The Flying High Academy Ladybrook

ATTENDANCE POLICY

Policy written by: Kelly Rose
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Approved by: Evie Scarborough
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Chair of Governors (Richard Smith)

ATTENDANCE IS EVERYONE'S RESPONSIBILITY

AT THE FLYING HIGH ACADEMY LADYBROOK (FHAL) OUR CORE VALUE OF 'CARE' IS AT THE HEART OF EVERYTHING WE DO. WE LISTEN, UNDERSTAND, EMPATHISE AND SUPPORT TO ENSURE GOOD ATTENDANCE IS DEEPLY VALUED.

We expect all our children to attend school every day that school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and ensure appropriate, holistic, 'support first' approaches are followed and underpinned by robust procedures.

At FHAL, we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. We aim for our pupils to want to come to school by ensuring it remains an environment that is calm, orderly, safe, and supportive, where pupils are seen to be ready and keen to learn. Our school is built on respectful relationships with staff, pupils and families and is a happy and rewarding experience for all in the community.

OUR CHARTER

Staff

-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 who have experienced adversity.
-Effectively communicate and provide pupils and families with holistic, whole-family support to overcome barriers.

Parents and Carers

-Treat staff with respect.
-Actively support the work of the school with regards to attendance.
-Call on staff for help with attendance when they need it.
-Communicate, as early as possible, circumstances which may affect absence or require support.

GOING TO SCHOOL REGULARLY IS VERY IMPORTANT TO YOUR CHILD'S FUTURE. BY MAINTAINING GOOD, EARLY HABITS WITH ATTENDANCE, YOUR CHILD IS MORE LIKELY TO:



Make good to excellent progress and achievements in learning.



Maintain good attendance habits in the future, showing potential employers that they are reliable and determined to succeed.



Be at less risk of getting involved in anti-social behaviour or crime.

Although we have a robust curriculum that is planned carefully to allow for the revisiting of learning, it is often hard for children to catch up if they miss a significant amount of time at school.

Meet the Attendance Team

We're not scary, we promise!

You will spot us on the gate, most mornings, welcoming children into school whilst enjoying our favourite tunes!





MISS SCARBOROUGH

Headteacher

MRS GERRARD

Deputy Headteacher

Where might you see us?

You might hear me over the phone or be greeted by me in the school office. You might see me supporting Mrs Archer when visiting homes or supporting other attendance team members during attendance meetings.

MRS ARCHER

Child and Family Support Worker
Deputy Attendance Champion



You will see me on the gate, most mornings, with Miss Scarborough and Mrs Gerrard. You might also see me supporting Mrs Adams on home visits, where we visit children to check all is safe and well - it's routine for us to visit if a child has been off school for 3 days or if we haven't heard from a child's parent or carer on day one of an absence. I also support Miss Rose in attendance meetings. **I hope to see some of you attending our parents/carers groups this year to celebrate improved attendance.**



MRS ADAMS

Attendance Officer and Attendance Champion

Myself and Mrs Newton provide support to remove barriers for all children who struggle to attend school fully. You might hear us over the phone or see us in the Family Hub.

MRS NEWTON

ASSISTANT SENDCO
PASTORAL LEAD



MISS ROSE

INCLUSION LEADER
SENIOR ATTENDANCE CHAMPION



Pastoral Attendance Support





At FHAL, we take a holistic approach and recognise coming to school isn't always easy! Working alongside our attendance team are our wonderful pastoral support team members who work with groups of children, each week, on supporting them to love coming to school each and every day!

BEHIND THE SCENES...

Mrs Adams
Attendance Officer and Attendance Champion

My responsibilities are:

- To check class registers on a daily basis
- To liaise with the office staff regarding any pupils who are absent and who have not let the school know why
- To meet weekly with the Senior Attendance Champion to review attendance data and to arrange internal attendance meetings/ referrals, as appropriate
- To work closely with the Senior and Deputy Attendance Champions to analyse attendance, identifying trends and addressing issues
- To inform parents/carers by the appropriate means if their child's attendance falls below the school's target and to continue to monitor this, where agreed in the weekly monitoring meetings
- To complete relevant paperwork in respect of unauthorised absence and leave of absence, and make referrals to the Local Authority for consideration of a Penalty Notice or other legal intervention, where appropriate.
- To support the tracking of pupils who are persistent absentees
- To undertake home visits, with the support of the Child and Family Support Worker, as and when required to support parents/carers with any issues regarding attendance

Mrs Archer
Deputy Attendance Champion Children and Family Support Worker
Deputy Designated Safeguarding Officer PDBW Senior Leader

My responsibilities are:

- To join the weekly attendance meetings with the Attendance Officer and Senior Attendance Champion in order to identify potential safeguarding concerns or barriers that may be affecting attendance
- To make further links with parents/carers through greeting on the gate each morning and afternoon
- To work proactively to identify and remove children's barriers to attending school through organising and supporting weekly pastoral group sessions.
- To lead supportive groups for parents and carers where issues and support can be discussed in an open and safe space.
- To greet children that arrive late and discuss with parents the barrier that has caused this
- To join attendance meetings with the Senior Attendance Champion, when appropriate, to offer more targeted support in removing barriers to attending school
- To undertake home visits, with the support of the Attendance Officer, as and when required
- To complete risk assessments in a swift manner for children that need them so that the time out of school is reduced as much as possible, with support of the SENCo team

Miss Rose
Senior Attendance Champion Inclusion Leader

My responsibilities are:

- To lead, champion and improve attendance across the school, ensuring attendance remains a key part of the school's wider approach to inclusion.
- To set a clear vision and high expectations for improving and maintaining good attendance for all pupils.
- To have strategic oversight of attendance and absence data, regularly analysing patterns, trends and the attendance of individual pupils and vulnerable groups.
- To evaluate the effectiveness of the school's attendance systems, processes and interventions and ensure these are consistently implemented by all staff.
- To work closely with the Attendance Officer, Deputy Attendance Champion, Deputy Headteacher and Headteacher to identify attendance priorities and agree appropriate action.
- To identify pupils and families who require additional support and ensure barriers to attendance are understood and addressed through appropriate, individualised support.
- To oversee the school's graduated response to attendance concerns, ensuring support is offered early and statutory processes are followed where appropriate.
- To build positive and productive relationships with pupils and parents/carers to understand and address barriers to attendance.
- To coordinate support with relevant external agencies and the Local Authority where additional or specialist support is required.
- To oversee attendance support plans, reintegration plans and, where appropriate, temporary part-time timetables, ensuring these are regularly reviewed and focused on a return to full-time attendance as soon as possible.
- To ensure attendance concerns are considered alongside wider safeguarding, SEND, medical, pastoral and disadvantage needs.
- To report regularly to the Headteacher, SLT and Governing Body on attendance, emerging trends, vulnerable groups and the impact of attendance improvement work.

BEHIND THE SCENES...

Mrs Newton
Pastoral Leader & SENCo Assistant

My responsibilities are:

- To support the removal or reduction of attendance barriers for children with special educational needs and/or disabilities, working closely with the Inclusion Lead and wider attendance team.
- To provide pastoral support for children where emotional, social or other individual needs may be affecting their attendance or successful engagement with school.
- To contribute to attendance meetings, where appropriate, providing SEND and pastoral knowledge to help identify barriers and appropriate support.
- To support smooth transitions for children with additional needs to ensure they have a positive start at FHAL and when transitioning to future settings.
- To support the completion and review of appropriate risk assessments and individual support arrangements so that barriers to attending school are reduced wherever possible.
- To support staff in understanding and responding to SEND, medical or pastoral needs that may affect a child's attendance.
- To work alongside the Inclusion Lead, Child and Family Support Worker, parents/carers and other professionals to ensure support is coordinated around the individual needs of the child.

Miss Scarborough
Headteacher

My responsibilities are:

- To have overall responsibility for the implementation of the school's Attendance Policy and ensure attendance remains a whole-school priority.
- To promote a culture in which high attendance is expected, valued and understood as everyone's responsibility.
- To provide strategic oversight and challenge to the Senior Attendance Champion, ensuring attendance priorities, systems and interventions are effective.
- To regularly review whole-school attendance data, including trends, persistent and severe absence and the attendance of vulnerable groups.
- To ensure the Senior Attendance Champion and wider attendance team have sufficient capacity, resources and support to fulfil their roles effectively.
- To ensure attendance is considered alongside safeguarding, inclusion, behaviour, achievement and wider school improvement priorities.
- To work with the Senior Attendance Champion and Deputy Headteacher on complex cases and significant decisions where senior leadership involvement is required.
- To report to and work with the Governing Body to ensure appropriate oversight, support and challenge around attendance.
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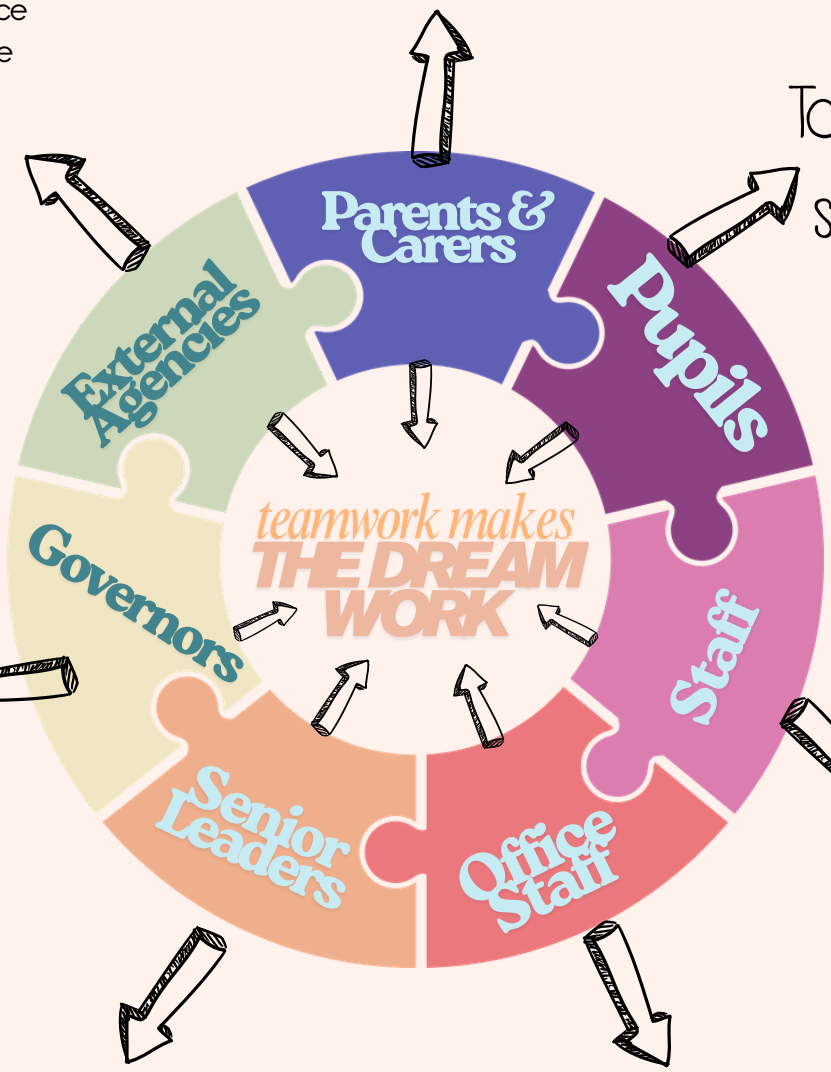
Mrs Gerrard
Deputy Headteacher

My responsibilities are:

- To support the Headteacher and Senior Attendance Champion in maintaining high expectations for attendance across the school.
- To provide senior leadership oversight and challenge around attendance, supporting the evaluation of whole-school attendance systems and practice.
- To work with the Senior Attendance Champion to review attendance data, identify emerging trends and consider where further action or support may be required.
- To support the Senior Attendance Champion with complex attendance cases and meetings where senior leadership involvement is appropriate.
- To ensure attendance remains closely connected to safeguarding, behaviour, teaching and learning and wider school improvement.
- To support staff in consistently implementing the school's attendance expectations and procedures.
- To deputise for the Headteacher in relation to attendance matters where appropriate.
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- To support the school by participating in liaison meetings as appropriate
- To support the school as appropriate in any relevant initiatives
- We follow the Department for Education's statutory attendance guidance and Nottinghamshire County Council's current attendance guidance and procedures.

- To ensure their child / children attend school regularly and are only absent for reasons that can be authorised
- To organise holidays during the school holidays, not in term time
- To arrange appointments outside school hours, wherever possible, and to inform the school in advance of any appointments during school time
- To inform the school by telephone on the morning of the first day of absence
- To keep the school regularly updated where there is extended absence due to illness or other reason and the likely return date, as soon as possible
- To ensure that the school has updated telephone contact numbers so that contact can be made quickly in an emergency or if there is an unexplained absence from school
- Ensure children arrive at school on time, in uniform and ready to learn



To positively attend school every day and on-time

- To support the school in the implementation of the Attendance Policy and ensure statutory requirements are met, including the School Attendance (Pupil Registration) (England) Regulations 2024 and the Department for Education's statutory guidance, Working Together to Improve School Attendance (updated July 2026).
- To gather pupil voice and support pastoral attendance groups

- To ensure registers are completed at the start of the morning and afternoon sessions
- To ensure positive attendance is promoted and encouraged within the class and through daily contact with parents
- Teachers to monitor the attendance of children in their own class and offer support to parents swiftly in order to remove barriers

- To work closely with the Attendance Officer and Champions to analyse attendance, identifying trends and addressing issues
- To identify and monitor vulnerable groups and families, including young carers, and work with the Senior Attendance Champion, relevant staff and external agencies to understand individual circumstances and remove barriers to attendance. Appropriate, individualised support will be provided where needed, recognising that some children and families may require additional support to attend school regularly.
- To ensure positive attendance and whole school expectations are promoted and communicated.

- ·To ensure the safe arrival and departure of any children during school hours
- ·To pass on messages from parents and carers to the appropriate staff member
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Deputy Attendance Champion, where appropriate, to provide them with more detailed support on attendance

OUR REGISTERING PROCEDURES



Senior Leaders open gates and welcome children for a soft start and free bagels are served for all. Early years and KS1 teachers greet the children upon entry to the classroom. KS2 staff members greet children at either the 3&4 door and 5&6 door and children walk upstairs to their classrooms to be greeted by their class teacher.

LESSON 1 STARTS AT 8:45AM
KS2 - SPAG INTERVENTION
EY & KS1 - PHONICS



All children should be in their classrooms by 8:45am and the register is completed. All external doors are closed and gates are locked

The late gate remains open and operates for 10 minutes. Children are greeted by Senior Leaders. Parents are to sign their children in using an iPad provided, which includes a reason as to why their child is late. If a child arrives late without their adult, as they have walked to school on their own, they will be signed in by a member of staff. Their parent will then be contacted to inform them they have arrived at school safely but to ask that they are brought to the late gate by an adult if they are late to school again.



The late gate is closed. Children who arrive after this time are greeted by the office staff at Reception.



Registers are submitted by class teachers.

LESSON 2 IN KS2 BEGINS - ENGLISH 9AM-10AM
LESSON 1 CONTINUES IN EY&KS1 UNTIL 9:25AM

Children are marked late (L) if they arrive between 8:45am and 9:15am.



Children arriving after 9:15am will be marked with a U code. The Attendance Officer checks that all registers have been completed and amends as necessary using messages from parents.



Registers are completed again. The Attendance Officer check that all registers have been completed. The afternoon register opens at 1:15pm and closes at 1:45pm. Pupils arriving after the afternoon register has closed will be recorded using Code U.

One full day = 2 sessions (AM 8:45am-12:15pm (8:45am-11:45pm F1) and PM 1:15pm-3:15pm (12:15pm-3:15pm F1)

OUR REGISTERING PROCEDURES - CODES

Schools are required to record attendance for every morning and afternoon session using the statutory national attendance and absence codes.
At FHAL, we use the current codes set out in the School Attendance (Pupil Registration) (England) Regulations 2024 and Working Together to Improve School Attendance.

CODES YOU MIGHT SEE

/ or \ – Your child was present
L – Your child arrived late, but before the register closed
U – Your child arrived after the register had closed
I – Your child was unable to attend because of illness
M – Your child had a medical or dental appointment
R – Your child was absent for religious observance
C – Leave of absence in exceptional circumstances
C2 – Your child is temporarily attending school on an agreed part-time timetable
G – A term-time holiday/leave was not granted by school
N – The reason for your child's absence has not yet been established
O – The reason for absence is unknown or the circumstances do not meet the requirements for another code

WHAT DOES CODE N MEAN?

N is only a temporary code. It may be used when your child is absent and we have not yet established the reason. We will contact you and make reasonable enquiries to establish why your child is absent. Once we know the reason, we will update the register with the correct code. This will be done as soon as possible and no later than 5 school days after the session.
If the reason remains unknown after 5 school days, the absence will be recorded using Code O.

UNAUTHORISED ABSENCE

Codes G, N, O and U are recorded as unauthorised absence.
The national threshold for considering a penalty notice is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. Different types of unauthorised absence can be combined when this threshold is reached.

OTHER ATTENDANCE CODES

There are other statutory attendance codes which schools use in particular circumstances, including when a child is receiving education somewhere other than their usual school, attending an educational visit or when circumstances prevent them from attending.
FHAL will always use the code that accurately reflects the individual circumstances of a child's attendance or absence, in line with current statutory guidance.

REMOTE EDUCATION

Where a child is absent from school but receiving remote education, they will still be recorded as absent using the appropriate statutory attendance code. Remote education does not replace the expectation of attendance at school and will only be used in limited circumstances as part of appropriate support for the child.

REPORTING ABSENCE - PARENTS

How do I inform school that my child is absent?

It is important that contact to school is made at the earliest possible opportunity, on the first day of absence. You can do this by choosing any of the following:

What not to do:



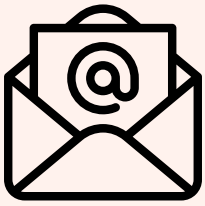
You may wish to communicate with the class teacher verbally or via dojo, but please ensure one of the other forms of communication have also been followed.



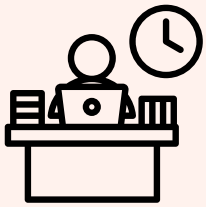
Make a telephone call to the school office: 01623 415790



Leave an answerphone message if the call is not answered.



Email the school office: office@ladybrookfha.org



Inform the school office in person before dropping off a sibling.

SCHOOL OFFICE OPENING HOURS ARE 8AM –4PM

What information does the school office need to know?



State the reason for the absence and/or nature of any illness



Provide reasonable evidence, where requested, e.g. appointment information, a prescription or information from the NHS App.



Give a likely 'returning to school' date

The absence is logged as either 'Authorised Absence' or 'Unauthorised Absence'. The school will work with families using professional judgement. Medical evidence will not routinely be requested to authorise illness and should only be needed in a minority of cases. Where absence is frequent or prolonged, or where there is genuine and reasonable doubt about the reason for absence, we may ask for reasonable evidence. This will also help us to understand what support or reasonable adjustments may be needed.

All information should be given to the school office and any information given will be retained until the end of the academic year. Telephone messages and personal contacts made to the school office are noted on an electronic absence record.

UNAUTHORISED ABSENCE

Absence from school is likely to be recorded as an unauthorised absence when:

- there is no parental explanation.
- the school is not satisfied with the explanation for an absence.

In either of these situations you could face prosecution.
The law states that for your child to be considered to attend school regularly, they must be at school every day they are required to be there by the Headteacher. This was confirmed in a Supreme Court ruling in 2017.

Therefore, you must get permission from the Headteacher if you want to take your child out of school during term time.
You can only do this if you make an application to the Headteacher in advance (as a parent the child normally lives with). We ask that applications are made with a minimum of 4 weeks' notice wherever possible.

The Headteacher will consider each request individually, taking into account the specific facts, circumstances and relevant background of the request. Leave of absence will only be authorised where the circumstances are considered exceptional. A holiday or other absence for leisure or recreation would not generally be considered an exceptional circumstance. Leave of absence cannot be granted retrospectively.

Failure to request or obtain permission for a leave of absence could result in a fine or prosecution.
It is at the discretion of the Headteacher to determine how many days your child can be away from school if leave is granted.

HOLIDAY ABSENCE

As much as we appreciate lasting experiences, we strongly advice that you do not take your child out of school for a holiday as it will have a detrimental effect on their education.

If you decide that you wish to take your child for an unagreed Leave of Absence, please do complete a form informing us of this. This means we will not have to undertake daily phone calls to the child's contact list, conduct home visits or refer to external agencies as we know where your child is.

If your child is absent for an unauthorised holiday their attendance will be affected for the entire academic year. The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. Our attendance target is to reach above 97%.

MEDICAL ABSENCE

Every effort should be made to arrange appointments outside of school hours, where possible.
When this is not possible, please follow the steps below:

- Take evidence of the appointments e.g. letter or appointment card or documentation to the school office prior to the appointment.
- Only take your child out of school for the time that is necessary. For example, bring your child in before/after their appointment so that the time missed is as limited as possible.

AUTHORISED ABSENCE

An absence may be recorded as authorised where the circumstances meet one of the reasons permitted within the School Attendance (Pupil Registration) (England) Regulations 2024. This may include illness, medical or dental appointments, religious observance and leave granted by the Headteacher in exceptional circumstances. Where leave of absence is being requested for exceptional circumstances, this must be requested in advance.

Only the school can make an absence authorised. The school may choose not to authorise in some of these circumstances where the child's education may be adversely affected by ongoing absenteeism.



DAY 1 PROCEDURE



The steps and times below provide our usual Day 1 response to unexplained absence. However, every absence will be considered in the context of the individual child's circumstances and vulnerability. Where there is an immediate safeguarding concern, or we have reason to believe that a child may be at risk of harm, we will not wait for the timescales below before taking appropriate safeguarding action. The Designated Safeguarding Lead (DSL), Children's Social Care and/or the police will be involved as appropriate.

1

WHAT DO I DO IF MY CHILD IS ABSENT?

Inform the office by 8:15am by calling the school office, leaving an answerphone message or emailing the school office. Please note, contacting the class teacher via dojo is not a viable way of letting school know as messages may not get passed on in time.

2

IF NO CONTACT IS MADE BY 9:15AM

Office staff will send a text message to parents/carers - **"Your child has been recorded as absent today. Please contact the school office to let us know why. Thank you."**

For pupils who walk to school, a phone call will be immediately made to parents/carers. If no contact is made by 9:30am, the police will be called.

3

IF NO CONTACT IS MADE BY 10:30AM

School will make a phone call to the parent/carer. If no contact is made, school will call all available contacts.

4

IF NO CONTACT IS MADE BY 10:30AM

If no contact can be made through calling all available contacts, a second text is sent - **"We have tried unsuccessfully today to contact you regarding your child's absence. If we do not hear from you before 1:30pm, we will conduct a safe and well home visit. Thank you"**

5

IF NO CONTACT IS MADE BY 1:30PM

The office will inform DSL's and SLT. A home visit will be conducted between 1:30pm-2:00pm by school.

6

IF NO CONTACT IS MADE FROM A HOME VISIT

A home visit letter will be left at the home, requesting contact by the end of the school day. *If the child has a social worker, they will be informed that the child has not been in school today and that they have not been seen when a home visit was carried out.*

7

IF NO CONTACT IS MADE BY THE END OF THE DAY

The Headteacher, CFSW and DSL's will meet to discuss further steps. Social Services/MASH (Children's Services) will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. Professional advice will be followed.

8

IF NO CONTACT IS MADE ON DAY 1

School will repeat steps 2-7 over the next 9 days and continue to follow professional advice.

9

Where a child's whereabouts remain unknown, the school will continue to undertake reasonable enquiries and follow safeguarding procedures. Where appropriate, a referral will be made to Nottinghamshire County Council's Fair Access and Children Missing Education Team as soon as possible. The school will continue to work with the Local Authority and other relevant agencies until the child's whereabouts and access to education have been established.



ATTENDANCE
MONITORING AND SUPPORT



OUR UNIVERSAL OFFER

Our highest priority, as a whole school, is for all children to feel happy and confident in attending school and to remove any barriers that may prevent this. We provide a warm and inclusive school environment, a curriculum that sparks joy and curiosity, daily wellbeing check-ins, recognition and celebration of whole school good attendance, positive relationships and role models and regular communication with families, including family workshops or drop-ins to build strong school-home partnerships. We celebrate attendance as a whole school in our weekly celebration assembly, ensuring it remains inclusive and positive for all. Our Senior Attendance Champion reveals the classes that have reached our school goal of 97% and they receive a chance to win a class prize.

SUPPORT AVAILABLE TO ALL

We work together as a school community, and wider, to provide support when it is needed. We offer individualised support that aids families with any specific barriers to their children attending fully, including (but not exhaustive): support with uniform, breakfast, soft starts, school pick-ups/drop-offs, classroom adaptations, communication with food/furniture banks, pastoral support, pupil voice and home visits.

MONITORING

Attendance is monitored closely by class teams. Where frequency or patterns of absence cause concern, class teachers will engage in early conversations with parents/carers to understand and remove barriers to attending school fully. Support may be put in place at any attendance level and will not be delayed until thresholds are reached. Whole school attendance is monitored weekly by the Senior Attendance Champion, Attendance Officer and Child and Family Support Worker. Children at risk of persistent absence (90–95%) and those who are persistently absent (below 90%) are discussed and the actions below are followed.

SEPTEMBER

The Senior Attendance Champion and CFSW will analyse data for all that ended the previous academic year as persistently absent. All parents/carers will receive a letter, in the first week back, informing that their child attended less than 90% of the previous academic year and that their attendance will be closely monitored this year. We will also inform parents/carers that we would like to support their child by providing weekly pastoral support centered around attendance.

PHASE 1

Half termly, the Senior Attendance Champion will analyse children whose attendance is 92–96%, considering the reasons and individual circumstances for absence, for example medical appointments or exceptional circumstances. Where there are concerns that a child is at risk of becoming persistently absent, the Senior Attendance Champion will communicate this to the Phase Leader and class team and the child's parents/carers will receive a Dojo message (see Appendix 1).

PHASE 2

Weekly, the Attendance team will analyse data for children whose attendance is 90-92%. The Attendance Team will support communication between class teams and parents/carers to better understand the barriers to attending school fully in an informal conversation.

PHASE 3

If attendance continues to decrease, parents will be invited to attend an informal meeting (appendix 2) with Mrs Archer, or if appropriate a member of the Inclusion team. During the meeting, push and pull factors will be discussed whilst also gaining the voice of the child and parent/carers. Appropriate support will be offered to reduce barriers to attending school fully.

PHASE 4

If the support from the previous meeting does not positively improve attendance, parents/carers will be invited to a formal meeting (Appendix 3) with the Attendance Officer and Senior Attendance Champion. The meeting will include the creation of a Support Action Plan. The plan will last for 4 weeks and will monitor attendance closely and achievement towards the actions set. Support for attendance through an EHAF will be advised.

PHASE 5

If attendance concerns persist, a Penalty Notice Warning Letter (Appendix 4) will be sent, including an invitation to a second formal meeting with the Senior Attendance Champion and the Attendance Officer. Further advice will be sought from the Local Authority Education Enforcement Officers. If not already previously agreed from the Support Action Plan, home visits will take place each time the child is absent from school. The Support Action Plan will be revised and will continue until the attendance improves.

PHASE 6

If a child reaches the national threshold of 10 sessions of unauthorised absence within a rolling 10-school-week period, the school will consider whether a penalty notice is appropriate. Each case will be considered individually and further support or a Notice to Improve may be used where appropriate. The Local Authority may then issue a penalty notice. Support will continue to be provided to the family.

REPORTING ABSENCE - SCHOOL

How does the school report attendance data?

Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board. Our school also shares data with the DfE portal to monitor and track attendance, particularly to compare against similar schools.

Attendance information is collected electronically and this information is used to generate half-termly attendance reports to governors. The overall figures are explained and individual pupils- and the actions being taken- are explained anonymously. Groups are identified and evaluated during this process. Any children who have entered the formal process (as outlined on page 13) are described in the reporting.
This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, annually, by the Senior Attendance Champion. At every review, the policy will be approved by the full governing board.

Summary information regarding attendance rates are prepared annually for all children in years F2 - Year 6 showing:

- the total number of pupils on roll at any time during the period;
- the total number of possible pupil sessions;
- the number of authorised absences and the number of children affected;
- the number of unauthorised absences and the number of children affected;
- the percentage of pupil sessions lost by authorised and unauthorised absences.

In addition to this, year-on-year summaries are retained for comparison and entries in the school's attendance registers are retained for six years from the date on which the entry was made, in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

Despite it not being statutory for children of Nursery (Foundation 1) age to attend school all day, every day, we still compare attendance summaries and expect children to attend for the hours requested by the parent/carer.

Our Attendance Targets

The school sets challenging attendance targets each year. These targets are agreed by the senior staff, the Governing Body, with possible input from the LA representative at the annual target-setting meeting. The Headteacher will report on attendance percentages in the termly report to the Governing Body. Our target is to achieve above 97% as a school.

How does our Governing Body support us with monitoring?

The Governing Body has an active role in supporting and challenging the school to improve attendance and ensure that statutory attendance requirements are met. Governors will regularly review attendance data, including recent and historic trends, patterns and the attendance of identified groups of pupils. They will consider how the school's attendance compares with local and national data and work with school leaders to identify priorities for improvement.
Governors will hold school leaders to account for the implementation and effectiveness of the school's attendance strategy, ensuring that appropriate support is in place for pupils and families experiencing barriers to attendance and that staff have the knowledge and training required to fulfil their attendance responsibilities.

HOW DOES THE SCHOOL MONITOR ATTENDANCE DATA?

CHILDREN IN RECIEPT OF PUPIL PREMIUM FUNDING

The attendance of alll children in reciept of pupil premium funding is monitored each week by our Attendance Champions. This monitoring is overseen by our Inclusion Lead and Senior Attendance Champion, who is also the school's Pupil Premium Lead, ensuring that any emerging concerns are identified and appropriate actions and support are planned.

The individual needs and vulnerabilities of all our pupils is of great importance to us and taken into consideration when monitoring attendance. Working with members of SLT, the Pupil Premium Leader and Child & Family Support Worker, we seek to proactively engage with pupils who have poor attendance

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Tailored support and rewards are given to pupils who need an extra incentive to support with creating good attendance habits.

Each member of the pastoral team has a group of children in receipt of pupil premium that have been persistently absent in the previous academic year. Part of this role involves weekly catch ups with these pupils to focus on supporting and encouraging them with good attendance. Each group is also championed by a member of SLT.

DAY 3 PROCEDURE

Where a child has been absent for three consecutive days, even where daily contact has been maintained, the school will normally carry out a supportive welfare home visit to check on the child's wellbeing and to identify any barriers that may require additional support. The school will communicate this with parents/carers before conducting the home visit. A follow-up review visit may be conducted on the fifth day if the child remains absent.

Home visits are a routine part of the school's safeguarding and attendance support offer and are never intended as a punitive measure. If the child is not seen, the Headteacher or SLT will undertake a risk assessment to determine the level of concern and appropriate next steps. Where required, the school will seek advice from social services or the police and request a safe and well check. Professional advice will be followed.

CHILDREN ABSENT OR MISSING IN EDUCATION

Being absent from education for prolonged periods and/or on repeated occasions can be an important safeguarding warning sign. At FHAL, we respond promptly to unexplained, prolonged or repeated absence and consider whether this may indicate a safeguarding concern or that a child requires additional support.

Where there are concerns that a child may be missing education, we will work closely with Nottinghamshire County Council's Fair Access and Children Missing Education Team and other relevant agencies to establish the child's whereabouts and ensure they are receiving suitable education.

Please see page 19 for further information about Children Absent from Education and Children Missing Education.

LONG TERM ABSENCE

Where a child is unable to attend school because of a physical or mental health need, we will work closely with the child, their family, the Local Authority and relevant health professionals to understand their needs and ensure appropriate support and continuity of education.

Where appropriate, reasonable adjustments and an individual plan will be agreed to support the child's attendance and successful return to school.

Where we have reasonable grounds to believe that a child will miss 15 school days because of illness, either consecutively or cumulatively within a school year, we will notify the Local Authority and work with them to consider what additional support or educational provision may be required.

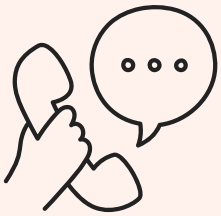
WE ARE HERE TO HELP!

What do I do if my child refuses to come to school?

Each case will receive individualised support and the below actions will vary dependent on the support needed.



Contact the school office as soon as possible, on the morning of the refusal.



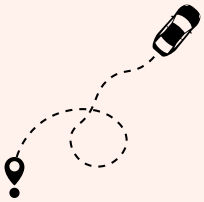
Explain to the school office that your child is refusing to attend school as the reason for the absence, the office staff will offer initial strategies to try before informing a member of the Attendance Team.



A member of our Attendance Team will be in contact, as soon as possible, to understand barriers the child has to attending school that day. Support and short-term strategies will be offered and where necessary a home visit.



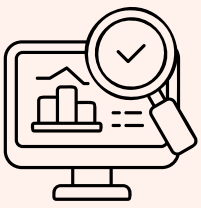
If the child remains absent for the day, the same member of the Attendance Team will make contact before school, the next day, via dojo, to see how the child is feeling after short-term strategies have been tried by the parent.



If there is no reply, a phone call will be made. If the child is still refusing to attend school, members of the Attendance Team will visit the house and support parents/carers with short-term strategies and bring the child to school.



A meeting will be organised, as soon as possible, with the parents/carers of the child to further understand their child's barriers to attending school. Pupil voice will be taken on the day that the child next attends school, with an adult they have a good relationship with, to further understand their thoughts and feelings towards school.



The Attendance Team will continue to monitor attendance. Communication will stay open between parents/carers, class teams and the Attendance Team to ensure any future barriers are removed before they arise.

TEMPORARY PART-TIME TIMETABLES

A temporary, planned intervention

Our starting point is always full-time education.

All children of compulsory school age are entitled to a full-time education. At FHAL, a temporary part-time timetable will therefore only be considered in exceptional circumstances, where all other appropriate interventions and support to enable a child to access full-time education have been explored and exhausted, and where it is considered to be in the best interests of the individual child.

This reflects Nottinghamshire County Council's Reduced Timetable Guidance, which states that reduced timetables should only be implemented in exceptional circumstances and after other interventions to support access to full-time education have been exhausted.

A part-time timetable will only ever be used for a short, agreed period. It will have a clear purpose, clear objectives and a planned route back to full-time education.

The Department for Education states that a part-time timetable should form part of a pupil's wider support, health care or reintegration plan and should have regular review dates and a proposed end date, ensuring that it remains in place for the shortest time necessary.

We make these decisions together - A temporary part-time timetable will not be a decision made by school in isolation.

Where one is being considered, we will work in partnership with:

- the child and their parent/carer;
- relevant school staff;
- the Local Authority Fair Access Team, where appropriate; and
- any health, social care or other external professionals already supporting the child.

Together, we will consider the child's individual circumstances, the support and interventions already provided, any associated risks and whether a temporary part-time timetable is genuinely in the child's best interests.
Parents/carers must be involved in and agree to the arrangement. Where appropriate, advice will be sought from relevant professionals before it begins.

Every temporary part-time timetable will have a clear reintegration plan showing how school, parents/carers, the Local Authority and relevant external professionals will work together to increase the child's access to education.
The arrangement will be regularly reviewed with the child, their family and the professionals involved. Progress, wellbeing, safeguarding and the effectiveness of the support being provided will be considered at each review.

Our shared aim will always be to support the child to return to full-time education as soon as it is appropriate and possible to do so. Where a temporary part-time timetable is no longer achieving its intended purpose, it will not simply continue. The team around the child will review the support in place and consider what alternative provision, intervention or support is required.

Recording Attendance

For a child of compulsory school age, sessions they are not expected to attend as part of an agreed temporary part-time timetable will be recorded using Code C2, in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.
All decisions, agreements, reviews and safeguarding arrangements relating to a temporary part-time timetable will be appropriately recorded.

MOVING?

It is important that if families decide to send their child to a different school that they inform FHAL as soon as possible.

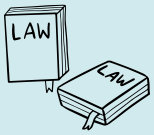
A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school soon as possible (within 5 days for an in-year transfer or within first 5 days of the start of a new term); as stated in Keeping Children Safe in Education 2023.

If the school has not been informed of the above information, the family will be referred to the local authority.

Despite informing us of your child moving schools, we are bound to follow the absence procedure until the child starts at their new school.



THE LAW



By law, all children become compulsory school age at the beginning of the first term following their 5th birthday. Once a child is of compulsory school age, children must receive a suitable full-time education. For most parents, this means registering their child at a school. However, some choose to make other arrangements to provide a suitable, full-time education at home.



Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Despite compulsory school age being 5 years of age, if your child attends our Early Years Foundation Stage we do ask that they attend the full hours that they have been allocated; up to 30 hours in our Foundation 1 unit or 5 days a week in our Foundation 2 unit. Attendance for children below 5 years will still be monitored the same as any compulsory age child at our school and steps will be followed to support families and children to attend fully.

PENALTY NOTICES

The headteacher (or Jane Adams - Attendance Officer, after instructed by the Headteacher), local authority or the police can instigate the fining of parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

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

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.

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. Prosecution can lead to fines of up to £2500 and/or 3 months imprisonment.



First penalty notice: £160 per parent, per child, reduced to £80 if paid within 21 days.



Second penalty notice for the same parent and child within a three-year rolling period: £160, with no reduced rate. A maximum of two penalty notices can be issued to the same parent for the same child within a three-year rolling period.



A third penalty notice cannot be issued to the same parent for the same child within a three-year rolling period. If the threshold is met for a third or subsequent time within those three years, the case may be escalated to alternative legal action, including prosecution.

·Where a pupil is persistently late for 10 separate instances over a period of 10 school weeks and where these are signified as a "U" in the attendance register, the school can, at the discretion of the Head teacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies. The separate instances can be added in conjunction with other unauthorised sessions e.g. a child could have been late for 4 sessions and been absent for 3 days (6 sessions) over a 10-week period – totalling 10 separate instances.

·In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

- The penalty is set at £160 and should be paid within 28 days of the date on which the notice starts. If the penalty is paid within 21 days of the date on which the notice starts, the sum is reduced to £80.
- Penalty notices are issued to each parent, for each child.
- All monies are collected by and retained by the Local Authority.

SAFEGUARDING

At FHAL, we recognise that children being absent from education for prolonged periods and/or on repeated occasions can be an important safeguarding warning sign. Absence may be linked to safeguarding concerns, including neglect or exploitation. We will respond promptly to patterns of absence and follow our safeguarding procedures to identify and address concerns as early as possible, in line with Keeping Children Safe in Education 2026.

Children Absent from Education

A child who is absent from education may still be registered at our school but is not attending as expected. We will work with the child and their family to understand the reasons for absence, identify any barriers to attendance and provide appropriate support. Where safeguarding concerns are identified, these will be acted upon in accordance with our safeguarding procedures and Keeping Children Safe in Education 2026.

Where a child is known to Children's Social Care, we will work closely with their social worker and other relevant professionals, sharing attendance information and concerns appropriately.

Children Missing Education

Children Missing Education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise. Children missing education can be at increased risk of harm and poorer educational outcomes.

Where we have concerns that a child may be missing education, we will work closely with Nottinghamshire County Council's Fair Access and Children Missing Education Team, and other relevant agencies, to establish the child's whereabouts and ensure they are receiving suitable education. Nottinghamshire's Fair Access Team works in partnership with schools, other Local Authority agencies and families to support vulnerable children who are, or may become, missing from education.

Removing a child from the school roll

A child's name will only be removed from the school admission register where one of the statutory grounds within the School Attendance (Pupil Registration) (England) Regulations 2024 has been met. Where required, the school and Local Authority will undertake joint reasonable enquiries to establish the child's whereabouts and circumstances before the child is removed from roll.

Safeguarding will remain central to all decisions. Information will be shared with the Local Authority, Children's Social Care, police and other relevant professionals where necessary to safeguard the child and support their access to education.

BREAKFAST CLUB

We have a rigorous and robust system in place for pupils who do not arrive at our breakfast club when they are booked on.



Parents book onto breakfast club through Parent Pay, sessions automatically close 24 hours in advance.

Breakfast Club staff access the register on parent pay a copy is printed the night before in case of system outages.

Children arrive to breakfast club via the school office and are marked in the register by a member of Breakfast Club staff.

All pupils will be escorted to their classrooms.

Breakfast club begins at 7:30am. Parents/carers must inform the school by 8:00am if their child is going to be absent.

1) If a child booked onto breakfast club has not arrived by 8:15am and parents/carers have not called to inform school they will be absent, the school office will call the parent/carer to find out if they are still due to attend.

2) If contact cannot be made to the parent/carer, the school office will call all available contacts of the pupil to establish the whereabouts of the pupil.

3) If there is no response by 9am, CFSW/SLT will undertake a home visit to see if contact can be made.

4) If the pupil is not at home, a home visit letter will be left requesting contact by the end of the school day. Day 1 Procedures will then be followed.

FOR PUPILS REGISTERED TO WALK

For pupils who are in Year 5 & 6 who can walk alone, we will repeat steps 1 and 2 until 8:30am.

If no contact has been made by 9:15am the police will be called.

IF THERE IS NO CONTACT AND NO RESPONSE TO THE HOME VISIT:

If the child has a social worker, they will be informed that the child has not arrived at school and that they have not been seen when a home visit was carried out.

Social services will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. Professional advice to be followed.

PHASE 1 - APPENDIX 1

Good morning,

As part of our regular attendance monitoring, we wanted to make you aware that [child's name]'s attendance is currently ___%.

We know that there can be many reasons why a child's attendance may reduce, including illness and circumstances outside of a family's control. At this stage, we simply want to make you aware that we are monitoring [child's name]'s attendance and offer our support if there are any barriers making it difficult for them to attend school regularly.

Regular attendance gives children the best opportunity to learn, build friendships and feel connected to school. Our whole-school attendance target is above 97%, and we want to work alongside families to help every child attend as regularly as possible.

There is no need to contact us if you have already shared the reasons for your child's absence and there is no additional support you need. However, if there is anything we can do to help, please contact Mrs Adams on 01623 415790 or reply to this message and a member of our Attendance Team will be happy to speak with you.

We will continue to monitor attendance and work with you where any support is needed.
Thank you for your continued support,
[Name]
Phase Leader