Hampton Primary School

Working Together, Achieving Together

ATTENDANCE POLICY

This Policy was approved at a meeting of the Full Governing Body on 13th July 2026.

Chair of Governors: Mr J Howes
Headteacher: Ms Y Nunn

Signed ..... Chair of Governors

Signed ..... Headteacher

Review Date: Summer 2029

At Hampton Collaborative Trust we are committed to providing a caring, friendly and safe environment for all of our children so they can learn and achieve. Every child should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Hampton Collaborative Trust. We recognise our responsibility to actively promote 100% attendance for all our children and will foster a climate where the school community, teachers, parents and carers, trustees and children value attendance and punctuality.

Aims

We are committed to meeting our obligation with regard to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are legally entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Promote and support punctuality.

Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Working Together to Improve School Attendance August 2025
School Attendance(Pupil registration)(England)Regulations 2025
Education (Penalty Notices)(England)(Amendment)Regulations 2025
Part 6 of The Education Act 1996 Part 3 of The Education Act 2002
Part 7 of The Education and Inspections Act 2006

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Responsibilities

The Governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

- Governor responsible for attendance will have regular meetings with the Attendance Officer/Attendance Champion and share the report with the governing board.

The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The Attendance Champion

The designated senior leader is responsible for:

- Leading attendance across the school
- Developing and maintaining a whole school culture that promotes the benefits of high attendance
- Evaluating and monitoring expectations and processes
- Having oversight of data analysis and evaluating impact
- Devising specific strategies to address areas of poor attendance identified through data

The designated senior leader responsible for attendance at Hampton Primary is Vicky Stephens and can be contacted at vstephens@hampton.kent.sch.uk

The Attendance Lead

The school attendance lead will build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership to remove them.

The attendance officer will also be responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Devising initiatives to promote attendance
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the head teacher
- Working with education welfare officers to tackle persistent absence
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Advising the head of school when to issue fixed-penalty notices

The attendance lead for Hampton Primary is Naomi Hougham and can be contacted on nhougham@hampton.kent.sch.uk or 01227 372159.

Class teachers

Class teachers (or whoever is in charge of the class) will:

- Record attendance on a daily basis, using SIMS by 8:50am in Foundation Stage and 8:55am in Key Stages 1 & 2.
- contact absent pupils through dojo on first day of absence.
- promote daily recognition of attendance and remind of attendance initiatives
- post weekly to parents and carers via Class Dojo and/or Tapestry sharing attendance information
- Issue weekly certificates celebrating 100% attendance
- reinforce attendance and punctuality expectations continually with praise and rewards and contact via Class Dojo and Tapestry
- emphasise the importance of attendance and its impact on attainment
- promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom
- promote and apply rewards and celebrate progress consistently
- consider the individual needs and vulnerabilities of pupils

Office Staff

Office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Check emails and phone messages from parents about absences
- Will fill in the blanks on the registers - See appendix 1 for the DfE attendance codes.
- Will contact the parents of any child absent, where the parent has not contacted us.

Parents/Carers

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-around development of the child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour. Parents/carers should:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45am on the day of absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

Pupils are expected to:

- Attend school every day on time

Whole School

We endorse a whole school approach to the promotion of good attendance and all staff should:

- Make it clear to pupils that punctuality and good school attendance is essential.

- Take care of all registrations.
- Follow up on absentees and reasons for absence.
- Give a sympathetic welcome and support to pupils returning from a period of absence and facilitate catch up work when appropriate.
- Be ready to talk to pupils (or their parents) about difficulties they are having in school and any problems they may have with attendance. Offer advice as appropriate.
- treat pupils with dignity, build relationships rooted in mutual respect and observe proper boundaries
- take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence, handling confidential information sensitively
- understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity
- communicate effectively with families regarding pupils' attendance and well-being

Recording attendance

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.

Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- (For pupils of compulsory school age) whether the absence is authorised or not
- The nature of the activity if 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 3 years after the date on which the entry was made.

Pupils must arrive in school and the register will be taken at 8:40am for Foundation Stage and 8:45am for the rest of the school and will be kept open until 8:50am (FS) and 8:55am (KS1&2).

Every half a day of absence from school must be classified by the school as either authorised or unauthorised. Authorised absence is where the Head teacher has either given approval 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, will be treated as unauthorised.

Bespoke Registration Window For Pupils on Reduced (Part-Time) Timetables

A bespoke registration window will be a formally agreed, time-limited adjustment to the standard morning and/or afternoon registration period for a pupil on a reduced timetable. It will apply when a reduced timetable has been formally agreed in writing,

the pupil's attendance hours differ from the standard school day and the adjustment is required to ensure accurate attendance coding.

This could be the result of:

- A pupil attending only mornings or afternoons.
- A pupil attending for a limited number of hours within a session.
- A phased reintegration plan which requires a delayed start or early finish.
- Medical or therapeutic appointments which are formally embedded in the timetable.

The bespoke registration window will align with the pupil's agreed part-time provision, be part of a documented reduced timetable plan, include a clear start and review date and have parental agreement.

The school will retain safeguarding responsibility during the agreed attendance hours whilst the parents/carers remain responsible outside agreed hours.

The register will reflect the following codes which will be bespoke for each child:

Present (/) or (\) – when pupil attends agreed session

Late (L) – if arriving within 30 mins of register closing but within agreed session

C2 (Authorised absence) – where absence is part of agreed reduced timetable (temporary and formally recorded)

M (Medical appointment) – where absence is due to evidenced medical treatment

C. Where Pupil Fails to Attend Agreed Session

O (Unauthorised absence) – if pupil does not attend an agreed session without acceptable reason or attends 30 mins after the register window has closed.

Authorised Absence

Absence may be authorised for the following reasons:

1. Illness:

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 parents' explanation that their child was ill can be accepted without question or concern. In exceptional circumstances further evidence of a child's illness may be requested. However, schools can 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 additional 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:

- Attendance is less than 90%.
- There are frequent odd days absences due to reported illness.
- The same reasons for absence are frequently repeated.
- When there is reason to suspect a term time holiday has been taken
- A home visit has resulted in no one being at the property

Where there is a particular medical problem and school may need evidence to seek additional support/provide support.

2. Religious Observance in accordance with Local Authority guidelines
3. Medical or Dental appointments which cannot be arranged outside of school hours. Where possible parents and carers should try to arrange these appointments outside of school hours

4. Extenuating circumstances (authorised by the Headteacher)

Procedure for requesting a planned absence

The Headteacher can only authorise absence in 'exceptional circumstances' but this must be requested in advance, in writing. Each case will be judged on its merits and the Headteachers decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively. All leave of absence requests will be unauthorised unless the circumstances are exceptional.

- A parent/carer should complete an absence request form (available from the school office) and submit this to the school at least six weeks prior to the date required.
- School will respond to the request within two weeks.
- If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.

Unauthorised Absences

Absences will be recorded as unauthorised for the following reasons:

- Late after registration is closed (unless the parent provides a legitimate reason or evidence for the absence)

- Any absence which the school has not been informed about, either by letter or telephone

- Any family holiday that has not been authorised by the Headteacher.

Leave of Absence/Holiday

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Headteachers ability to authorise leave of absence for the purpose of a family holiday.

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/carer on the morning of the first day of unexplained absence to ascertain the reason.
- 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 –this will be no later than 5 working days after the session
- Call the parent/carer or any other known contact on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

- If a child has been absent and we have not received any answers to our enquiries (telephone, email and text), If the school cannot reach any of the pupil's emergency contacts, the school will do a home visit. This will often be before day 5 and could be unannounced.

Lateness

At Hampton the register is taken at 8.40am in Foundation Stage and 8:45am across the rest of the school. Children arriving after this time must enter school by the main entrance and report to the school office where their name and reason for lateness will be recorded. The child will be marked as late before registration has closed. (Code 'L').

The registers will be open for 30 minutes. Children arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for referral to the Local Authority or application for a Penalty Notice to be issued.

The Local Authority work from the following guidelines:

Penalty Notice proceedings for Lateness - Penalty Notices are issued in accordance with KCC's Education Penalty Notices Code of Conduct effective from January 2016

- 10 incidents of late arrival after the registers have closed during any possible 50 school days for a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days which no unauthorised absences to be recorded.
- If unauthorised absences are recorded during the 15 day period, penalty Notice(s) will be issued (1 per parent, per child).
- Where a Penalty Notice is not paid within 28 days of issue, the Local Authority will instigate court proceedings.

Managing attendance

The information held by the school and will be considered when dealing with attendance and punctuality issues:

- Daily contact between parents and school will be maintained when a child is absent through class dojo or telephone calls.
- In line with Health Protection Agency guidelines, a period of 24 hours absence is required for any child with vomiting or diarrohea.
- Continued lateness will be followed up through monitoring letters and if necessary meetings.

95% - 100% attendance - Class teacher responsibility to monitor attendance and report concerns, followed up by FLO when necessary. Communication from class teacher via Class Dojo and Tapestry.

95% - 90% attendance — Targeted school intervention, letters home, monitoring with possible intervention from FLO and /or Early Help Notification (EHN).

Below 90% attendance – 4 weekly monitoring cycle and school intervention, home further letters and/or regular meetings with parents, Attendance Lead and Attendance Champion. Possible Early Help Notification (EHN), medical proof required, clear action plans of support for parent/carer and child. If attendance does not improve ,the school will consult with the Local Authority School Liaison Officer (SLO) and further action may be taken by the Local Authority. This could include consideration of a penalty notice.

- Local Authority Action may include attendance improvement meetings, home visits, liaison with other agencies or fast track to prosecution.

When a referral is made the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings will be attached to the completed AS1 referral form with any other relevant information.

Local Authority action may include:

- Attendance improvement meetings
- Home visits
- Liaison with other agencies
- Fast track to prosecution

Persistent Absence

Attendance below 90% is defined by the DFE as persistent absence. At Hampton we:

- Monitor progress towards the school's target of 96%.
- Evaluate the impact of the Attendance Policy and planned actions in the School Improvement Plan (SIP)
- Include attendance information and updates in school documentation eg website, newsletters, displays, home school agreements and reports
- Send annual reports to parents include a record of their child's attendance
- report to Governors on attendance

Our school target for attendance is set at 96%

Pupils at risk of persistent absence

There are robust escalation procedures which are initiated before absence becomes a problem:

- telephone communication
- letters to parents and carers
- review meetings
- social prescribing clinics
- possible Early Help referrals
- engage with local authority attendance teams
- fixed penalty notices where attendance is not improving
- engage with children's social care staff, including social workers where appropriate
- ensure a range of evidence-based interventions to address barriers to attendance are in place
- monitor the implementation and quality of escalation procedures (and intervention)
- evaluate the impact of escalation procedures and seek robust evidence of the escalation procedures that work and that reflect the school context best
- ensure good relationships with a network of voluntary organisations and charities to support vulnerable pupils including those with persistent absence, for example:
- mental health charities
- mentoring organisations
- young carers association

Support for Persistent Absent pupils

At Hampton there are robust systems in place to support children and their families. We:

- Understand that it is everyone's responsibility with high expectations and praise around high attendance and punctuality
- Nurture a sense of belonging and welcome built into culture – well being team, Relationship and Positive Behaviour Policy
- Meet and greet at gate by SLT
- Weekly named 100% attendance certificates for all eligible children
- Termly named 100% attendance certificates for all eligible children
- Termly 100% amazon voucher prize draw
- Class teachers – dojo message first day of absence
- Weekly absence reported on dojo
- Punctuality Pup and Attendance Ted awarded to classes weekly
- New displays to promote attendance
- Hive provision
- Mini-bus collections
- ACE program (targeting Pupil Premium and attendance)
- Breakfast club subsidies to support
- Social service referrals
- Nursing referrals
- alternative provision/reduced timetable to aid return to school with agreed timescales and action plans

Penalty Notice Proceedings for Poor Attendance

Penalty notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from August 2024.

- A penalty notice can only be issued in cases of persistent unauthorised absence or where an excluded child is found in a public place during school hours
- Absence for ten or more half day sessions (5 school days) without authorisation during any 100 possible school sessions - these do not need to be consecutive.
- The PRU, Inclusion and Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded.
- If unauthorised absence is recorded during the 15 day period, a Penalty Notice will be issued (one per parent per child – this will be biological parents but could also include step parents)
- Unauthorised absence includes family holidays which will only be authorised in exceptional circumstances. If the absence is not authorised and the holiday is taken anyway, the case will be referred to the PRU, Inclusion and Attendance Service who may issue a penalty notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

- Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the local authority.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that co-incides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or a funeral of a person close to the family.
- Any examples provided are illustrative rather than exhaustive. It is acceptable to take a child's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. By 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can also be used to determine the length of the authorised absence.

Children missing in education

No child may be removed from the school register without consultation between the Headteacher and the PRU, Inclusion and Attendance Service. Where a child is missing from education LA guidance should be followed by completing a Child Missing Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the school have failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Procedure for absence

First day of absence	Office telephone parents to ascertain the reason for absence. Mark in register: I/U/M etc.
First-day absence: No response from a telephone call	Office to text parent to ascertain reasons for absence Mark in register: I/U/M etc
3 day absence No response from parents/carers	Potential home visit
5 day absence No response from parents	CME completed
10 Us in a 50 day period	Attendance lead to contact parents offering support and explain referral to Early Help or PRU, Inclusion and Attendance Service and explaining possible Penalty Notice
Absence of Leave form:	School policy is to not authorise requests for holidays during term time. However, the Head of School judges each request on its own merits, taking into consideration exceptional circumstances.

Initiatives and rewards to promote Good Attendance and Punctuality

Best class weekly attendance for all key stages acknowledged in communication home via Class Dojo and Tapestry.

- Weekly certificates for each child with 100% attendance
- Friday celebration assembly — recognising children displaying Hampton's Values and good attendance.
- Attendance display in the foyer, KS1 and KS2 celebrating attendance of year groups. Attendance Ted and Punctuality Pup mascots celebrated in assemblies
- Most improved class award
- Termly class attendance draws for children with attendance 96% - 100% receiving £10 Amazon gift voucher.
- Availability of the Attendance Lead, Well Being Team, Head teacher and Senior Leadership Team to support families struggling with attendance concerns.
- ACE program supporting children and families
- Social prescribing charity in school weekly supporting families

Monitoring and Evaluation

It is important to set realistic targets; these targets have been set in consultation with all staff and the Governing Body. The school will look at those interventions which have been successful as part of the evaluation process.

When evaluating success the school will consider whether or not:

- Patterns and trends in the pupil's attendance and punctuality has improved.
- Parental response to absence has improved.
- The school has been successful in raising the profile of attendance by celebrating good attendance using a range of incentives.
- Children and parents are fully aware of the importance of punctuality and regular attendance and are aware of the attendance procedures operating within school.
- Parents and governors are made aware of the current law on attendance.

We have a shared responsibility to ensure that the law is upheld and that your child achieves to his or her full potential. Working together, Achieving Together we can reach our target of 96% attendance across the school.

Analysing attendance

Hampton Primary School will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Use data to improve attendance
- Provide regular attendance reports to school leaders, to facilitate discussions with pupils and families

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

Monitoring arrangements

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

Appendix 1: attendance codes

Code	*Definition*
/	*Present (am)*
**	*Present (pm)*
L	*Late arrival*
Attending a place other than school	
K	*Attending education provision arranged by the local authority*
B	*Attending any other approved educational activity*
D	*Dual registered*
P	*Sporting activity*
V	*Educational trip or visit*
W	*Work experience*

Code	Definition
Leave of absence	
C	*Exceptional circumstances*
C1	*Participation in a regulated performance or undertaking regulated employment abroad*
C2	*Part-time timetable*
J1	*Attending an interview for employment or for admission to another educational institution*
E	*Suspended or permanently excluded and no alternative provision made*
I	*Illness (not medical or dental appointment)*
M	*Medical/dental appointment*
R	*Religious observance*
S	*Study leave*
T	*Parent travelling for occupational reasons*

Unable to attend school because of unavoidable cause	
Q	*Lack of access arrangements*
Y1	*Transport normally provided not available*
Y2	*Widespread disruption to travel*
Y3	*School premises closed (partial)*
Y4	*Whole school site closed*
Y5	*Criminal justice detention*
Y6	*Public health guidance or law*
Y7	*Any other unavoidable cause*
O	*Unauthorised absence*
Unauthorised absence	
U	*Arrival after registration closed*
G	*Holiday not granted by the school*
N	*Reason for absence not yet established*
0	*Absent in other or unknown circumstances*
Administrative codes	
Z	*Prospective pupil not on admission register*
#	*Planned whole school closure*