7-11.

Other valid reasons for **authorised absence** include (but are not limited to):

> Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

> Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the relevant religious body to confirm whether the day is set apart

> Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

> If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

> Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

> Attending another school at which the pupil is also registered (dual registration)

> Attending provision arranged by the local authority

> Attending work experience

> If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher can authorise a referral for a fixed penalty notice to be issued to parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Local authority or the police can also issue Fixed Penalty Notices.

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

> Whether the national threshold for considering a fixed penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)

> Whether a fixed 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 fixed penalty notice inappropriate

A Fixed Penalty Notice will be issued to each parent who is liable for the offense.

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

If issued with a **first** fixed penalty notice, each parent must pay £160 within 28 days. This is reduced to £80 if paid within 21 days.

If a **second** fixed penalty notice is issued to the same parents in respect of the same pupil, the parents must pay £160 within 28 days, with no option for a reduced payment.

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

A fixed 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). These penalty

notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school. When a pupil has incurred an amount of unauthorised absences their parents will be sent a notice to improve.

They will include:

> Details of the pupil's attendance record and of the offences

> The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996

> Details of the support provided so far

> Opportunities for further support, or to access previously provided support that was not engaged with

> A clear warning that a penalty notice may be issued if attendance does not improve within the agreed period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis

> A clear timeframe 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

> Attendance is celebrated weekly through the Climate Curriculum and gaining achievement points for their house

> Attendance is celebrated in half termly reward assemblies. Students who have 100% attendance for the half term are entered to a prize draw

> Students who have maintained 100% attendance for the term, are invited to a house reward to share with their peers

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

> At Hendon school we promote our school values; Believe, Lead, Achieve and Belong

> We realise that in the current climate that some students may have barriers in maintaining a healthy attendance to school. We have a dedicated Student Support team which includes the Attendance Lead to work with families to remove these barriers and place the right intervention to support the student to return to school

> Students are discussed at Hendon Student Support Panel regularly and refer students for different interventions in removing the barriers

7.2 Pupils absent due to mental or physical ill health or SEND

> If a student is absent due to mental, physical health or SEND the school will work with the family and the pupil to put the right intervention in place to re-integrate them back into school.

> If a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority

> Each attendance concern will be treated on a case-by-case basis to offer the best package of support

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

> If a student is returning to school after a lengthy or unavoidable period of absence, the school will work with the pupil and their family to ensure the right support is in place for their transition into school life and what is best for the pupil

8. Attendance monitoring

8.1 Monitoring attendance

The school will continuously monitor attendance and absence data (including punctuality) across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE. The school has granted access to its management information system so the data can be accessed regularly and securely.

The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

8.2 Analysing attendance

The school will:

> Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

> Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

> Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends

> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

> Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

> Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)

> Provide regular updates from the whole school SOL attendance tracker to the form tutors to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding lead and pupil premium lead)

> Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

> Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

> Use attendance data to find patterns and trends of persistent and severe absence

> Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

> Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

  o Discuss attendance and engagement at school

  o Listen, and understand barriers to attendance

  o Explain the help that is available

  o Explain the potential consequences of, and sanctions for, persistent and severe absence

  o Review any existing actions or interventions

> Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

> Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

> Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum of an academic year by Ms T. Sooknanan. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

> Child protection and safeguarding policy

> Behaviour policy (Climate for Learning)

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention

		• Remanded to youth detention, awaiting trial or sentencing, or
		• Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays