



Hawkey Hall High School

POLICY NAME: Attendance

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SIGNATURE: *W. Hawkey*

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1. Our Aims

Hawkley Hall High School is committed to providing a full and efficient educational experience to all students. On the basis of equal opportunities, we will take measures to encourage regular and punctual attendance at school, and in all lessons. All students have a right to an education and for them to achieve their full potential academically and pastorally, consistently attending school is crucial. At Hawkley Hall High School, we believe that attendance is 'Everyone's Responsibility' and all staff can contribute to students achieving outstanding attendance.

This policy should be read in conjunction with the following: Anti-Bullying Policy; Behaviour Policy; Child Protection and Safeguarding Policy and Procedures; Equality and Diversity Policy; Looked After Child Policy; Mental Health Policy; SEND Information Report.

Hawkley Hall High School is committed to ensuring that all students, including those with SEND, have their individual needs and circumstances considered when implementing attendance/punctuality-related support. We will adopt a graduated approach where necessary and make reasonable adjustments to the details outlined in the policy where we feel they are appropriate.

It is part of the culture of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career and as a school, we will do all we can to ensure maximum attendance for all students. Any problems that impede full attendance will be identified and addressed as speedily as possible.

Hawkley Hall High School will endeavour to communicate, to parents/carers, the importance of consistent and punctual attendance at school. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. As a community, we recognise that parents/carers are primarily responsible for ensuring their child attends school regularly and punctually.

If there are problems that affect a pupil's attendance, we will investigate, identify and strive, in partnership with parents/carers, students and relevant support agencies, to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

As a school, we are committed to safeguarding all of our students and understand that non-attendance may be an indicator of further pastoral support being required. Hawkley Hall High School is proud of its 'Team Around the Child' (TAC) approach to the safeguarding and wellbeing of its students and we will endeavour to call upon the expertise of the wider pastoral team where we feel that attendance is a contributing factor to a student not having consistent access to the educational experience they deserve.

2. Legislation and Guidance

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2024) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Sharing daily pupil attendance data'

3. Statutory Duty of Parents

In section 444 of the 1996 Education Act, it specifies that parents or carers have a legal responsibility to ensure that students of compulsory school age are educated, either by regular attendance at school or otherwise. Otherwise may include, but is not limited to, special units, hospitals, education at home by a parent, a private tutor or further education colleges.

Section 576 of the Education Act 1996, defines a parent as:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person Parents should be aware that even though they may not live at the same house as the child, they are still responsible for ensuring the child attends school every day. As long as a parent can demonstrate to the Local Authority that the education is full-time and suitable for the child's needs, the law allows parents to choose the alternative options up to the child's specified leaving date.

4. Roles and Responsibilities

In order to maximise a child's potential, it is crucial that all stakeholders work collaboratively. In order to achieve this, we expect that:

Students will:

- attend school regularly and strive for 100% attendance
- arrive on time and appropriately prepared for the day wearing the correct school uniform, with a school bag and the correct equipment
- inform their parents or a member of staff of any problem that may hinder them attending school
- not contact home themselves whilst in school
- accept help, support and guidance when offered where there are concerns regarding attendance

Parents/Carers will:

- ensure their child attends school and engage with any additional support that is implemented
- ensure that they contact the school whenever any problem occurs that may keep their child away from school
- ensure that they contact the school whenever their child is unable to attend due to illness
- ensure that their child arrives to school on time well prepared for the school day
- ensure that family holidays are taken during school holidays

School staff will:

- create a welcoming and supportive atmosphere where pupils feel they belong
- consistently address attendance issues
- ensure those students returning following a period of absence are supported to build confidence and bridge gaps
- provide a quality education
- contribute to creating a whole school culture that promotes the importance of good attendance and punctuality and celebrate achievements

- follow a clear and fully understood registration process, in accordance with statutory regulations to follow up any absence
- record attendance regularly and accurately, including attendance at all timetables lessons
- build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them
- communicate efficiently and effectively with parents when a student fails to attend school
- work with other local schools, the appropriate agencies and Local Authority as per the DfE guidelines when absence is at risk of becoming persistent or severe

Use of attendance data

As early intervention is essential in preventing poor attendance escalating, we have robust data analysis procedures in place. In order to provide immediate support.

Student's attendance will be monitored and may be shared with the Local Authority and other agencies if student's attendance is a cause for concern. Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. All information shared will be done so in accordance with the Data Protection Act 1998.

Rewarding Attendance

As a school, we feel it is important to recognise and reward good and improving attendance and punctuality. To assist us all to focus on this, we will:

- promote a culture across school which identifies the importance of regular and punctual attendance
- provide attendance rewards, such as post cards home, telephone calls, fast passes and prize draws
- celebrate improvements in attendance with students
- provide parents with attendance updates at regular intervals
- send regular letters home to reward
- record weekly form group attendance

5. Understanding Types of Absence

In school, students are expected to attend for 190 days over an academic year. Every half day (= 1 session) has to be classified as either authorised or unauthorised, which is why it is crucial that school are informed as soon as possible about a student's absence.

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

The final decision will be made by the Headteacher.

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Missing in education

- Not registered at a school and not receiving suitable education in a setting other than a school

Other authorised circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances e.g. visiting a parent in prison or social worker contact time.

Suspensions. Suspension from school is counted as an authorised absence. For suspensions of more than half a day, work will be provided where possible via. Show My Homework or Teams.

Religious observance

Hawkey Hall High School acknowledges and embraces the multi-faith nature of British society and the school. We recognise that on some occasions, religious festivals may fall outside school holiday periods and this necessitates a consideration for authorised absence. Parents/carers must request permission in writing at least a day in advance. In the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day to be designated for any religious observance. Any further absence will be categorised as unauthorised.

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

6. Leave of Absence

Taking leave or holidays during term time will affect your child's schooling as much as any other absence and we expect parents to support us by not taking your child away during school time. There is no automatic entitlement in law to take time off in school for the purpose of a holiday. No holidays will be authorised in term time unless it

is deemed as exceptional circumstances by the Headteacher. School makes it clear that it actively discourages the taking of holidays in term time, as this is detrimental to the continuity of a child's education.

All applications for leave must be made at least 3 weeks in advance in writing to the Headteacher. The Education (Pupil Registration) (England) Regulations 2006 act makes it clear that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

When making the decision, the school will consider the individual circumstances of each application, including any previous pattern of leave, both current and historical attendance and the length of leave requested.

7. Responding To Non-Attendance

When a pupil does not attend school, we will respond in the following manner:

The SSO will contact home on the first day of absence to:

1. Make parents aware that pupil is absent
2. Ask for explanation for absence
3. Log parental responses in order to determine appropriate registration coding
 - If contact cannot be made in the morning, a second attempt may be made in the afternoon. All named contacts will be tried if contact hasn't been made with priority contact 1.
 - If contact hasn't been made for 3 days, a home visit will be attempted.
 - If the student is under the Attendance Enforcement Team (AET), the Attendance Officer will inform the relevant worker.
 - If an acceptable reason for absence is not provided, the absence will be classified as unauthorised.
 - In the case of persistent non-attendance and following a set period of intervention by the school and Attendance Service, we will support any recommendations for statutory action (CRIMINAL PROCEEDINGS).

8. Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when 10% or more schooling on an ongoing basis is missed for whatever reason. Absence at this level is doing a considerable amount of damage to any student's educational prospects and we need parent's/ carer's full support and cooperation to tackle this and support improvement.

9. Absence Procedures

If your child is absent, you must:

- contact school as soon as possible on the first day of absence to inform school of the reason

If your child is absent, we:

- will contact you on the first day of absence if we have not heard from you that day
- may arrange for a home visit
- may invite you in to school and conduct an attendance meeting, involving the signing of an attendance contract should the absences persist, to work collaboratively to improve your child's attendance

10. Student Absences

In order to maintain our high expectations on attendance, school will actively support and seek guidance from the LA with regard to unauthorised absences and legal intervention. This will take the form of a Fixed Penalty Notice (FPN), following guidance from the Local Authority.

School will contact parents/ carers to highlight school's concerns. As part of the school's monitoring of attendance and unauthorised absences, school reserves the right to mark as unauthorised any absence that is not satisfactorily evidenced.

If a student's attendance is below the school's expectations, they may be added to one of the attendance intervention groups, which could involve parental and/or student meetings to create a collaborative approach to support and assist in improving student attendance.

11. Student Punctuality

- Punctuality to school is logged on Arbor
- Any student arriving late to school will sign in via B block
- Any student arriving after 9:30am will receive an unauthorised absence mark for the morning session, unless an acceptable reason is provided. Persistent lateness could result in an Education Penalty Notice being issued
- Students arriving late to school will attend late detentions
- Students must be punctual to all lessons, and any lateness will be recorded on Arbor. It is the class teacher's responsibility to deal with any lateness to their lesson

12. Use of Legal Interventions

In law, an offence occurs if a parent/ carer fails to secure a child's attendance at the school at which they are registered. Penalty notices supplement the existing sanctions currently available under Section 444 of the Education Act 1996 or Section 36 of the Children Act 1989, to enforce attendance at school where possible. Legal action in the courts may be used as a strategy to improve attendance when parents have failed to secure their child's regular attendance at school. Penalty Notices are a further option available to the Local Authority

13. Pastoral and Safeguarding

At Hawkley Hall High School, every child has the right to an education and to be safe and cared for in a way that meets their individual needs. We recognise that all children need a safe and stable environment to enable them to flourish and achieve to the best of their abilities, away from anyone or anything that may cause them harm. To ensure this, we follow the school's Safeguarding policy. We respect all members of the school community and treat information with confidentiality. The Attendance Policy is served in conjunction with our role to safeguard all our students. It is important to note that extremely poor attendance may be classed as 'Educational Neglect', which could potentially form part of a referral to Children's Social Care for action and trigger further support from external agencies.

14. Students with extremely low attendance

It is the parent / carer's responsibility to encourage your child to attend school every day. However, if the reason for their reluctance appears to be due to issues in school, please contact school at the earliest opportunity to discuss this and enable school and home to work collaboratively to support the child to attend school.

15. Outside Referrals

The school cannot work in isolation. The partnership of school, parents and the LA is fundamental, with all involved accepting responsibility and working together to improve attendance for the benefit of the students and community. Prompt action on non-attendance and accurate and consistent registration are important areas of child protection.

16. Early Help

Early identification of needs and support required can prevent concerns escalating. Early help plans should have focused outcomes for children and families, and should be actively planned with them. Plans should deliver evidence based interventions, and clear thresholds for specific agency intervention, such as social care, housing and mental health services.

Areas of Vulnerability and Support

Possible issues that may lead to non-attendance are:

- Parentally condoned unjustified absence
- Unrecognised SEND barriers
- Abuse or neglect
- Student disaffection
- Inappropriate curriculum for a child
- Burdens of domestic responsibilities

Vulnerable Children

Children who are looked after (LAC), subject to a Child Protection Plan (CP) or Children in Need (CIN) and who may have an Educational Healthcare Plan (EHCP) will be treated with the highest priority and will be known to the attendance team. Any unexplained absence will be followed up immediately by a telephone call to the home, liaising closely with the school's inclusion faculty. Any outside professionals who are also working with the children and family will also be notified of the absence. Children with SEND will be treated with a similar priority to ensure that their time in school can be maximised and their learning is supported. Through the Inclusion Faculty, a bespoke approach will be used for students of different ages and need.

17. Staff, Intervention And Escalation

Staff:

Student Support Officer (SSO)

Form Tutor (FT)

Head of Year (HOY)

Attendance Officer – (AO)

Designated Safeguarding Lead – Laura Holland(DSL)

Deputy Designated Safeguarding Lead – Laura Holland/Claire Knowles (DDSL)

Learning Mentor (LM)

School Counsellor (SC)

Senior Pastoral Leader – Chris Finch/Laura Notere (SPL)

Senior Assistant Headteacher (Pastoral) – Ellen Palmer (AH)

Stages/%	Intervention, Procedures & Responsibilities
Ongoing attendance procedures	<ul style="list-style-type: none"> Phone calls made to parents/carers of any absent students and Arbor updated - SSO No contact on third day of absence, arrange home visit – AO/HOY/SPL Termly 'Big Picture' attendance review – AO/SPL Ellen Palmer/Chris Finch to track target students daily – SPL/AH
Stage 1 100%	<ul style="list-style-type: none"> Letter of acknowledgement – AO Potential form rewards – AO 100% Attendance badges - SPL Invite to end of year trip – AO/HOY/SPL
Stage 2 Approximately 99%-95%	<ul style="list-style-type: none"> Possible form tutor intervention – FT Letter 1 emailed home – AO
Stage 3 Approximately 94% - 90%	<ul style="list-style-type: none"> Letter 2 emailed home – AO Possibly HOY intervention - AO Possible group work for targeted students – AO Fixed Penalty Notice warning letter – AO Meeting with AO – AO
Stage 4 Approximately 89% - 85%	<ul style="list-style-type: none"> Letter 3 emailed home – AO Meeting with Simon Wetton – AO Early Help (4-week target of 90%) – HOY/AO Fixed Penalty Notice where appropriate – AO TAC support – Wider pastoral team
Stage 5 Below 85%	<ul style="list-style-type: none"> Referral to Attendance Enforcement Team (AET) if Early Help isn't successful – AO/SPL/AH Home visits – SPL Attend meetings with AET where appropriate – SPL/AH