

Hetts Lane Infant & Nursery School



Working together to be the best we can be

Attendance Policy

November 2025

At Hetts Lane to make sure we can all enjoy learning together:

- ☺ We **respect** everyone and everything
- ☺ We always **do our best**
- ☺ We are **caring** and **kind**
- ☺ We keep ourselves and others **safe**

1. Core Principles and Rationale

At Hetts Lane Infant & Nursery School we are passionate about every child reaching their full potential and are committed to providing a full and effective education for all children. Our school considers attendance to be of paramount importance. We recognise that regular attendance and punctuality are vital if a child is to make best progress at school and gain the greatest benefit from the education we provide at Hetts Lane.

The school will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any issues which may impede full attendance are acted upon as quickly as possible.

For all children to gain the greatest benefit from their education it is vital that they attend school regularly.

Statutory Position & Legal Requirements

Parents are responsible for making sure their children of compulsory school age receive a suitable full time education. All children become compulsory school age at the beginning of the first term following their 5th birthday. The law states that parents have a legal obligation to ensure that children within their care attend school regularly and schools and the Local Authority have a duty to ensure that poor school attendance is dealt with swiftly.

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance which 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 Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to Keeping Children Safe in Education

2. Aims

Attending school regularly is important to a child's future, children who miss school frequently can fall behind and do less well. The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their society

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

At Hetts Lane Infant and Nursery School, we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. We strive to make our school a happy and rewarding experience for all children.

3. Expectations and Responsibilities

At Hetts Lane we expect that all children should be at school, on time, every day the school is open, unless the reason for absence is unavoidable.

We believe that regular attendance is vital when it comes to children reaching their full potential; therefore we encourage all of our parents/ carers to support us in giving their child every opportunity to achieve their best.

At Hetts Lane we understand that improving attendance is a shared responsibility of everybody and it is through working together in close partnership that we will secure the best possible attendance for all children. The senior attendance champion/ leader in our school is Mrs Stancliffe, the head teacher who can be contacted through the school office.

Parents

Please note: where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- ❖ Ensure that their children **regularly attend school** (every day unless the reason for absence is unavoidable) **and arrive on time**.
- ❖ **Contact the school before 9.30am on the first morning of their child's absence** and inform the school of the reason for their child's absence and when they are expected to return.
- ❖ Provide the school with more than 1 emergency contact number for their child and update the school of any changes to contact details
- ❖ Ensure their children arrive in school **on time** and well prepared for the school day.
- ❖ Seek support, where necessary, for maintaining good attendance and contact the school whenever any problem occurs that may affect attendance or inform a member of staff of any problem or reason that may prevent their child from attending.
- ❖ Work with the school in ensuring that their child's attendance is the best it can be. Including actively engaging with any support and agreed improvement contracts.
- ❖ Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

We expect the following from all our pupils:

- ❖ **That they attend school regularly**
- ❖ That they will be on time and have what they need for the day
- ❖ That they will tell an adult in school if they are unhappy or having problems attending school

School

Parents and pupils can expect the following from Hetts Lane

- ❖ A whole school culture that promotes the benefits of good attendance and gives good attendance a high profile.
- ❖ To implement a clear attendance policy that is communicated to parents, children and staff
- ❖ To keep regular, efficient, accurate records of attendance
- ❖ A high quality education
- ❖ Rewards and celebrations for good attendance
- ❖ Early contact with parents/ carers when a pupil fails to attend school and to meet with parents to discuss any problems as soon as they are identified
- ❖ To be kept informed of termly attendance figures, provided at parent evenings and with annual reports
- ❖ To provide support, advice and guidance for all aspects of school attendance
- ❖ A clear staged response to managing pupil attendance (as shown on pages 13 & 14)

Specific responsibilities within the school:

Governors are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - 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/ improvement 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
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - 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

The head teacher/ Senior Attendance Leader & Senior leaders

At Hetts Lane the head teacher is the senior attendance leader and is responsible for:

- Setting a clear vision for improving and maintaining good attendance and leading, championing and improving attendance across the school
- Implementing this policy and communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Evaluating and monitoring processes and the impact of any implemented attendance strategies
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Monitoring school-level absence data and reporting it to governors
- Issuing fixed-penalty notices, where necessary, and authorising other named staff to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance and 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

- Regularly monitoring and evaluating progress in attendance
- Building close and productive relationships with parents to discuss and tackle attendance issues and liaising with pupils, parents/carers and external agencies, where needed

Office staff are responsible for

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the head teacher
- Advising the head teacher/ other staff authorised by the head teacher when to issue fixed-penalty notices
- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Checking attendance registers and making first day absence calls
- Building close and productive relationships with parents to discuss and tackle attendance issues

Class Teachers are responsible for:

- Recording attendance for both morning and afternoon sessions on a daily basis and submitting this information to the school office
- Monitoring individual attendance in their class and informing senior leaders of any concerns

Class teachers and Teaching Assistants are responsible for:

- Promoting good attendance
- Building close and productive relationships with children and parents to discuss and tackle attendance issues
- Talking to children of concern about why they aren't coming to school and record the conversation & 'child's voice'

4. Encouraging and Promoting Good Attendance In School

Attendance is encouraged through: celebrating good attendance, accurate completion of registers, effective monitoring and communication with parents/ carers and supporting parents and carers who are concerned that their children may be experiencing difficulty attending, including home visits if necessary.

Celebrating Good Attendance

The school acknowledges good and excellent attendance by the use of certificates and other rewards

Weekly

- ❖ Class teachers regularly promote good attendance and punctuality
- ❖ The class with the best attendance is acknowledged in Friday Celebration Assembly and the class are awarded the 'Attendance Trophy' that stays in their class for the week. The winning class is also announced in the weekly newsletter as is the class with the best punctuality.
- ❖ If a class achieves 100% attendance in any given week the whole class is given an additional reward which is decided by the class teacher
- ❖ Attendance and punctuality reminders are regularly documented on the weekly newsletters
- ❖ Attendance for each week and each class is displayed in school

Termly/ Half Termly

- ❖ Certificates are issued to pupils for excellent attendance at the end of each term/ half term
- ❖ Attendance levels are shared with parents at least termly at parent consultations and in the children's end of year report to parents

Annually

- ❖ A parent guide to attendance is given to parents as children join the school and/ or during attendance weeks. Parents are informed of procedures and policy in the welcome to nursery/ school booklets on an annual basis as well as attendance being a regular feature on newsletters.
- ❖ An annual whole school attendance and punctuality week is planned into the school calendar to raise the profile of good attendance. Good attendance and punctuality is promoted through assemblies, stories, daily rewards and incentives
- ❖ At the end of the academic year children with excellent and improved attendance up to the half term Summer holiday are given a certificate and prize/ reward to celebrate their achievement
- ❖ At the "Welcome to school" meetings the importance of attendance and punctuality is shared and authorised and unauthorised absences are explained.

The school is proactive in its continuing drive to improve attendance and staff attend training where good practice is shared between schools.

5. Recording Attendance

Attendance register

We keep an electronic attendance register, and place all pupils onto this register.

The attendance register is taken twice a day, once as the children arrive at the start of the day and then again after lunchtime and this counts as 2 sessions. The register is completed using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, to show whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment made 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

We will also record:

- For pupils of compulsory school age 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.

Arrival and Registration

The school day

- Starts at 8.20am for FS2 children and ends at 2.50pm
- Starts at 8.25am for FS1 (nursery) children and ends at 11.25
- Starts at 8.30am for KS1 (Years 1 & 2) children and ends at 3pm

The register for the first session will be taken 10 mins after the start of the day and will be kept open until 30 minutes after the start of the session. The register for the second session will be taken at the start of the afternoon session (12.30 for FS2 and 1pm for KS1) and will be kept open until 30 minutes after the start of the session.

6. Lateness and punctuality

The register will close 30 minutes after the start of the morning session. This is will be at 8.50am in FS2 and 9am in KS1.

A pupil who arrives late:

- before the register has closed will be marked as **late**, using the appropriate code
- after the register has closed will be marked as **absent**, using the appropriate code

At Hetts Lane punctuality is promoted and pupils learn about the importance of being on time as good habit for both now and in the future

Lateness can be embarrassing to the child arriving late in front of their peers and it can also be disruptive not only to their own learning but the learning of others. Every class including nursery starts their learning for the day straight after the register.

Children who are regularly 5 or 10 minutes late not only miss a positive start to the day but the amount of learning time missed quickly mounts up (25-50 minutes a week/ half a day or a day each half term) and we know that this can impact on a childs progress.

Procedures for Lateness

- The school doors close at **8.40am**. Any children arriving after this time have to be admitted by the office staff through the main entrance.
- If a child arrives late after the registers have closed (30 minutes after the start of the session) they will need to be signed in at the office and office staff notified whether the child is having dinners or sandwiches for lunch.
- Children and parents/carers are made aware of this procedure and of the need to sign in, in the event of a fire or emergency evacuation

Persistent Lateness

Punctuality is monitored daily as part of the attendance monitoring procedures.

We understand there can be exceptional or unforeseen circumstances where lateness is unavoidable and ask that parent/ carers telephone the school office as soon as possible to inform school that their child is going to be late.

However if a child is late on a more regular basis, the following action will be taken.

- Staff will speak with the parent/carer of a child who is late on more than 5 occasions to discuss reasons for the lateness and offer support to help overcome barriers to being on time.
- If then a child continues to arrive late, a letter will be sent to the parent/ carer

If there continues to be no improvement the parent/ carer of a child with consistent lateness will be asked to attend a meeting with the school and a plan for improvement agreed.

7. Absence

Informing the school when your child is absent

Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am or as soon as practically possible, by calling the school office (01623 842224) or emailing the office (office@hettslane.nott.sch.uk)

Illness

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are concerns about the child's attendance/ authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Other Unplanned Reasons for Absence

Unplanned reasons for absence other than illness will be marked as either authorised or unauthorised (see explanation below)

Planned Absence

Medical Appointments

We encourage parents to make medical and dental appointments out of school hours where possible and we appreciate this can not always be done. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Attending a medical or dental appointment will be counted as an authorised absence as long as the pupil's parent notifies the school in advance of the appointment. Where available the appointment letter or card should be shown at the office.

Other Planned Absences

Parents must also apply for other types of term-time absence as far in advance as possible of the requested absence. Please see page 11 to find out which term-time absences the school can authorise.

Authorised and Unauthorised absence

There are 2 types of absence:

Authorised – where the school approves/ authorises the absence.

Unauthorised- where the school does not approve/ authorise the absence or there is no parental explanation

Attendance registers must show whether an absence is authorised or unauthorised.

Approval for term time absence (Authorised absences)

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

- Illness (including mental-health illness) and medical/dental appointments that can not be taken out of school time
- 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)
- 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)

Leave of Absence

The head teacher will only grant 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
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

In accordance with school attendance regulations the head teacher must be satisfied that there are "**exceptional circumstances**" which warrant the leave of absence for it to be granted/ authorised.

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

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. For example a funeral or wedding may be authorised for a day. But to have a weeks holiday in school time because the cost is cheaper during term time or a day out for a birthday would not be an exceptional circumstance.

Any request for a child to be taken out of school in term time **should be made before the absence by completing a leave of Absence Request form** which can be collected from the school office. When completed this form should be returned as far in advance as possible (at least 12 days before the absence) and will be passed to the head teacher. The head teacher may require evidence to support any request for leave of absence.

Parents will be informed whether the leave of absence is granted/ approved. **Leave of absence that has not been approved will be unauthorised and may lead to a referral being made to the Local Authority for action which could result in the issue of a Penalty Notice Fine. (see page 15)**

The school works in partnership with the Family of Schools and will liaise with other settings to ensure consistency with regard to siblings and families wherever possible.

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

Unauthorised Absences

Unauthorised absences are those that the school does not consider reasonable and for which no “leave of absence” has been granted. If a child is absent without prior authorisation and an acceptable explanation for the absence is not given, the absence will not be authorised.

This includes:

- Parents/carers keeping children off school unnecessarily
- Absences that have never been properly explained
- Absences which can not be authorised as medical proof is required
- Leave of Absence requests including holidays that are not “exceptional circumstances” will be recorded as unauthorised absences.

Recording Reasons for Absence

All telephone and verbal messages for absence are recorded in the absence/sickness book in the office. Office staff speak to class teachers/teaching assistants to ask if they are aware of a reason for absence for a child if the office haven't received a message, this is also recorded in this book. The office staff make first day calls to parents/carers and reasons given for absence are then recorded in the absence book.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home visit or contact
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- 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 consider legal Intervention/ Penalty Notice as detailed on page 15.

Children Missing in Education

When removing a child from the schools role at standard and non-standard transition points the school follows the departmental statutory guidance; children missing education.

When a child is absent from school without authority the school follows NCC Local authorities procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Where a pupil who fails to attend regularly, or has been absent without the school's permission for a continuous period of 10 days the school will follow Nottinghamshire County Council's Attendance Flow chart. School staff will always try to locate the child and attempt to establish the whereabouts of the child. Once a child has been identified as missing and cannot be located within school, the Designated Safeguarding Lead will be informed and appropriate action will be taken.

8. Responding to Non-attendance

At Hetts Lane we will always “**Support first**” when responding to absence

The school has a structured response for dealing with attendance concerns:

- If a child is absent from school the register will be marked accordingly and reasons for absence recorded. School staff will alert senior staff if they have concerns about a child’s attendance
- **First day of Absence:** After **9.30am** on the first day of absence if a message hasn’t been received, office staff will call the child’s parent/carer to ask why the child is absent and an additional text message or email may also be sent. If school is unable to get a response during the morning the child’s emergency contacts will be called. A decision will be made in consultation with the head teacher of whether a home visit is then required.
- Office staff **monitor** attendance on a daily and weekly basis and any immediate concerns are shared with senior staff/ the head teacher so that they can be quickly acted on to ensure the safety and well being of all children.
- All parents are informed of their child’s attendance at least termly, however where a concern arises, parents are informed at the earliest opportunity and more regular monitoring takes place. School aim to identify any patterns of poor attendance as soon as possible and work together with parents and carers to resolve them.
- A traffic light attendance monitoring procedure is in place in school which is used after the first half term, at the end of each week to identify children:
 - As **green**, above 95% (Satisfactory/ Good Attendance).
 - As **amber/ orange**, between 90% and 95% (Attendance Needs Improving -concerns that the child is at risk of Persistent Absence)
 - As **red**, below 90% (Judged as Persistent Absence)
- Any children with attendance falling below 95% (amber/orange) are monitored closely and if there is no improvement concerns are shared with parent/ carers and support offered. School will listen and work together with parent/ carers to identify and understand barriers to attendance and identify and agree how they can be resolved.
- The parent/ carers of children identified through monitoring as “red” with attendance falling below 90% (Persistent absence) are informed by letter and attendance monitoring procedures are put in place until improvement is shown.
- If there is no or little improvement parent/ carers will be invited to attend a meeting or structured conversation with the class teacher, office staff or head teacher to enable the school to facilitate support to remove any barriers to attendance in school and help pupils and parent/ carers to access support they may need to overcome barriers outside of school. This may be through a voluntary Early Help Plan and /or referral for targeted support (eg: Early Help, Family Service , CAMHs etc)

- Parent/ carers with children who have been increasingly absent from school due to illness, will be asked to present evidence from their GP for any further absences for a period of time. This can be in the form of a letter from their GP or evidence of an appointment
- If improvement is not shown and absence persists the school will continue to work with parent/ carers through a more formalised support. This will involve a meeting with a senior member of staff and may include an improving school attendance contract being agreed.

Sanctions and Penalty Notices

The head teacher (or someone authorised by them), Local Authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If your child is absent for 10 sessions or has 10 unauthorised sessions (5 days – 2 sessions a day) over a 10- school week rolling period. The school will consider issuing a penalty notice

If the school issues a penalty notice, it will check with the Local Authority before doing so, and send it a copy of any penalty notice issued.

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

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

A 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).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

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 there are then further unauthorised absences and the threshold is met again then a **second** penalty notice can be issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

Only 2 penalty notices can be issued in a rolling 3-year period. A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first 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.

Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support. 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.

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 doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

9. Monitoring attendance

Ongoing daily and weekly monitoring of individual attendance is used to quickly identify and address any immediate concerns about a child's absence.

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil and year group level.

The school has granted the DfE access to its attendance data and data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will benchmark its attendance data at whole school and year group level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

Governors will be informed of attendance figures including authorised/unauthorised percentages in the termly Head Teachers report. Governors regularly review the policy and procedures for improving attendance and the issuing of penalty notices (fines)

Analysing and Using data to Improve attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and implement support strategies to secure improvement.
- 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
- Develop targeted actions to address patterns of absence 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 severed absence, and their families
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders
- 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, the Local Authority 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
- A whole school attendance monitoring report is also analysed each half term and used by leaders to identify children below 90% (Judged as Persistent Absence) between 90% and 95% and above 95% (Satisfactory/ Good Attendance) ,analyse trends, inform governors and review whole school policy and procedures

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 considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- 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
- Implement sanctions, where necessary

Reporting to parents

The school will regularly inform about their child's attendance and absence levels.

What Is Good Attendance and When Does a Child’s Attendance Become a Concern.

The table below shows what “good” attendance is & when attendance becomes a concern

Red Level		Orange/ Amber Level	Green Level	
Below 50%	Below 90%	90% - 94.9%	95% - 96.9%	97% and above
“Severe Absence”	“Persistent Absence”	Attendance Needs Improving	Attendance is Satisfactory	Attendance is Good
(serious concerns are raised & urgent improvement is needed) Parents are informed by letter and attendance monitoring procedures and support initiated until improvement is shown.		(concerns are raised that the child is at risk of Persistent Absence) Attendance is monitored closely and if no improvement, concerns are shared with parents/ carers and support offered as appropriate		(99% and above is excellent)

10 Working with Other Agencies

Research has shown that schools working in partnership with a full range of support services have a greater impact on school attendance than when they act alone or when support services are uncoordinated or disjointed. The school works with a number of support services to improve outcomes for pupils including: Family Service, Healthy Families, Social Care and CAMHs.

11. Nursery (Foundation Stage 1) Attendance

Hetts Lane Infant & Nursery school coordinate our own admissions to our FS1/ nursery class through our office team. Children can start in our nursery in the school term after their 3rd birthday. Attending nursery is not a legal requirement, however **if a child has a place at our nursery we do expect them to attend regularly and for parents/ carers to inform school when their child is absent.**

Our nursery morning provision begins at 8.25am and ends at 11.25am. It is important that children arrive on time so that they can enjoy a positive start to their session.

Nursery procedure for lateness

For the safety of all children in nursery, the nursery gates are locked at 8.35am and parents/ carers with children arriving after this time will need to telephone the school office so that nursery staff can be alerted and arrangements made for the gate to be opened.

12. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually. At every review, the policy will be approved by the full governing board.

13. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy