Attendance Policy

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Version	**Date**	**Author**	**Note of revisions**
1	July 2024	LMU	Policy added to new document format with document control table/history
2	Feb 2025	TSP	Amendments suggested by LGC made before final approval.
3	Feb 2026	LMU	Policy reviewed. References to EWO amended to Senior Attendance Officer to reflect staffing structure change. No further amendments necessary.
4	Feb 2026	LMU	Policy reviewed by LGC. Small grammatical changes made.

Contents

Hazel Wood High School Vision and Values

Hazel Wood High School, as part of the Oak Learning Partnership, is passionate and determined to operate a school community where rights, respect and aspiration are at the heart of all we do and are embedded in every part of school life.

Our Vision: Fostering a sense of pride and community and providing opportunity for all to excel.

Our Values are:

Respect: to be a role model to others, demonstrate positive interactions with all, use good manners, treat others how we wish to be treated, engage with others, be considerate and kind, be prepared, organised and to listen to others.

Responsibility: provide consistency of procedures, policies and professional behaviours, ensure the safety and wellbeing of all, engage, enthuse and inspire our learners through the whole school journey, be inclusive and understanding of the whole child and their needs and to promote the ethos of HWHS within the wider community.

Aspiration: to demonstrate a 'can do' attitude, see every challenge as an opportunity to shine, work with integrity in order to be a good role model, reflect

on our practice and seek to improve as a life-long learner and to create a safe environment where no one is afraid to try.

1. Aims

The following attendance policy has been created to support our pupils, families and local community and explains the rationale and the systems that work at our school every day, to ensure our pupils are in school learning and if not in school that they are safe.

The Governors and Staff, in partnership with families, have a duty to promote full attendance and our school will give a high priority to conveying to families and pupils the importance of regular and punctual attendance. Hazel Wood High School is committed to the continuous raising of achievement of all our students. Regular attendance is essential if our students are to be successful and benefit from the opportunities offered to them.

Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our students and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

We recognise that parents and carers have a vital role to play and there is a need to establish strong home-school links and communication systems that can be used whenever there is concern about attendance. If there are problems which affect a pupil's attendance we will strive, in partnership with the family and pupil, to resolve those problems as quickly and efficiently as possible. We will always adopt a clearly focused but sympathetic approach, aimed at always returning students to full attendance.

We will consistently work towards a goal of 100% attendance for all children and celebrate this in assemblies and at rewards events, with all pupils being recognised for this super achievement each half term. We also celebrate with the pupils who have above 96% attendance, which is above the national average for attendance and our school target.

At the same time, we also recognise that some pupils cannot achieve 100% attendance and we understand this, particularly when families communicate with us effectively and share information. We consistently celebrate improvement and where a pupil has made a considerable progress in improving their percentage of attendance.

Every opportunity will be used to convey to pupils, and their parents or carers, the importance of regular and punctual attendance, through letters, emails, the web site, telephone and text messages.

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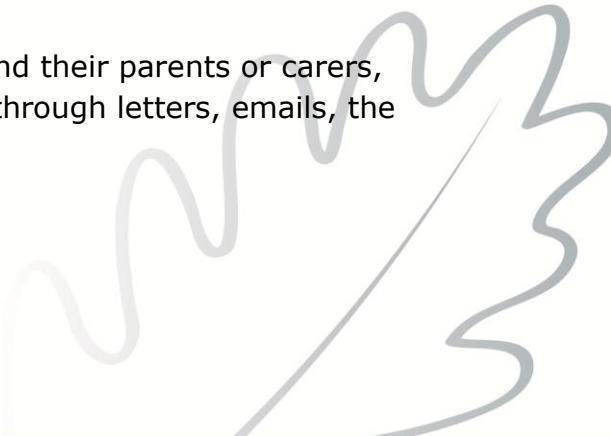
School attendance is subject to various Education Laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Each year HWHS will examine its attendance figures and set attendance/absence targets, taking into account both national and Bury attendance targets when setting these. HWHS will review its systems for improving attendance at regular intervals, working with the Local Authority and other stakeholders to ensure that it is achieving its set goals.

This policy contains within it the procedures and systems that HWHS will use to meet its attendance targets. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEN.

1.1 Principles

Hazel Wood High School will ensure that:

- All staff are aware of the registration procedures when necessary and receive in-service training about attendance and punctuality regulations and education law.
- Complete registers accurately, at the beginning of each morning and during the afternoon session.
- Stress to parents/carers the importance of contacting staff early on the first and any subsequent days of absence.
- Display attendance rates in our newsletter and reward good or improved behaviour for pupils.
- Promote positive staff attitudes to students returning after absence.
- Consult with all members of HWHS community and the Senior Attendance Officer (SAO) in developing and maintaining the whole school attendance policy.
- Ensure regular evaluation of attendance procedures by senior leaders, who will report to school governors.
- Work towards ensuring that all students feel supported and valued. We will send a clear message that, if a student is absent, she/he will be missed.
- Monitor and investigate any patterns of lateness or absence.
- Celebrate excellent and improved school attendance.
- Work collaboratively with the LA Attendance support officer

2.Legislation and guidance

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

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This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance (applies from 19 August 2024)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- 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 2010, 2011, 2013, and 2016 amendments)](#)
- [The Education (Penalty Notices) (England) (Amendment) Regulations 2013](#)
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Children Missing Education Policy
- Child Protection and Safeguarding Policy
- Behaviour and Relationships Policy
- Pupils with Additional Health Needs Attendance Policy

3. Roles and responsibilities

Hazel Wood High School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of HWHS staff, governors, parents / carers, pupils and the wider school community.

3.1 The Local governance committee will:

- Monitor the implementation of this policy and all relevant procedures across HWHS.
- Ensure that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handle complaints regarding this policy as outlined in HWHS's Complaints Procedures Policy.
- Have regard to 'Keeping children safe in education 2025' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

3.2 The Headteacher will:

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- Oversee the day-to-day implementation and management of this policy and all relevant procedures across HWHS
- Ensure all parents are aware of HWHS's attendance expectations and procedures.
- Ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.

3.3 The Assistant Headteacher (Senior Attendance Champion) will:

Promote excellent attendance and punctuality for our pupils by:

- Agreement of school attendance targets and, where appropriate, link these to the Performance Management of Senior Leadership within HWHS.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Monitor HWHS's attendance and related issues through termly reporting at Local governance committee Meetings.
- Ensure that attendance data is reported to the Local Authority or Department for Education as required.
- Ensure that HWHS has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that attendance registers are accurately completed by teaching staff.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.
- Ensure that there is a whole school approach which reinforces good school attendance. For example, good teaching and learning experiences that encourage students to attend and achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
- Ensure that staff are aware of the Attendance Policy and are able to address attendance issues in a knowledgable and confident manner.
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with.
- Ensure that all the above priorities are shared with and reinforced by all relevant school staff.
- Develop a multi-agency response to improve attendance and support students and their families.
- Use the standard documents to support a move to legal proceedings should that be necessary.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.

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- Ensure that daily attendance data is shared with the DFE under the guidance set out in DFE (2023) [Working together to improve school attendance - GOV.UK (www.gov.uk)](#) Effective from 19th August 2023.
- The designated senior leader responsible for attendance is Mr Murphy and he can be contacted on 0161 7976543 and/or
  Murphy.l@hazelwood.oaklp.co.uk

3.4 The Senior Attendance Officer will:

- Monitor Attendance Data at HWHS and individual pupil level.
- Assist in meeting agreed targets and outcomes as defined by the school.
- Identify those children in need of support by reason of their absence from school.
- Assist in safeguarding students through working in partnership with other agencies.
- Arrange and attend meetings as appropriate.
- Assess need, plan interventions and implement effective actions to support students and their parents/carers to improve student attendance to the school.
- Undertake home visits as part of ongoing work to engage parents/carers working together to support students.
- Attend and contribute to inclusion and attendance meetings and develop plans to support students with attendance related difficulties.
- Prepare reports and appropriate evidence as required, acting as a witness in the magistrate's court if required.

3.5 The Attendance Officer will:

- Monitor attendance data at HWHS and individual pupil level
- Report concerns about attendance to the Assistant Head teacher and Senior Attendance officer.
- Work with Senior Attendance Officer to tackle persistent absence
- Arrange calls and meetings with parents to discuss attendance issues as identified by the SAO.
- Advise the headteacher when to issue fixed-penalty notices in conjunction with the SAO.
- Conduct daily processes to follow up absence.
- The Attendance Officer is responsible for informing the LA of any pupil being deleted from the admission and attendance registers if they:
  - Are being educated from home.
  - No longer live within a reasonable distance of the registered school.
  - Have an authorised medical note.
  - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
  - Have been permanently excluded.

3.6 The Pastoral Year Leader's will:

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Pastoral Year Leaders have the overview of the attendance for their year group and work with families where attendance and punctuality are an issue, and they need support. Pastoral Year Leaders work in partnership with the Form Tutor and the Attendance Officer to track attendance. They will:

- Actively promote the importance and value of good attendance to students and their parents / carers.
- Form positive relationships with students and parents.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in school barriers to attendance.
- Invite families for meeting or where necessary conduct a home visit to discuss attendance or punctuality.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.

3.7 Form Tutors will:

- Record attendance on a daily basis, using the correct codes, and submitting this information to HWHS office.
- Be responsible for monitoring the daily attendance of their form and have a tracking responsibility for pupils who have 96% attendance and above.
- Reward and promote good attendance.

3.8 All Staff will:

- Follow this policy and ensuring pupils do so too.
- Ensure this policy is implemented fairly and consistently.
- Model good attendance behaviour.
- Use their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, take the attendance register at the relevant times during HWHS day.
- Make pupils feel welcome on the return from absence. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.
- Be alert to the potential need to implement early help for a pupil who is frequently missing/goes missing from care or home.
- Will be aware of HWHS's unauthorised absence and children missing from education procedures.

> **Where staff have concerns about pupils relating to CME, staff will use their professional judgement and knowledge of individual pupils to inform their decision as to whether welfare concerns should be escalated to the DSL Team.**

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3.9 Parents and Carers will be asked to:

Talk to their child about school and education. Family must take a positive interest in their child's work and educational progress. Instil the value of education and regular school attendance within the home environment. Encourage their child to look to the future, plan ahead and aspire to be the best they can be.

3.10 Parents are responsible for:

- Contacting HWHS if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note in the child's planner where possible
- Providing accurate and up-to-date contact details.
- Providing HWHS with more than one emergency contact number.
- Updating HWHS if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Avoiding unnecessary absences.
- Wherever possible making appointments for the doctors, dentists etc. outside of school hours.
- Asking HWHS for help if their child is experiencing difficulties, as soon as you realise there may be an issue.
- Informing HWHS of any change in circumstances that may impact on their child's attendance.
- Encouraging routine at home, for example, bed times, Homework, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoiding taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Head in good time.
- Ensure their child arrives to school on time and ready to learn.

3.11 Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Pupils will be expected to attend school every day they are required to be at school and will sign an agreement at the beginning of each school year. HWHS will also expect all pupils to attend lessons punctually.
- Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

4. Recording attendance

4.1 Attendance 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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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:

- Whether the absence is authorised or not

- The nature of the activity, where 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 6 years after the date on which the entry was made.

4.2 School Timings

- Pupils must arrive in school by **8.40am.** on each school day and report to line up for **8.50am** ready to start their day.
- The register for the first session will be taken from **8.55am** in form time.
- Students arriving after **8.55am** will be marked as present but arriving **late (L).** This late arrival will automatically trigger a P-point sanction.
- School registers will close at **9.25am** and students arriving after the close of register will be recorded as **late (U).** This will not be authorised and will count as an absence for that school session and statutory action may be taken where appropriate.
- On arrival after the close of register, students must immediately report to Student Reception and sign in, to ensure that we can be responsible for them whilst they are in school.
- The absence will only be authorised if a satisfactory explanation for the late arrival can be provided; for example, attendance at a medical appointment. The absence will be recorded as unauthorised if the student has arrived late without justifiable cause.

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- The register for the second session will be taken **between 12.00pm and 12.45pm will be kept open until 2.00pm.** The absence will be recorded as unauthorised if the student has arrived late without justifiable cause.

4.3 Unplanned absence

Parents or carers must notify HWHS on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by **8.40am.** or as soon as practically possible.

Contacting school can be by telephoning school Main Reception, calling the Attendance Officer EXT 203.

Absence due to illness will be authorised unless HWHS has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, HWHS may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If HWHS is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.
We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

4.4 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. This should be done by contacting the school attendance officer Lucy Moore on 0161 7976543 and /or Moore.L@hazelwood.oaklp.co.uk

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for all types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.5 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

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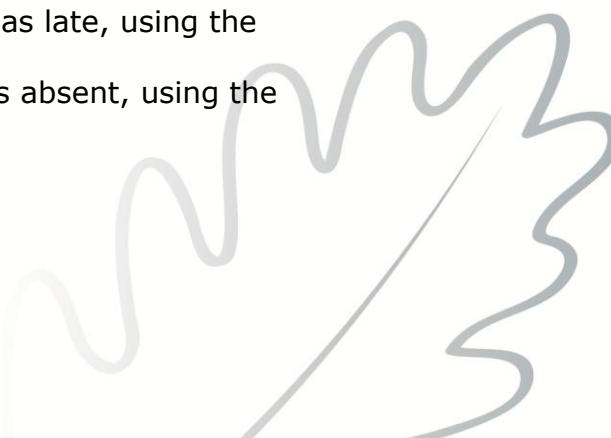
Pupils who arrive late, without a justifiable reason will be issued with a 30 min late correction. The Attendance officer will monitor number of lates to school and will report this number to Pastoral Year Leaders weekly.

Follow up parental phone calls, meetings and punctuality reports may be put in place to support pupils with continued punctuality issues.

4.6 Following up on 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 on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may send an automated text message. All identified vulnerable students (identified on safeguarding log) will receive a home visit on first day of absence and social worker (if applicable) will be informed via telephone, email or text message, if no contact can be made. All other students will receive a home visit on the second day of absence if no contact can be established. (See appendix 2 for full details regarding absence procedures).
- 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(s) for which the pupil was absent.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Senior Attendance Officer.
- Where relevant, report the unexplained absence to the pupil's Youth Offending Team officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with the school may issue a notice to improve, penalty notice, or other legal intervention (see 5.2 below), as appropriate.

4.7 Reporting to parents

Pupils will record their attendance in their school planner weekly. Each week families will receive an automated text message informing them of the child's previous weeks attendance. All families will receive two progress reports each year and these contain the attendance statistics for your child. Additionally, our Parent App. allows families to monitor their own child's attendance and families have been issued with a password to access this facility.

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4.8 Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2013, students can be deleted from the register when one of the following circumstances applies:

- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Transfer between schools.
- Pupil withdrawn to be educated outside HWHS system.
- Failure to return from an extended holiday after HWHS has tried to locate the student.
- A medical condition prevents attendance and return to HWHS before ending compulsory school-age.
- In custody for more than four months.
- 20 days continuous unauthorised absence and HWHS has tried to locate the pupil.
- Left HWHS but not known where he/she has gone after HWHS has tried to locate the student.
- Death of a student

5. Authorised and Unauthorised absence

5.1 Granting approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad.
- Attending an interview.
- Study leave.
- A temporary, time-limited part-time timetable.
- Exceptional circumstances.

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is highly unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

5.2 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Families must show the appointment card to school.

Please send in a note to inform us that your child has a medical appointment the day before the absence, where possible, with the time they will be arriving at school, or the time they will be leaving school the next day. This note must be given to the form tutor, who will pass it to the Attendance Officer, who will sign them in / out from the office.

Applications for other types of absence in term time must also be made in advance.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the attendance office or school website. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart

- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration).
- Attending provision arranged by the local authority.
- Attending work experience.
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

The Headteacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances', these will be determined on an individual basis by the Headteacher, considering the specific facts, circumstances and relevant context behind the request following the submission of a written request form, available on line or from the Attendance office, and subsequent meeting with either the SAO, Headteacher or Assistant Headteacher.

5.3 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

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.

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A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

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.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period,

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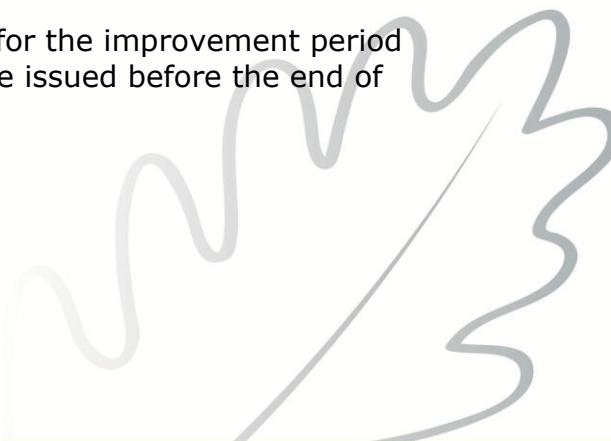
6. Strategies for promoting attendance

Hazel Wood High School is committed to the continuous raising of achievement of all our students. Regular attendance is essential if our students are to be successful and benefit from the opportunities offered to them in school, through their education.

Good attendance is fundamental to a successful and fulfilling school experience. We actively promote **100%** attendance for **all** our students and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

We recognise that parents and carers have a vital role to play and there is a need to establish strong home-school links and communication systems that can be used whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will strive, in partnership with the family and pupil, to resolve those problems as quickly and efficiently as possible.

We will consistently work towards a goal of **100%** attendance for all children and celebrate this in assemblies and at rewards events, with all pupils being recognised for this super achievement each half term. We also celebrate with the pupils who have above **96%** attendance, which is above the national average for attendance and our school target.

We also recognise that some pupils cannot achieve 100% attendance and we understand this, particularly when families communicate with us effectively and share information. We always celebrate improvement and where a pupil has made a considerable progress in improving their percentage of attendance.

Every opportunity will be used to convey to pupils, and their parents or carers, the importance of
regular and punctual attendance, through letters, emails, the web site and also by telephone.

Below is a summary of the rewards and incentives in place to promote and support students with attendance:

- Persistent and consistent deliberate daily practice and routine regarding attendance procedures- Each role within the team and attendance ladder clearly understood and over communicated.
- Making attendance everyone's responsibility.
- Weekly sharing of attendance data with all staff via briefings- with comparison to National, regional, and local picture.
- Half termly attendance assemblies with students- linked to school values of responsibility and aspiration. Over communication of the importance of good attendance on academic outcomes. Additionally, specific year 11 programme of attendance assemblies (tied into our yr 11 journey- including college visits, apprenticeships, and careers.

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- Short term and medium- term goal setting with tangible rewards.
- Individual plans/contracts to show improvement over time to access Enrichment activities (encourage all can achieve mantra- Inclusive approach to attendance).
- We encourage a competitive element into attendance by sharing DFE comparison data with both staff and students (this has been a real motivator).
- Attendance text sent on Monday morning to the parent of any student who achieved 96% attendance or above the previous week and awarded an attendance sticker in their journal.
- Whole school text sent on a Monday morning advising parents of their child's attendance
- Weekly chocolate reward for students on Attendance Report card who have achieved 100% attendance that week
- Attendance Advent – Students who achieve 100% attendance for 5 weeks before Christmas are rewarded with a selection box
- Attendance Lent – Student who achieve 100% attendance for 6 weeks before Easter are rewarded with a medium sized Easter Egg
- Form Incentive – Each student is worth 5p for 100% weekly attendance. This is accumulated and spent on the last day of the year. For example, Pizza, Donuts.
- Gift Card Incentive – Every student who achieves 100% attendance each half term is entered into a prize draw and a student from each form is chosen at random to win a £15 One4All Gift Voucher
- The year group with the highest attendance at the end of the week is awarded an earlier start time for lunch the following Friday
- Game Card Incentive – A whole school text is sent out before the school reopens at the beginning of the academic year reminding of re opening times and advising students that one lucky student will win a bicycle.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

The school approach to attendance of students with complex barriers is based on the principles of prevention, early intervention and targeted support. At all stages we aim to work in partnership with parents/ carers to address any barriers to attendance and/ or punctuality together. Where support is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.

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Voluntary support, formal support and statutory action

We will implement a range of strategies to support improved attendance and to support students re-integrating back into school. These may include:

- A recognised whole school approach that celebrates achievement in school.
- Reward systems for positive behaviour.
- Discussion with parents and student.
- Trauma-informed approaches.
- Early-Help referral options.
- Family learning.
- Reward systems.
- Time limited part-time timetables.
- Additional learning support.
- Behaviour support.
- Inclusion resources.
- Reintegration support packages.
- Discussion with the Virtual School where the child is looked after and/ or has a social worker.
- Working with attendance professionals, internal and/ or external to the school.
- Emotional based school avoidance strategies (EBSA).

Support offered to families, both internally and externally, will be child-centered, trauma informed and inclusive; planned in discussion and agreement with both parents and pupils.

7.2 Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

Pupils with Additional Health Needs

Hazel Wood High School aims to support the LA and ensure that all pupils who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential.

Due to the nature of their health needs, some pupils may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive their education within their school and

the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough.

We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all pupils with medical needs receive the right level of support to enable them to maintain links with their education.

Support for pupils

Where a pupil has a complex or long-term health issue, the school will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil.

The LA expects the school to support pupils with additional health needs to attend full-time education wherever possible, or for the school to make reasonable adjustments to pupils' programmes of study where medical evidence supports the need for those adjustments.

The school will make reasonable adjustments under pupils' Individual Healthcare Plans, in accordance with the Supporting Pupils with Medical Conditions Policy.

Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.

During a period of absence, the school will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes.

Whilst a pupil is away from school, the school will work with the LA to ensure the pupil can successfully remain in touch with their school using the following methods:

- School newsletters
- Emails
- Invitations to school events
- Cards or letters from peers and staff

Where appropriate, the school will provide the pupil's education provider with relevant information, curriculum materials and resources.

To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered:

- A personalised or part-time timetable, drafted in consultation with the named staff member; reported to the Local Authority and reviewed regularly.
- Access to additional support in school.

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- Online access to the curriculum from home.
- Movement of lessons to more accessible rooms.
- Places to rest at school.
- Special exam arrangements to manage anxiety or fatigue.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

The school will support all students to return following a lengthy absence by offering a re-integration individual support plan. Students may be offered one or more of the following:

- A risk assessment (if physical or mental health related)
- A part time timetable
- Access to 'The Hive'
- One to one pastoral support
- Curriculum review

8. Attendance Monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) daily through analysis of Pastoral Daily Digest, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The school has granted the DFE access to its management information system so the data can be accessed regularly and securely.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing committee.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance.
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.

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- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.

- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below).

- Provide regular attendance reports to form tutors, PYL's and SLT, to facilitate discussions with pupils and families, and to the local governance committee and school leaders (including special educational needs co-ordinator, designated safeguarding lead and pupil premium lead).
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

Use attendance data to find patterns and trends of persistent and severe absence.

Consider potential safeguarding issues and, where suspected or present, address them in line with 'Keeping Children Safe in Education 2025'.

Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant:
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.

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- Implement sanctions, where necessary (see section 5.3 above).

9. Missing Children

Pupils will not be permitted to leave HWHS premises during HWHS day unless they have permission from HWHS. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Headteacher (or Deputy Headteacher in their absence) immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of HWHS premises as directed by the headteacher.
- The following areas will be systematically searched:
    - All classrooms
    - All toilets
    - Changing rooms
    - The library
    - Any outbuildings
    - HWHS grounds
- Available staff will begin a search of the area immediately outside of HWHS premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **30 minutes**, then the parents of the pupil will be notified.
- HWHS will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's pastoral year leader will fill in CPOMs, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.
- The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behavioural Policy.
- The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred. A written report will be

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produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

10. Policy Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DFE is updated, and every two years by the DSL and Headteacher. At every review, the policy will be shared with the local governance committee.

11. Links with Other Policies

This policy is linked to our child protection and safeguarding policy, and also the behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

| Code	Definition	Scenario
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment

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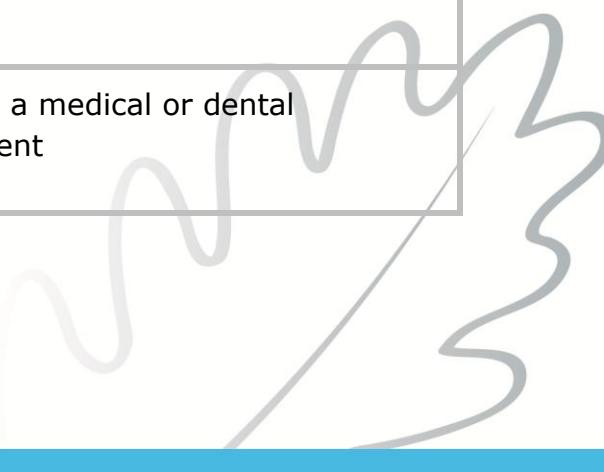
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		

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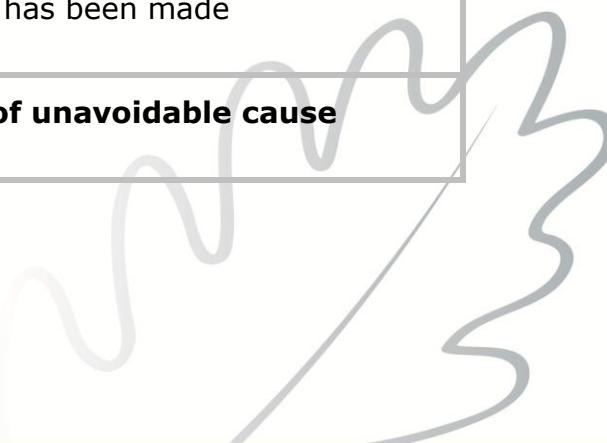
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

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Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

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Appendix 2

Safeguarding daily absence procedures

- PYL absence calls taken P1&2- Reasons for absence recorded on Arbor.
- Any non- contact made recorded in Arbor.
- PYL to record expected arrival time of any student in transit to inform AO/SAO
- AO/SAO runs a register check at 10.30 each morning, reads all absence notes recorded by PYL's and makes home visits for any identified vulnerable student that day. PYL to inform social worker/virtual school and note on Arbor.
- AO/SAO to compile a student in transit list at this point.
- AO/SAO signs students into school, adding to Arbor immediately the time of arrival, for monitoring purposes.
- SAO carries out home visit for all other students on day two of absence without any contact.
- SAO will carry out home visit for any vulnerable student whom the school has had contact with, but remains absent on a weekly basis, or earlier if DSL deems necessary.
- SAO will carry out weekly home visit for any student refusing to attend school or non-attendance awaiting a PPP or IYFAP move of school (in conjunction with normal non-attendance legal proceedings).
- SAO will carry out bi-weekly home visits for any severely absent students who have multi-agency support (EBSA/Ed Psychologists/Social workers) in consultation with named professionals.
- AO/SAO to track and monitor hourly the 'student in transit' list and take appropriate actions if student does not arrive within the specified timescale, including if necessary home visits and or welfare checks.

All actions and outcomes to be recorded on CPOMS and any immediate safeguarding concerns raised with the DSL.

If the school has concerns around a pupil's safety, we may request a welfare check to be made by the police.

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