Hawkesley Church Primary Academy School

Pupil Attendance Policy

Introduction

The Governors and staff at Hawkesley Church Primary School are united in their belief that regular school attendance is the key to enabling children to maximise the educational opportunities available to them. Helping them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. We aim to ensure that all children attend school regularly and regular, punctual attendance is valued and positively encouraged for all of our pupils.

Hawkesley Church Primary School values all children. Some pupils find it harder than others to attend school. This policy sets out how school staff will work with pupils, parents and partners, to promote, encourage and support regular attendance at school and remove any barriers to attendance and offer the right service at the right time.

The Attendance Leader/Champion and Attendance Officer will monitor attendance and use attendance data to identify any patterns of concern, whilst also celebrating success! Attendance concerns will be raised with parents if reasons are not known by the school, e.g. a long period of illness, this information may be shared with the Local Authority following concerns. Where we have concerns, or lack of engagement from families to improve attendance, we will follow the schools escalated approach to improving attendance.

The schools escalated approach is child-centred and prioritises support and developing strong working relationships with families. We will use the early help process to provide support prior to escalation and consider how we can work with families to enable your child to access their right to education.

Attendance figures for each child will be reported to parents as part of a half-termly report, we will also share a child's attendance profile if we have concerns regarding a child's attendance. Throughout the school year the Attendance Team will report on the overall attendance figures for children groups, this will be closely monitored for support and reported to the Governing Body.

Aims

• To have a whole school culture of high attendance
• To set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality.
• To improve children's attainment through good attendance.
• To make attendance a priority for everyone.
• To ensure there is a clear process to identify and address emerging attendance concerns
• To work effectively with parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance.

To achieve these aims for our pupils, we are committed to the following:

- A welcoming, stimulating and safe learning environment.
- For all staff to feel happy to come to school to work with pupils, developing them to their full potential.
- To listen to parents and pupils to understand barriers to attendance
- To build trusted relationships with parents and pupils where attendance concerns can be discussed, understood.
- To have clear, accurate systems in place for admissions and attendance with effective daily processes
- To regularly monitor and analyse attendance data to quickly identify pupils / cohorts in order to improve attendance.
- High expectations of our pupils and all staff.
- A broad, balanced and relevant curriculum.
- To recognise and celebrate achievements in all areas of school life.
- For equal access to all aspects of the curriculum and school life.
- For high quality teaching using a variety of teaching strategies.
- For a range of resources that are effectively used to support and challenge learning.
- To provide experiences, which will develop our pupils' spiritual, moral and cultural understanding.
- To offer support, guidance and training for all those who teach and work with our children.
- To foster and maintain links with our wider community.
- Notify the Local Authority of Children Missing in Education – aligned to the DfE 2022 Attendance paper.

A whole school approach to supporting attendance at Hawkesley

Securing good attendance at Hawkesley cannot be achieved in isolation, and effective practices for improvement will involve working closely with other Leaders within the school. The Attendance Leader will work alongside the Curriculum Leader, Behaviour Leader, SENDCo and Pupil Premium Leader to facilitate a whole school approach.

Legislative Framework

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to Birmingham Education Authority if problems cannot be resolved by agreement.

This policy is written in line with the guidance from:
- The Department for Education, Working Together to Improve School Attendance which came into force in September 2022
- The Department for Education statutory guidance January 2015, School Attendance Parental Responsibility Measures

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude, and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

The foundations of a successful culture of high attendance

- The school has a fully embedded ethos in which excellent school attendance is expected, developed and nurtured. The escalated approach to supporting attendance is built on foundations of belonging and connectedness.

- The approach to improving attendance is built on clear policies, systems and processes. This ensures continuous and sustainable improvement drives attendance practice. The attendance policy is understood by all stakeholders and allows the school to set, and maintain, high expectations to improve the culture of attendance.

- The school prioritises developing a team of attendance experts, with a shared vision and core purpose. The Attendance Leader delivers bespoke training to support all staff to fully understand their role in improving attendance. External partnerships support attendance improvements through a multi-disciplinary approach for identified children and families.

- Data information and analysis direct resources proactively towards key demographic groups and identified individuals. The expert use of data analysis informs decision making at all levels. The attendance process ensures the Attendance Leader understands the reason for attendance concerns, these barriers can then be successfully supported and removed.

- Connecting and belonging drives the school approach to supporting attendance. All staff are supported to understand 'deeper roots' regarding poor attendance concerns. The school has developed, and embedded, an effective rewards system to further drive attendance improvements and celebrate success.
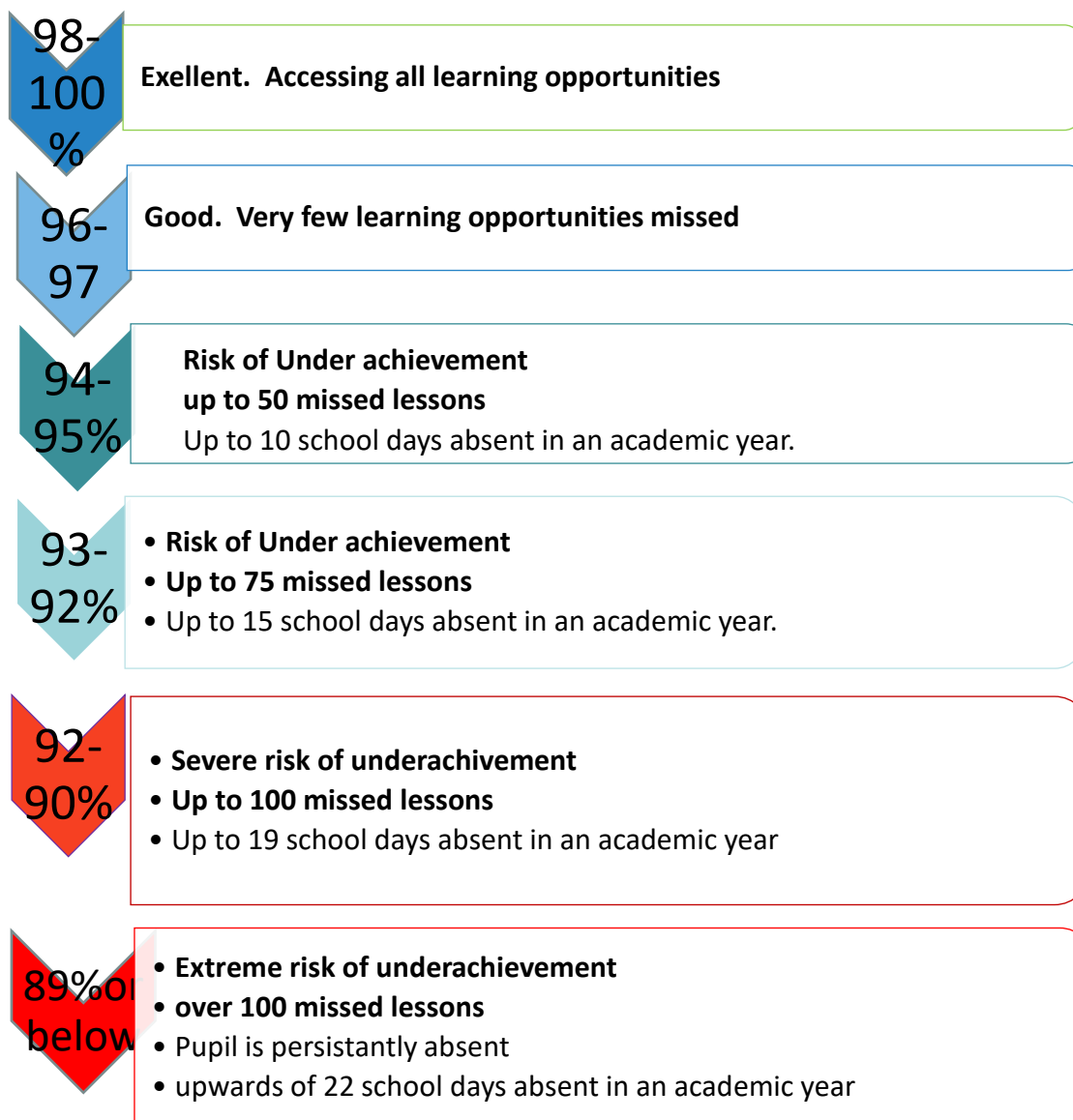
DFE: Working Together To Improve Attendance 2022

From September 2022, the DFE: Working Together to Improve Attendance paper will replace all previous guidance on school attendance except for statutory guidance for parental responsibility measures. The Secretary of State has committed to it becoming statutory when parliamentary time allows (this will be no sooner than September 2023).

Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.

At Hawkesley Church Primary School we expect all children to achieve attendance that is at least 96% or above.

98-100% Exellent. Accessing all learning opportunities

96-97 Good. Very few learning opportunities missed

94-95%
Risk of Under achievement
up to 50 missed lessons
Up to 10 school days absent in an academic year.

93-92%
- **Risk of Under achievement**
- **Up to 75 missed lessons**
- Up to 15 school days absent in an academic year.

92-90%
- **Severe risk of underachivement**
- **Up to 100 missed lessons**
- Up to 19 school days absent in an academic year

89% or below
- **Extreme risk of underachievement**
- **over 100 missed lessons**
- Pupil is persistantly absent
- upwards of 22 school days absent in an academic year

Attendance Partnership Expectations

We expect the following from all of our pupils:

- To attend school regularly.
- To arrive on time and appropriately prepared for the day, having eaten breakfast or attend breakfast club.
- To tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- To ensure their children attend school regularly, punctually and in full school uniform.

- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast.
- To talk to a member of school staff about any problem or reason that may prevent their child from attending school.

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason.
- Regular, efficient and accurate recording of attendance.
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.
- Follow up support if needed.

Roles and Responsibilities for attendance

- Hawkesley Church Primary school has an attendance champion, a named senior member of staff with responsibility for attendance issues.
- Our School Attendance Learning Mentor has day-to-day responsibility for attendance and attendance interventions.
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school. For detailed roles and responsibilities, please see Appendix 3.
- Attendance matters are reviewed by the Head Teacher and members of the Senior Leadership and Management Team.
- Attendance issues are reported, on a minimum termly basis, to the Governing Body.
- The school uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance. An Attendance and Welfare Officer will make weekly visits to school and support with any follow up actions needed.

We believe that through attending school every day on time children and young people will get the best possible start in life.

Procedures
Our school procedures follow the expectations set out by the Department for Education in the guidance 'Working Together to Improve School Attendance' (September 2022).

Our procedures are based around the principles and stages of:

- Preventing poor attendance.

- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve.
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent.
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.
- Formal Statutory Interventions where support has not been effective or engaged with.
- Constantly sharing information and working with other schools in the area and the local authority when absences are at a risk of becoming persistently absent or severely absent.
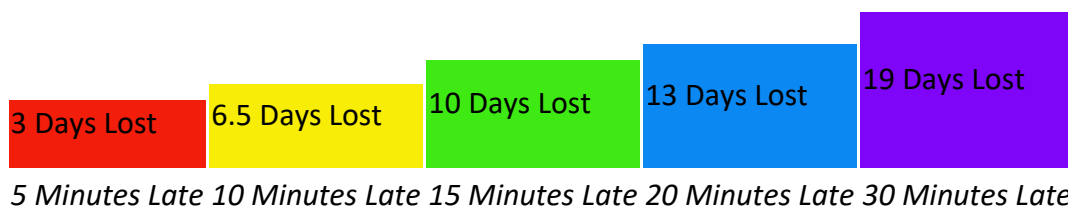
First Day Contact

At Hawkesley Church Primary School we expect our parents to make contact at the earliest opportunity on the first day of any absence. We will always contact you via text message or by calling you. Where we have on-going concerns regarding your child's attendance, we will visit your home address and write to you. We may even invite you to meet with a member of staff to discuss any on-going concerns regarding attendance. It is important that you talk to us first; you are legally responsible under Education Act 1996 for ensuring that your child is in school every day and on time. If we cannot make contact with you, we will continue to make announced and unannounced home visits, regarding any concerns we may have surrounding attendance at Hawkesley Primary School.

The School Day and Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.

3 Days Lost	6.5 Days Lost	10 Days Lost	13 Days Lost	19 Days Lost

5 Minutes Late 10 Minutes Late 15 Minutes Late 20 Minutes Late 30 Minutes Late

(Over one academic year)

To access the most of the school day we ask parents to ensure that their children are in school for 8.30am where there are a range of educational activities and interventions. The formal school day starts at 8.45am. Breakfast Club is available to all children from 8am.

Children arriving after 8.45am will be late for school and must report to the school office.

Where a pupil arrives after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).

School registration will close at 8:55am.

The registers monitored daily and to identify pupils who are arriving late and regular late arrival for school will be challenged as not acceptable.

Due to possible legal action, after 20 'U' codes the following procedures are put in place to resolve the problem:

- 6 Late arrivals in half Term - Letter
- 6 U codes in half a term = a letter sent home, offer of school support
- 10 U codes = Formal SARMS Meeting to agree an action plan as part of legal process
- Further U codes = Formal Warning
- Further 10 U codes following formal warning – Referral to Birmingham Education Legal Intervention Team

Celebrating good and improved attendance

We celebrate good and improved attendance in a variety of ways, including:

- Giving verbal acknowledgement and praise
- Rewarding with stickers, certificates and post cards home
- Positive promotion in the form of communication with parents (e.g. the school newsletter)
- Holding special events to celebrate good and improved attendance.

Absence

If a child is absent from school parents should contact the school on the first day of absence by 8.30am to inform the school of the reason for absence. Parents are expected to maintain contact with the school throughout the absence.

At 9am school registers are checked for any absences where there has been no contact by parents and reason given.

School staff will telephone any parent where their child is absent and no reason has been given to ascertain a reason for the child absence from school. When there is no answer, this will be followed by a text message requesting contact.

If staff are concerned about a child's absence or there is no response to their telephone call, they will follow the process in detailed in Appendix 1. This includes telephone calls to other emergency contacts, home visits, and referrals the police for a safe and well check.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2022)

It is imperative that up-to-date contact numbers and details are provided to school.

Schools are required to hold more than one emergency contact per child (KCSIE 2023). Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Examples of unsatisfactory explanations include:

- A child's/family member's birthday.
- Shopping for uniform.
- Having their hair cut.
- Closure of a sibling's school for INSET or other purposes.
- "Couldn't get up".
- Illness where the child is considered well enough to attend school without medical authority and in the absence of a communicable disease.
- Leave during term time taken without authorisation of the school
- Head lice – let the school know and letters will then be sent to all parents in a confidential manner.

Procedures for persistently absent children
At Hawkesley we aim to communicate the importance of attendance with parents and children. We have a particular focus on reducing Persistent Absenteeism at the school. The Persistent Absence threshold for children is currently 10% and Ofsted will use this threshold in its inspection of schools.

The threshold means that any child will be classed as Persistently Absent when they have missed 38 or more sessions. This equates to 19, or more, missed days during the academic year - which is as little as 6 days over each of the three Terms. This also equates to the equivalent of 1 day of absence, or more, a fortnight across a full school year

We will use a 19-day tracking system to make you aware of the number of days your child has missed in education. This will allow us to work together to reduce the number of days and attempt to prevent your child from reaching this number.
Once a child has reached 38 sessions, or 19 days absence, they will be classified as

Persistently Absent from school and we will report this to the Local Authority and follow external legal proceedings.

When there is a concerning pattern of attendance. (Below 96% with more than one period of absence):

- Letter of concern will be sent home advising of the concerns and who to contact in school if support required.
- Offer of school-based support made.
- Attendance will be monitored
- If attendance doesn't improve after initial letter and is at risk of falling below 90% and a Stage 1 letter will be sent

Attendance falls below 93%:

- A Stage 2 Letter to invite parents in for a meeting.
- Offer of Early Help and support
- If a child has more than 3 periods of absences due to illnesses a medical letter is to be sent out saying proof is now required for future absences to be authorised
- Meeting with parent/ cares held to agree action plan, set targets, and review dates.
- Reminder of parent's legal responsibilities.
- Support from Attendance and Welfare Officer (CSAW)
- Following Local Authority guidance regarding the involvement of the school nurse.

Attendance fails to improve and remains below 93%:

- Referral to the Attendance and Welfare Officer (CSAW)
- Parents advised in writing that previous target not met, and attendance remains a concern.
- Formal Attendance Meeting
- Agree Parenting Contract to improve attendance, including target, actions, and review date
- Meeting will go ahead if parents do not attend and an action plan sent home
- Case discussed with Birmingham Attendance Service Case worker
- Following Local Authority guidance regarding frequent illness

Attendance fails to improve and targets are not met:

- Parent notified in writing
- Formal Referral to Birmingham Local Authority Statutory Attendance Service.

Where attendance has deteriorated rapidly, there are concerning patterns of absence, several unauthorised absences, or parents have not responded to concerns school may escalate directly to Stage 2 or 3.

Illness:

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their chid is unfit for school they should follow the above absence process.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing addition services in order to provide appropriate support to pupils, particularly for long term illness.

The types of scenarios when medical evidence may be requested include:
- Child is absent and there are frequent odd days absences due to reported illness
- Child has had three periods of absence due to illness
- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence
- Where there is a medical problems and school may need evidence to seek additional support/provide support.

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter or card prior to the day of the appointment.

Other reasons for absences:

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

Religious Observance

School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies maybe contacted to verify these occasions.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must advise school of their forthcoming travelling patterns before they happen; and inform the school regarding proposed return dates

School will authorise absence of Traveller children if their parent(s) are engaged in a trade or business that requires them to travel from place to and has given indication that they intend to return.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Leave of Absence

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have amended Regulation 7 of the 2006 Regulations to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

A 'Leave in Term Time' letter is sent to all parents/carers at the start of every academic year to inform them that the Headteacher is unable to authorise leave during term time except where there are exceptional circumstances.

Parents must complete an 'Exceptional Leave in Term Time Request Form' if they are

considering taking their child out of school for a period of leave.

Contact with parents/carers will be made via letters, phone calls and home visits as appropriate.

As usual parents should plan to take their holidays in school break, and should consider that their child may need to self-isolate following trips abroad that require a period of quarantine.

Any legal action required will be taken by the Education Legal Intervention Team.

Reintegration of Long-Term Absentees

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles

- We should always keep in touch with a student/and his/her family during a long absence.
- We should always make sure he/she is welcomed back

The Head Teacher and Inclusion Lead will consider a phased return where appropriate. This needs to be considered in line with the Birmingham LA process and procedure, which includes seeking expect advice from relevant professionals and co ordinating a multi-agency meeting. Consideration needs to be given to any special needs the pupil may have and appropriate support identified. Consideration must be given to a package of support which may include providing a mentor (staff member/student).

Class Teachers will ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Attendance, Safeguarding and Children absent from education

A child absent from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that are absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2006 regulation 12).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 8 of the Education (Pupil Registration) (England) Regulations

2006 as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.
In September 2016, the Department for Education updated the statutory guidance to reflect the 2016 amendments to the Education (Pupil Registration) (England) 2006 Regulations.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2006 regulations (as amended).
Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii).

This attendance policy is part of a broader suite of safeguarding policies including the school's Child Protection Policy and Procedures.

Registers

An accurate and consistent registration system is crucial both to provide a
solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations

Every half day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence can be given only when the head teacher has either approved in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the head teacher [see The Education (Pupil Registration) (England) Regulations 2006 (SI No.2006/1751) – reg 7(1)].

There are procedures in place to resolve unexplained absences within five days.
School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 2).

Use of Attendance Data

All schools must provide their attendance data to the DFE, most schools use their management information systems to send their data via school census. The figures returned are then published by the DFE as part of the annual publication of school statistics.

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information. Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes.

The attendance champion will analyse attendance data half termly for whole school and groups of pupils. This will be shared with governors and used to inform the strategic plan to improve school attendance.

Attendance Data will be shared with class teachers in preparation for Pupil progress reviews and parents' evenings.

Attendance Data will be produced and used to promote attendance through the school newsletter, website and rewards and incentives.

Relevant legislation

The Education Act 1996

The Children Act 1989

The Crime and Disorder Act 1998

The Anti-social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020 The Education (Pupil Registration) (England) Regulations 2006

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007

Relevant government guidance

Parental responsibility measures for attendance and behaviour

Children missing education

Keeping children safe in education 2023

Working together to safeguard children

Elective home education

Alternative provision: statutory guidance for local authorities

Exclusion from maintained schools, academies and pupil referral units in England

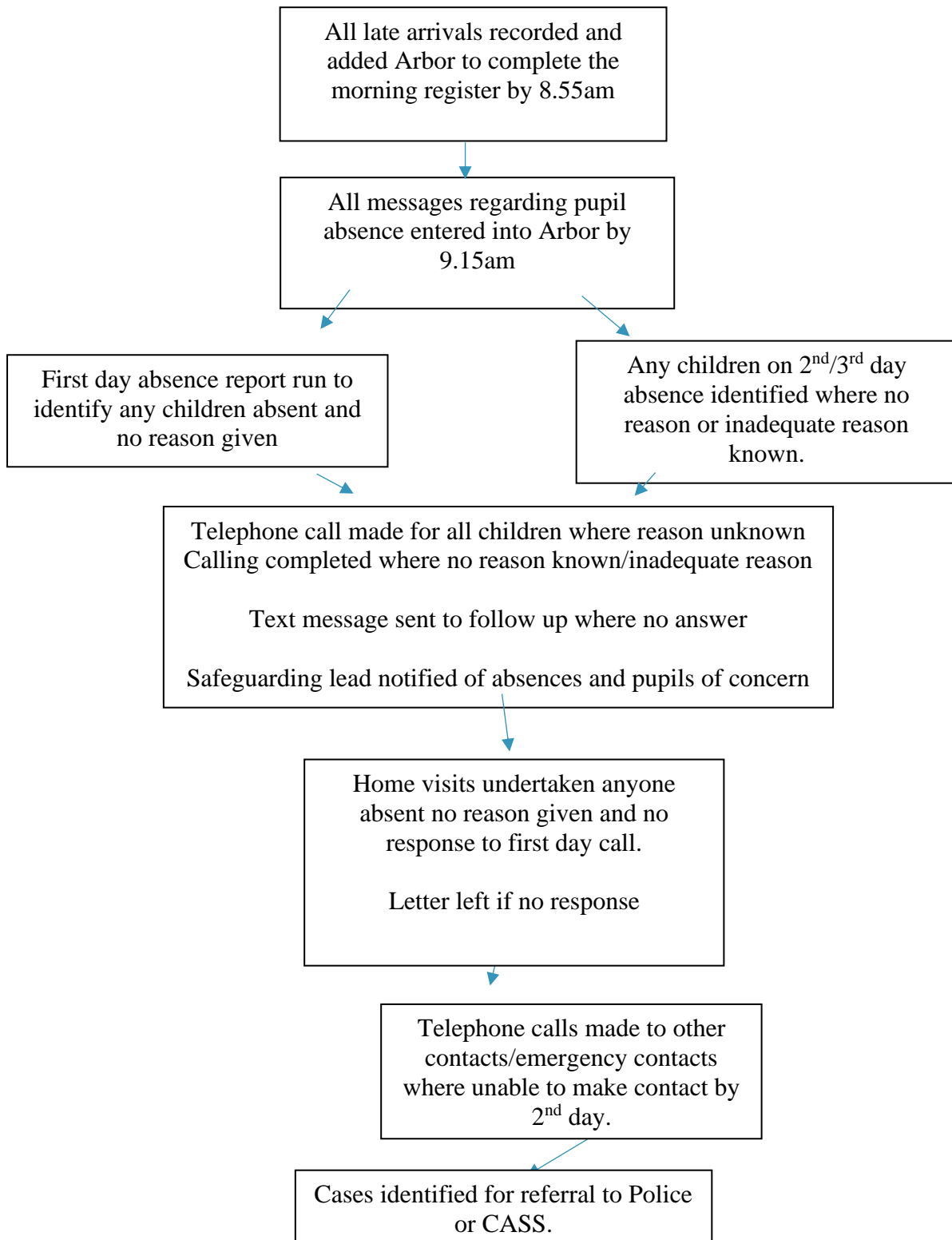Supporting pupils at school with medical conditions

Ensuring a good education for children who cannot attend school because of health needs

Promoting and supporting mental health and wellbeing in schools and colleges

Approaches to preventing and tackling bullying

Appendix 1

School Absence Procedure

All late arrivals recorded and added Arbor to complete the morning register by 8.55am

All messages regarding pupil absence entered into Arbor by 9.15am

First day absence report run to identify any children absent and no reason given

Any children on 2nd/3rd day absence identified where no reason or inadequate reason known.

Telephone call made for all children where reason unknown
Calling completed where no reason known/inadequate reason

Text message sent to follow up where no answer

Safeguarding lead notified of absences and pupils of concern

Home visits undertaken anyone absent no reason given and no response to first day call.

Letter left if no response

Telephone calls made to other contacts/emergency contacts where unable to make contact by 2nd day.

Cases identified for referral to Police or CASS.

Appendix 2

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-attendance in circumstances related to coronavirus (COVID-19) Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Appendix 3

Hawkesley Primary School

Roles and Responsibilities for School Attendance

Role	Responsibilities
Schools Governors	• Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers) • Reviewing school attendance • Agreeing and Reviewing School Policy
Head Teacher	• Authorising absences • Leave of absence requests • Compliance with relevant legislation • Strategic Plan for attendance • Implementing school policy and leading on whole school approach • Responsibility for links with CSAWS and the LA Statutory Team • Attendance at attendance panels.
Deputy Headteacher	• Compliance with relevant legislation • Data analysis of attendance • Overview of clear and escalating interventions • Evaluation of interventions • Promoting school attendance • Attendance at attendance panels.
Attendance Mentor	• Maintaining registers ensuring accurate use of codes • First day calling/text messages • Identifying children whose absence needs further follow up action in line with the school absence procedure. • Late arrivals • Process for clearing registers • Administration of school attendance letters, leave of absence letters • Rewards and incentives • Home visits • Contacts with parents • Attendance interventions in line with the policy and procedures.
Class Teachers	• Accurate completion of morning and afternoon registers • Quality first teaching and positive relationships to ensure all children want to come to school • Promoting the importance of regular school attendance • Providing early help conversations with parents/children where there are attendance concerns • Ensuring children know they are missed when absent and warmly welcoming them back to school • Positive role modelling • Following policy and procedures consistently.
School Office	• Late arrivals • Taking absence calls • Communicating with Attendance Mentor • Entering Late Codes.
Parents	• Legally responsible for ensuring their children attend school regularly • Ensure their children arrive on time and in full school uniform • Support the school by avoiding, if possible, non-emergency medical/dental appointments for their child during school time • Avoid any holidays during term time as these will not be authorised by school • Responsibility to inform the school of the reason for a child's absence on the first day of absence and in line with the school's procedures for informing of absence • Will be kept informed about any attendance concerns relating to their own child. Parents are expected to attend meetings when requested and support the Academy in responding to ongoing attendance concerns.