HILLSBOROUGH
NURSERY & PRIMARY SCHOOL

Attendance Policy

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Committee:	Standards & Outcomes
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Level of Change:	Minor Review
Next Review:	September 2026

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HILLSBOROUGH
NURSERY & PRIMARY SCHOOL

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Contents

1. Policy Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the *Department for Education guidance on Working Together to Improve School Attendance*, through our school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils

- Promoting good attendance and its benefits

- Reducing absence, including persistent and severe absence

- Ensuring every pupil has access to full-time education

- Acting early to address patterns of absence

- Building strong relationships with families

- Promoting punctuality

2. Legislation and Guidance

This policy is based on the DfE statutory guidance *Working Together to Improve School Attendance* and *School Attendance Parental Responsibility Measures*.

The guidance is based on legislation including:

- Part 6 of the Education Act 1996

- Part 3 of the Education Act 2002

- Part 7 of the Education and Inspections Act 2006

- The Education (Pupil Registration) (England) Regulations 2006 and amendments

- The School Attendance (Pupil Registration) (England) Regulations 2024

- The Education (Penalty Notices) (England) Regulations 2013 and 2024 amendments

It also refers to:

- School Census guidance

- Keeping Children Safe in Education 2024

- *Mental Health Issues Affecting a Pupil's Attendance – Guidance for Schools*

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3. Roles and Responsibilities

3.1 The Governing Body

The Governing Body is responsible for:

- Setting high expectations for attendance

- Ensuring leaders fulfil statutory duties, including accurate recording

- Ensuring collaboration with local partners

- Promoting attendance through policies and ethos

- Ensuring support is prioritised for pupils who need it most

- Reviewing attendance data regularly

- Working with leaders to set attendance goals

- Monitoring whole-school attendance figures

- Supporting comprehensive action plans where necessary

- Ensuring staff receive adequate attendance training

- Providing specialist training to staff with attendance responsibilities

- Holding the headteacher and Attendance Champion to account

- Appointing an attendance governor (Kate Buxton – Y1 class teacher)

3.2 The Headteacher

Responsible for:

- Implementing this policy and statutory guidance

- Reporting absence data to governors

- Supporting monitoring work

- Overseeing attendance strategies

- Working with the Attendance Champion

- Issuing or authorising fixed penalty notices

- Supporting families facing attendance barriers

- Communicating high expectations regularly

- Liaising with the SENCO and local authority for EHCP pupils

3.3 The Attendance Champion

Responsibilities include:

- Leading and improving attendance practice

- Setting a clear vision for good attendance

- Monitoring attendance data

- Maintaining systems for tackling absence

- Working with pupils, parents and external agencies

- Building relationships to address attendance issues

- Creating intervention/reintegration plans

- Delivering targeted support

- Providing regular attendance updates to staff

The Attendance Champion is **Emma Kay**, Assistant Headteacher for Inclusion (ekay@hillsborough.sheffield.sch.uk).

3.4 Education Welfare Officer

Responsible for:

- Benchmarking attendance data

- First-day calling

- Liaison with champion, EWO and parents

- Local authority submissions

- Supporting CME and elective home education paperwork

- Home visits (all pupils receive a 3rd-day safe and well visit)

3.5 Class Teachers

Responsibilities include:

- Completing accurate morning and afternoon registers

- Sharing attendance concerns

- Recognising attendance patterns

- Challenging poor attendance where appropriate

- Speaking to parents

- Following the attendance policy

3.6 Office Staff

Duties include:

- Taking absence calls

- Following up no-reason absences

- Recording absence evidence

- Liaison with EWO and attendance champion

- Ensuring accurate registers

- Ensuring punctuality procedures are followed

3.7 Parents

Parents are expected to:

- Ensure daily attendance and punctuality

- Sign pupils in after 9:00am

- Report absences before 8:30am

- Provide multiple emergency contacts

- Arrange appointments outside the school day

- Provide evidence when needed

- Complete term-time leave forms

- Honour attendance contracts

- Seek support from school when needed

3.8 Pupils

Pupils are expected to:

- Attend every day, on time

- Work with adults where attendance is a barrier

- Share worries or concerns

4. Recording Attendance

4.1 Attendance Register

- Electronic register via Bromcom

- Paper register in each classroom for emergencies

- Registers taken twice daily

Registers will show whether a pupil is:

- Present

- At approved off-site activity

- Absent

- Unable to attend due to exceptional circumstances

Registers must record amendments including:

- Original entry

- Amended entry

- Reason

- Date

- Name and role of the person making the amendment

Registers are retained for **6 years**.

Morning arrival expectations

- Y4–Y6 entrances: **open 8:30–8:50am**

- FS–Y3 entrances: **open 8:40–8:50am**

- Register opens at **8:50am**

- Late arrivals (after 8:50am): **L code**

- Arrivals after **9:20am**: **U code**

Afternoon register

- Reception & Y1/Y2: **12:30pm**

- Y3–Y6: **1:00pm**

4.2 Unplanned Absence

Parents must notify the school by **8:30am**.
Medical evidence may be required where authenticity is unclear or attendance falls below **96%**.

4.3 Planned Absence

- Appointments should be outside school hours

- Evidence required for authorisation

- Absence forms must be submitted **10 days in advance**

4.4 Lateness

- Before register closes = **L**

- After register closes = **U**

4.5 Following Up Unexplained Absence

Includes:

- First-day calls

- CPOMS logging

- Multi-day follow-ups

- Home visits (Day 3)

- Police welfare check consideration (Day 5)

- Social worker notifications

- Support or referrals

4.6 Reporting to Parents

Updates include:

- Daily info via MCAS
- Half-termly newsletters
- Attendance letters
- Meetings for <90%
- Parents' meeting reports

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5. Authorised and Unauthorised Absence

5.1 Term-Time Absence Approval

Authorised only under:

- Regulated performance/employment abroad
- Study leave
- Part-time timetable
- Exceptional circumstances

Family holidays are unlikely to be authorised.

Other valid absences include:

- Illness/medical appointments
- Religious observance
- Traveller family occupational travel
- Suspension/exclusion without alternative provision

Non-absence reasons include:

- School trips
- Dual registration
- LA-arranged provision

5.2 Sanctions

May include:

Penalty Notices

- Issued where thresholds met: **10 sessions in 10 school weeks**

- First penalty: £80 (21 days) / £120 (28 days)

- Second: £160 (28 days)

- No third penalty within 3 years—alternative action required

Notices to Improve

Includes:

- Attendance record

- Details of support given

- Responsibilities of parents

- Improvement timeframe (3–6 weeks)

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6. Strategies for Promoting Attendance

Includes:

- Weekly celebration assemblies

- Class attendance points & rewards

- KS1 attendance display

- Termly certificates (100% and 95%+)

- Attendance challenge weeks

- Attendance ambassadors

- Newsletters

- End-of-year rewards

- Positive postcards

7. Supporting Pupils Who Are Absent or Returning

7.1 Complex Barriers

May involve:

- Home visits
- Interventions/support
- External referrals
- LA consultation

7.2 Mental or Physical Health / SEND

Includes:

- Home visits
- Support planning
- Multi-agency work
- Local authority involvement after 15 days
- Informing LA for EHCP pupils

7.3 Return After Long Absence

May involve:

- Risk assessment
- Reintegration meeting
- Adjustments (including partial timetable)
- LA advice

8. Attendance Monitoring

8.1 Monitoring

Tools used:

- Sol Attendance Tracker

- Bromcom

- Power BI

Data monitored:

- Weekly, half-termly, yearly

- Cohorts and key groups

- Shared with DfE when required

8.2 Analysing Attendance

The school will:

- Identify pupils needing support

- Look for patterns/trends

- Analyse historical data

8.3 Using Data to Improve Attendance

Includes:

- Targeted interventions

- Regular leader reports

- Evaluation of support

- Collaboration with partners

8.4 Reducing Persistent and Severe Absence

Persistent = **10%+**
Severe = **50%+**

Actions include:

- Safeguarding checks
- Regular updates to parents
- Meetings with families
- Support and referrals
- Sanctions where necessary
- LA involvement if concerns continue

A Star Attendance – Escalation Stages

Stage 1

- Attendance <95%
- Letter home
- 10-day monitoring

Stage 2

- Continued concerns
- Stage 2 letter + medical evidence required
- 10-day monitoring

Stage 3

- Action Plan
- 20-day monitoring

Stage 4

- Referral to Local Authority
- Possible legal proceedings

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9. Monitoring Arrangements

Reviewed annually (minimum) by **Emma Kay, Assistant Headteacher for Inclusion**, and approved by full governing body.

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10. Links with Other Policies

- Expectations Policy

- Child Protection & Safeguarding Policy

- KCSIE 2025

- *Working Together to Improve School Attendance 2025*

- *National Framework for Penalty Notices 2024*

Code	Meaning	Type
/ \	Present at the school / morning / afternoon	Present Mark
B	Attending any other approved educational activity – Alternative Provision not arranged through the approved framework	Present Mark
C	Authorised Circumstance (see next page for breakdown)	Authorised Absence
D	Dual registered at another school – Attending Sheffield Inclusion Centre – Attending Alternative Provision at another school site – Chapel House / Becton Outreach / CAMHS Lodges – Hospital education – Education at a secure / residential site – Off-site direction / managed move	Present Mark
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
K	Attending education provision arranged by the Local Authority: – Home Tutoring – Approved Framework for Alternative Provision – Blended Learning	Present Mark
L	Late arrival before registers have closed	Present Mark

M	Attended a medical appointment	Authorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
P	Participating in a sporting activity	Present Mark
R	Unable to attend the school because of lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes—has attended for at least 200 sessions in preceding 12 months	Authorised Absence
U	Arrived in school after registers closed	Unauthorised Mark
V	Attending an Educational Trip or Visit	Present Mark
W	Attending Work Experience	Present Mark
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next page for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected

APPENDIX 2

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Code	Meaning	Type
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence

APPENDIX 3

Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024, including Penalty Notice Fines issued for absence in July 2024.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued (after 19th August) for Term Time Leave or Irregular Attendance this will be considered the first offence, and the amount will be:

£160 per parent, per child paid within 28 days.
Reduced to £80 per parent, per child if paid within 21 days.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Where there is 4 days of absence during a week where there is also a training day, a penalty notice may still be issued.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines can also be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

Second Offence
(within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate.
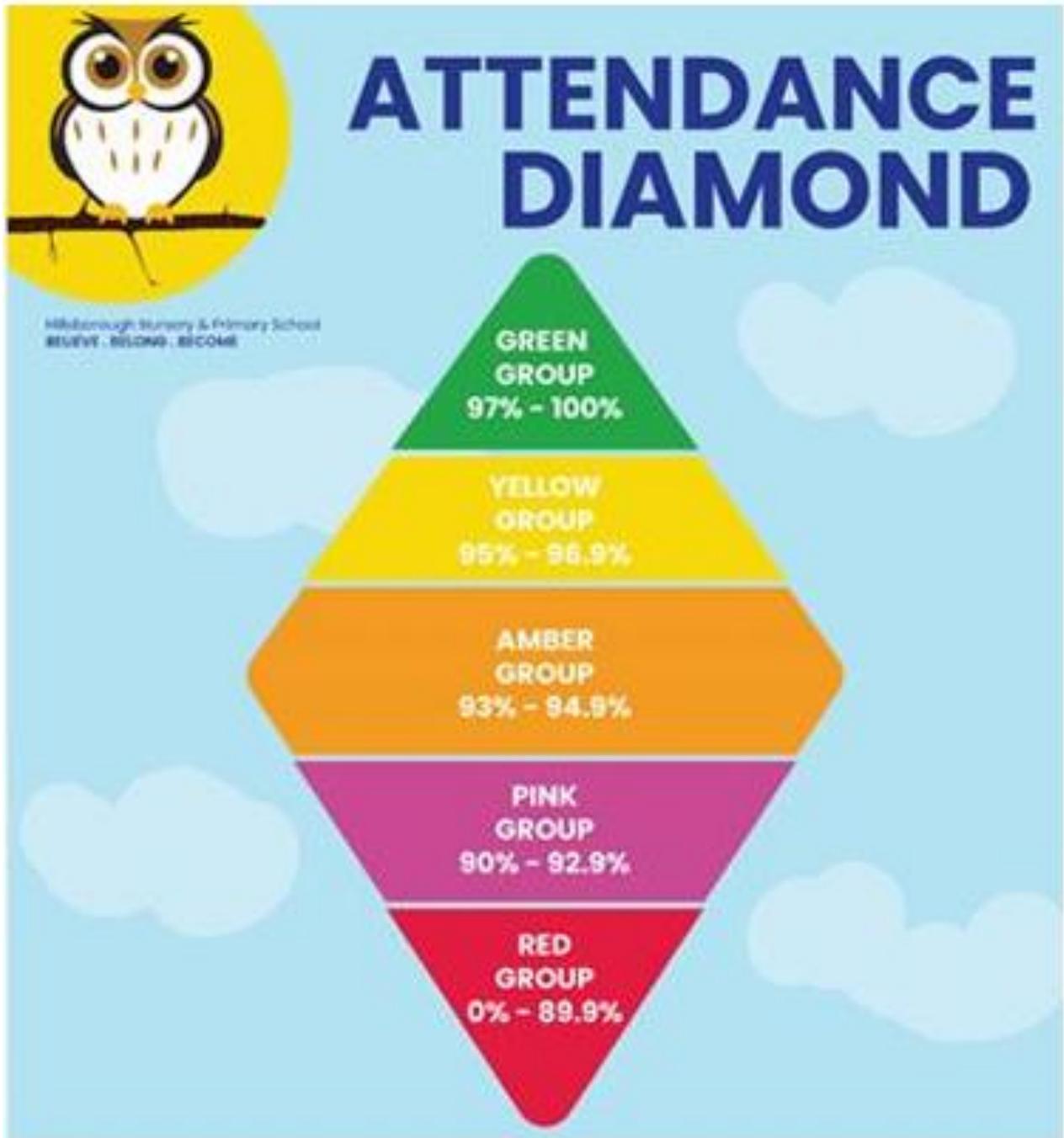
APPENDIX 5

Category	Description
Everyone	We strive to follow our 3B ethos at Hillsborough Primary School. We believe in all our children. Our children belong to the Hillsborough school community. We aim to prepare our children so they can become anything they want to be. We discuss attendance in our weekly assembly. We reward good school attendance on a half termly basis and use a collaborative approach to achieve class rewards. We celebrate and reward individual progress and celebrate using weekly and termly certificates.
Below 95% Attendance – Stage 1	This could indicate a concerning level of absence. A Stage 1 letter (identifying initial concerns) will be sent. Attendance will be monitored for the next 10 days.
Below 95% Attendance – Stage 2	If your child's attendance is below 95% and there are further absences and a failure to improve, a Stage 2 letter will be sent and medical evidence will be required to authorise further absence. There will be a 10-day monitoring period. If attendance declines further, we will liaise with the Local Authority to discuss our concerns.
Stage 3	Attendance will be reviewed after the Stage 2 monitoring period. If attendance has improved, Stage 3 letters will not be issued but we will continue to monitor progress. If improvement has not been made, or attendance continues to decline, a Stage 3 letter and Attendance Action Plan will be issued. Attendance will be monitored for 20 days. If there are further absences, the case will escalate to Stage 4. If no further absences occur during the monitoring period, the student will remain at Stage 3.
Stage 4	If attendance remains a concern and there are further unauthorised absences, the case may escalate to Stage 4. At Stage 4, a student may be referred to the Local Authority and legal proceedings may commence. This may lead to the Local Authority issuing fixed penalty notices, issuing parental contracts or pursuing prosecution.

APPENDIX 6 – Hillsborough attendance procedure (daily)

Appendix 6 – Hillsborough attendance procedure (daily)

Key attendance staff

Jayne Wright – Attendance Officer

Jed Kenyon – Education Welfare Officer

Emma Kay – Assistant Headteacher for Inclusion

Georgina Bateman – Learning Mentor

Attendance Target: 95%

Persistent Absence Target: Below 16%

Child is absent from school.

↓

Parent to contact school before 9:30am.

↓

A phone call will be made to parents if they do not inform school of the absence (known as 1st day calling).

↓

The list of absent children will be passed onto the Education Welfare Officer and Emma/Georgina where appropriate.

Collection and Drop Offs

Jed may make short term arrangements to bring children into school or take them home. This is a supportive mechanism for families experiencing emergencies, parental illness and other extenuating circumstances.

1st Day Absence Visits

Jed will conduct 1st day absence visits to children when

- Parents have not informed school of the absence
- They have low attendance
- There are possible Safeguarding concerns
- There are patterns of attendance causing concern

He does not visit **ALL** children on their first day of absence.

3rd Day Safe and Well Visits

A home visit will be made to **all** children on their 3rd day of absence even when parents have notified school. This is known as a Safe and Well Visit.

- Jed will leave a note for parents who have not answered the door. A copy of this is saved in school on A Star.
- home visits and outcomes of visits recorded on A Star.
- Jed ensures any information gathered on the visits is passed onto relevant school staff.