

<b>School:</b>	<b>Haywards Farm &amp; Northcroft Schools</b>		
<b>Policy:</b>	<b>Attendance Policy</b>		
<p>This policy will be reviewed on an annual basis; however, should a need arise, it will be reviewed when required.</p> <p>This policy will be read, understood, and signed by all staff yearly and when changes have been made in line with government and DoFE guidelines and changes.</p> <p style="text-align: center;"><b>Document Control:</b></p>			
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#### Change History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Change ID</b>
1	January 2023	Created and implemented	LP
2	September 2024	Proprietor Approval	RR/GC
3	July 2025	Yearly Review	AW
4	May 2026	Rebranding & reformatting	TWR

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## Rationale

Haywards Farm & Northcroft Schools are committed to securing high attendance through a holistic, child-centred approach that reflects the 2025 inspection framework and statutory expectations. Attendance at school is a legal requirement for all children and young people aged 5–18, and the National Attendance Guidelines (August 2024) reinforce the shared responsibility of schools and families in ensuring regular attendance. As a school, we are legally required to ensure that all registered pupils of compulsory school age attend regularly, while parents and carers have a duty to make sure their child attends.

We recognise that attendance is influenced by a range of social, emotional, health and family factors, and many of our pupils may have greater vulnerability or medical needs that can result in genuine absence. For this reason, promoting regular attendance must be supported through strong partnerships. By working collaboratively with parents, carers, external agencies and community services, we identify concerns early, reduce barriers to learning, and provide coordinated, needs-led support.

This multi-agency approach strengthens safeguarding, promotes inclusion and ensures that every pupil is able to attend, engage and achieve. We are committed to maintaining strong home school relationships and clear communication so that any attendance concerns can be addressed promptly and effectively.

## Policy Procedures

The register is a legal document and must be marked accurately, recording pupils' attendance or absence and in the latter case if authorised or unauthorised. A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order.

## Registration at Haywards Farm & Northcroft Schools

An electronic system is used to register pupils. The morning register closes at 9.30am. All pupil arrivals after this point are treated as absent from that session unless they arrive on school transport, or a transitional timetable is in place and agreed by parents/carers and professionals.

## Haywards Farm & Northcroft Schools procedures for following up absence / lateness:

Pupils who arrive late (i.e. after 9.30am) should be registered as "L"

Late pupils will always sign in, using the signing in sheet in reception and the register will be amended and the student marked as L on arrival. Coding is included within the appendix 3.

It is the responsibility of the parent / carer to contact the school on the first morning of the pupil's absence. This can be done by leaving a message on the answer phone or phoning when the school office opens at 8.00am.

## Authorised and Unauthorised Absence

"Leave" in relation to a school means leave granted by any person authorised to do so by ie the Head Teacher. The Headteacher will only consider authorising an absence during term time where an application has been made in advance and where she is satisfied that there are exceptional or special circumstances to justify the request.



The DfE (2013) now state that leave of absence requests for holidays should not be granted. It is acknowledged that due to individual needs of pupils at Haywards Farm & Northcroft Schools, the Headteacher may apply special consideration to requests for compassionate leave. It may be necessary for the school to ask the parent/ carer to provide the school with written evidence of the reason for absence e.g. appointment cards, medical certificate or a letter from the GP.

#### Strategies for promoting attendance / punctuality.

Attendance statistics are monitored by the Safeguarding Team and the Governing Body and reported to the Local Authority. Targets are set annually for attendance figures. The current target is 95%. Opportunities to maintain awareness through newsletters and school website, Parent/ Carer Progress meetings and pupil reports will be used. Pupils with a known attendance problem admitted to school will be invited into talk with parents/carers and will be given support to ensure that all parties are ambitious to make improvements.

#### Sanctions for persistent lateness and Non – Attendance

Early intervention is always the teams first point of any emerging attendances related issues; a follow chart is included in the Appendix 1.

A Penalty Notice can be considered for unauthorised leave of absence taken without permission after the third day of absence. It will be issued by the Headteacher after consultation with the Chair of Governors. A Penalty Notice can also be considered for any unauthorised absence where there is no justifiable cause. There is no statutory right of appeal against the issuing of a Penalty Notice. The Local Authority may impose an Education Supervision Order, Parenting Contract or Parenting Order in certain circumstances.

#### Pupil absence monitoring procedure

1. ALL registers must be completed to the office by 9.30am
2. All absent pupils will be contacted on their first day of absence by the school Office by 10:00
3. Records of late arrivals will be made in the register.
4. If on the first call to a pupil's home no one answers, then a message will be left for the family to contact the school as soon as possible to explain why the pupil is not at school. On contacting the pupil's family/carers, if a reasonable explanation is not given a home visit to the family will be made.
5. If a pupil is absent for more than two days without contact by the School Office a home visit will be made.
6. At the end of each term, the Safeguarding team will review attendance using reports from the register. It will be used to inform individual pupil's families/carers of any patterns forming. The information will also be used to inform the Senior Leadership Team and School Governors.

#### Reporting Non-Attendance

In addition to the procedures set out above, the school will report pupils' attendance and unauthorised absences to homes in accordance with the legal requirements outlined by the Government.

#### Roles and Responsibilities

##### Families will:

- Notify the school of any absences on the day of that absence
- Keep close contact with the school if a pupil is on extended leave due to ill health.

##### School Office:

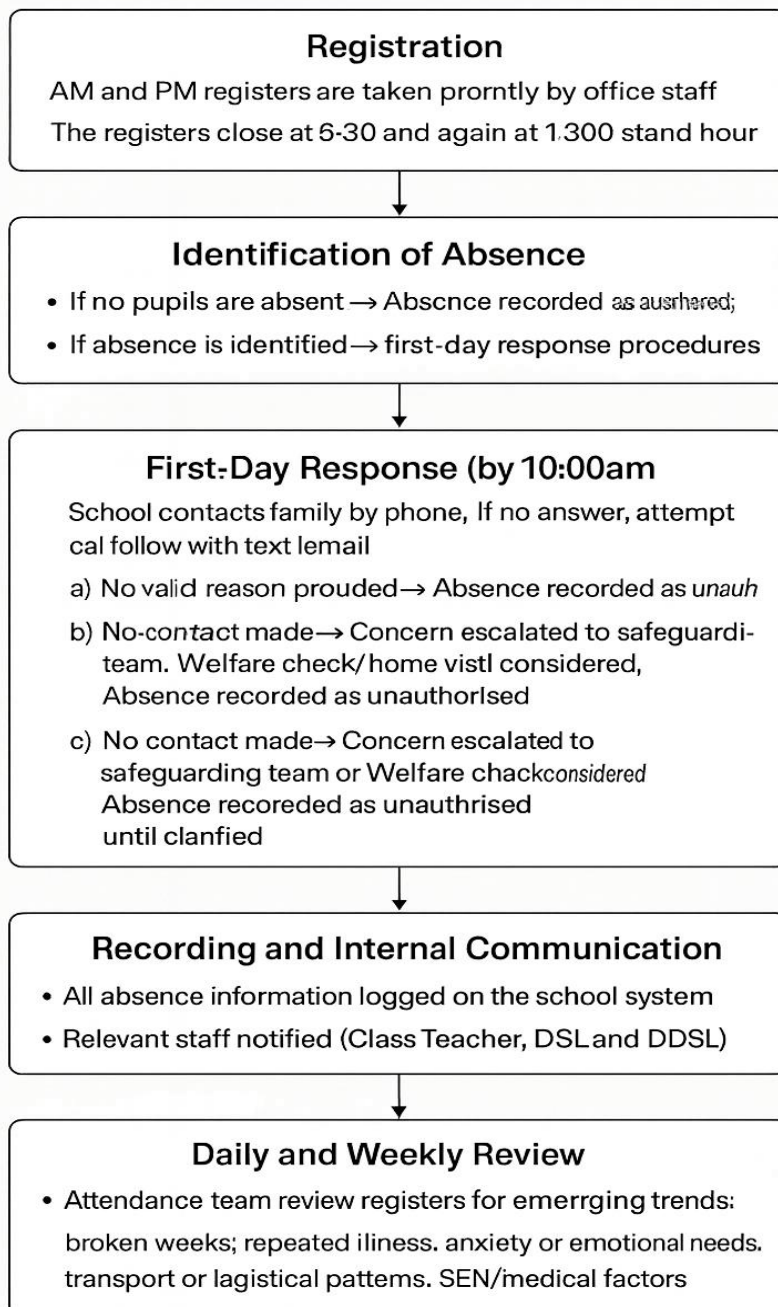
- Keep an accurate and up-to-date attendance register for the school (see details on marking the register in Appendix 1)



- Pass on information regarding attendance to the relevant staff.
- Correct any inaccuracies which may occur in the attendance register.
- Follow up absences as outlined within the safeguarding policy and within Appendix 2
- To ensure that any Student leaving school during the school day has been granted permission by the Head Teacher and it is recoded on the electronic system as well as the parent/ Guardian signing the student out of school,
- Office staff to notify the safeguarding team and Head Teacher of absences Pupils

Appendix 1 – ATTENDANCE PROCESS

## Daily Attendance – Reporting & Recording





## Appendix 2 PERSISTENT ABSENCE & SAFEGUARDING – MULTI-AGENCY PATHWAY

### **Trigger: Emerging Attendance Concerns-**

Picked up in the weekly safeguarding meeting.

Monitoring identifies patterns of absence, lateness, medical issues, anxiety, or unmet needs.

Attendance drops below 94%, triggering early support.

### **Early Intervention Stage (Below 94%)**

- School contacts family to discuss concerns.
- SEN and EHCP needs reviewed.
- Barriers explored (medical, mental health, home factors, transport, routine).
- Reasonable adjustments considered (e.g., phased timetable).
- Attendance Support Plan created if needed.
- Review period: 4–6 weeks.

**If improvement is sustained → continue support and monitoring.**

**If no improvement → escalate to Persistent Absence procedures.**

### **Persistent Absence Stage (Below 90%)**

- Pastoral, SEN, and safeguarding teams review the case jointly.
- Multi-agency involvement considered:
  - o Early Help
  - o Health professionals (GP, Paediatrics, CAMHS)
  - o SEND/local authority teams
  - o Social care (if relevant)
- Medical evidence requested where appropriate.
- Attendance Action Plan formalised with measurable targets.
- Home visits or professional meetings arranged to address ongoing barriers.

**If improvement is sustained → case steps down but monitoring continues.**

**If no improvement → escalate to severe absence.**

### **Severe Absence Stage (Below 50%) (Significant safeguarding threshold)**

- Case reviewed by senior leadership and the Designated Safeguarding Lead.
- Immediate multi-agency safeguarding meeting convened if risk indicators are present.

#### **Consideration given to:**

- o child protection concerns
- o medical needs provision
- o appropriateness of placement
- o re-evaluation of EHCP
- o statutory Children Missing Education (CME) procedures (even for independent schools)

#### **Ongoing Review**

- Attendance monitored weekly by the Safeguarding Team.
- Plans adapted according to need and agency involvement.
- Improvement must be sustained before stepping down interventions.

### Appendix 3 – ATTENDANCE CODING

Code	Meaning	Statistical Value
/	Present at school AM	Attending (Present)
\	Present at school PM	Attending (Present)
L	Late arrival before register is closed	Attending (Present)
K	Attending Education provision arranged the LA (cannot be used where the provision arranged is online tuition – must use C code for these circumstances)	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	Attending an approved educational activity (present)
W	Attending Work Experience	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity (must be physically supervised by someone who the school have commissioned to educate the pupil – cannot be their parent). This code cannot be used for online tuition)	Attending an approved educational activity (present)
D	Dual Registered at another school	Not a possible attendance (neither present or absent)
C1	Leave of absence – performance or regulated employment abroad	Authorised absence
M	Leave of absence for Medical or dental Appointment	Authorised absence
J1	Leave of absence for Interview	Authorised absence
S	Leave of absence for Studying for public examination	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	Not a possible attendance
C2	Leave of absence – compulsory school age pupil subject to part time / reduced timetable	Authorised absence
C	Leave of absence for exceptional circumstances (includes online tuition/remote learning circumstances – whether arranged by the school/LA)	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious Observance	Authorised absence
I	Illness ( <b>not</b> medical appointment)	Authorised absence
E	Suspended or Permanently excluded with no alternative provision made	Authorised absence
G	Leave of absence not granted by school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence

<b>U</b>	Arrived in school after registration closed	Unauthorised absence
<b>Q</b>	Unable to attend school because of lack of access arrangements (travel)	Not a possible attendance
<b>Y1</b>	Unable to attend due to transport normally provided not being available	Not a possible attendance
<b>Y2</b>	Unable to attend due to widespread travel disruption (e.g. train strikes)	Not a possible attendance
<b>Y3</b>	Unable to attend due to part of the school premises being closed (e.g. RAAC)	Not a possible attendance
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed (e.g. burst water mains)	Not a possible attendance
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
<b>Y6</b>	Unable to attend in accordance with public health guidance or law (e.g. Covid self-isolation, measles 21 days where contact if unvaccinated)	Not a possible attendance
<b>Y7</b>	Unable to attend because of any other unavoidable cause	Not a possible attendance

