



# Harrington Hill Primary School

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## Attendance Policy

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## 1. 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's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

### 3. Roles and responsibilities

#### 3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers

- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Head of School to account for the implementation of this policy

### 3.2 The head of school

The head of school is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing/authorising fixed-penalty notices, where necessary.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

### 3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is **Pete Brodie**.

### 3.4 The admin officer

The school admin officer is responsible for:

- Taking calls from parents/carers about absence on a day-to-day basis and recording it on the school system
- Transferring calls from parents/carers to the senior management team where appropriate, in order to provide them with more detailed support on attendance
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the head of school
- Working with the education welfare officer to tackle persistent absence

The admin officer is **Millie Ince**.

### 3.5 The school attendance officer/educational welfare officer (EWO):

The school attendance officer/EWO is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Advising the Senior Attendance Champion (authorised by the Head of School) when to issue fixed-penalty notices
- Liaising with parents/carers who wish to contact the EWO directly to ask for help or information. The EWO is independent of the school and will give impartial advice.

The school attendance officer/EWO is **Dawn Badley (Synergy Education)**.

### 3.6 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via Arbor.

### 3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time

- Call the school to report their child's absence before 8.45am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the senior attendance champion **Pete Brodie**.

### 3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

## 4. Recording attendance

### 4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, 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.

The school day starts at **9.00am** and ends at **3.30pm**

Pupils must arrive in school by **9.00am** on each school day. The school gates will be open from 8.45am and the children will be able to access their classrooms from this time.

The register in the morning will be taken at 9.00am and will be kept open until 9.05am.

## 4.2 Unplanned absence

Any absence must be reported **before 8.45am** or as soon as practically possible to the **school office only** in one of the following ways:

- Email to [admin@harringtonhill.hackney.sch.uk](mailto:admin@harringtonhill.hackney.sch.uk)
- Text or Telephone call or voicemail message to 020 8806 7275
- In person at the school office

If a parent/carer receives a call or message from the school requesting a reason for their child's absence, where the parent/carer has forgotten to inform the office, they must respond immediately. They must ensure that any changes to their contact information is given to the school office.

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.

Where the absence is longer than 2 days, or there are doubts about the authenticity of the illness, the school will ask for 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 the school 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.

## 4.3 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.

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 other 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.

## 4.4 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

**Children arriving late for school MUST go directly to the school office to be recorded on the electronic register. They will be given a late pass and must hand this to the class teacher before joining the rest of the class.**

### How we Manage Lateness

The school day starts at **9.00am** and we expect your child to be in class at that time. The school gates will be open from 8.45am and the children will be able to access their classrooms from this time.

If your child arrives **after 9.00** they are **late** and need to go directly to the school office to be recorded on the electronic register.

Children who arrive after **9** but before **9:10** are coded "**L**" (late) in the register. Those children who arrive after **9:10** are coded "**U**" which is an unauthorised absence. **10 sessions of unauthorised** absences may result in a **Penalty Notice Warning** being issued by the Hackney Education. A session is equal to a half day absence.

If your child has a persistent late record you will be asked to meet with the Head of School and/or Educational Welfare Officer to resolve the problem, but you should approach us at any time if you are having problems getting your child to school on time.

### **Children picked up late after school**

Such incidents can cause distress to children who are keen to see their parents/carers at the end of the school day and should be avoided at all cost.

Parents/carers must telephone the school office if they are running late and inform them as to the time of their arrival in school. On arrival, the school office will ask parents/carers to fill in a brief form detailing the reason for late collection.

### **Children not picked up after school**

The school will make all reasonable effort to contact parents/carers who fail to collect their child after school. From 4.15pm the school must contact the Emergency Duty Team at Social Services who will take over the care of the child.

## **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If we are unable to make contact on our first attempt, we will try to make contact again shortly after to all other listed contacts. After a third and final attempt to make contact is made, and assuming there is still no response by lunchtime, we may carry out a home visit that afternoon to check that the child and family are ok. Finally, as a last resort, if we are still unable to make any contact with the family at this stage, a referral will be made to social services.
- 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 an education welfare 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 parent may be issued with a notice to improve, penalty notice or other legal intervention.

## **4.6 Reporting to parents**



The school will inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels during parent evenings and the child's annual report. However, if a child's attendance has fallen below the expected level of attendance, a notification letter will be sent to parents detailing the current attendance level.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The head of school 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 head of school's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are unavoidable (examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance).

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 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.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office (see appendix) The head of school 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)

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
- 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

## 5.2 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 head of school (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

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.

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### **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

## **6. Strategies for promoting attendance**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, children and all members of school staff.

At Harrington Hill Primary, we:

- Send out details of class and whole-school attendance levels in our fortnightly newsletter and display each classes attendance level from the previous week on classroom doors.
- Reward good or improving attendance at individual and class level through class competition, certificates and attendance weekly/termly prizes.
- Run promotional events when parents, pupils and staff can work together on raising attendance levels across the school, such as parent meetings, attendance workshops and surgeries, distribution of leaflets etc.

## **7. Supporting pupils who are absent or returning to school**

### **7.1 Pupils absent due to complex barriers to attendance**

The school will:

- Seek to understand the individual needs of the pupil and family and identify the barriers to good school attendance.
- An attendance action plan may be put in place to support progress towards improved attendance.
- School-based interventions may be offered (for example, Emotionally-based School Avoidance resources, soft starts or a time-limited part-time timetable so the child can build success.)
- Work in partnership with the local authority and other agencies where external support is needed (and available). This may include referrals to the Educational Psychologist, CAMHS, Early Help/Family Support Services.
- Regularly review and update the support approach to make sure it continues to meet individual needs.

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

The school will:

- Work in partnership with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including, where applicable, ensuring the provision outlined in the pupil's education, health and care plan is accessed.
- Work in partnership with families and other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.
- Establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- Consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the pupil and their parents.
- Ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate.

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

As soon as parents have informed the school of the expected date of return:

- Class teacher will organise a welcome pack back for the child to receive before they return. It may include: messages from the class, timetable for their first day back, a reading book
- A member of the SLT will meet with the parents (and child if appropriate) in advance of the first day to discuss expectations, reasonable adjustments and individual health care/My Support Plans that may be in place
- Soft start: parents/child will be given the option to arrive through the school office, where the child will be welcomed by an adult known to them.

# **8. Attendance monitoring**

## **8.1 Monitoring attendance**

The senior leadership team works closely with class teachers, the school office and the Educational Welfare Officer. School registers are monitored weekly to identify class attendance and punctuality percentages. Individual attendance and punctuality is monitored on a daily basis.

Attendance and absence data (including punctuality) is monitored more formally 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.

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 board.

## **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, and
- 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
- 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 severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to facilitate discussions with pupils and families, and to the governing board and school leaders
- Use data to monitor and evaluate the impact of any interventions put in place in order 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
- 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
- Implement sanctions, where necessary (see section 5.2, above)

## 9. Under What Circumstances Do We Take a Child Off Roll?

When a child leaves the school to move to another, we will contact the receiving school to confirm the child's place. We will only take a child off roll when the new school has confirmed that the child has started.

Children of non-statutory age may have their place withdrawn if their attendance continuously falls below the expected level.

## 10. Children Missing Education

Where a child has stopped attending and all efforts by the school and the Education Welfare Officer to contact the parents/carers have failed the child is referred to the Children Missing Education department of Hackney Education in line with the **Children Missing Education - amendments to Pupil Registration Regulations, Revised Guidance for Schools, September 2017** and subsequently taken off role in line with the Hackney Education's **Deletions from the Attendance Register Guidance and Advice on School Attendance, December 2018**.

## 11. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every year. At every review, the policy will be approved by the full governing body.

## 12. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
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
<b>Absent – leave of absence</b>		
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
J1	Interview	Pupil has an interview with a prospective employer/educational establishment



<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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

<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

**Appendix 2**



Harrington Hill Primary School  
Harrington Hill  
London E5 9EY

Tel 020 8806 7275  
Fax 020 8806 3364  
admin@harringtonhillhackney.sch.uk

Harrington Hill Nursery School  
Tel 020 8806 0855

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM  
SCHOOL DURING TERM TIME**

If you consider you have to take a holiday in term time, and that you have exceptional circumstances, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name ..... Year Group/Class .....

Home Address  
.....

First day of absence ..... Date of return to school.....

.....  
Total number of days missed .....

**Reasons for absence**

***I understand that if the absence request is unauthorised the Attendance Service will be notified of the holiday taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 which increases to £160 if not paid within the first 28 days. I understand that if I do not pay this may result in legal action.***

Name of Parent/Carer making application \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**(Please ensure you are giving at least 14 days' notice of the proposed absence)**

✂-----

Student Name ..... Year Group .....

AUTHORISED: Your request has been authorised for the following dates:  
\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

UNAUTHORISED: Your request for a leave of absence during term time has not been authorised because:

(NB – if you proceed to take the holiday this will result in a Penalty Notice being issued)

Signed ..... Head of School Date \_\_\_ / \_\_\_ / \_\_\_



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### EXCEPTIONAL LEAVE OF ABSENCE FOR YOUR CHILD DURING SCHOOL TERM TIME

Information prior to requesting permission for your child to be absent from school during term time, which may be granted for **exceptional** circumstances **ONLY**. Before completing the form, **please read these notes carefully**:

*Any absence during term time is proven to be very detrimental, as your child misses important lessons, creating 'gaps' in their understanding of key concepts and they find it difficult to catch up, potentially causing a serious impact on their academic development and attainment. Teachers use valuable time helping returning pupils catch up, depriving those who really need them. Children also find it difficult to manage friendships and the class dynamic when they have missed key school events at the beginning or end of term.*

**1** The *Education (Pupil Registration) (England) (Amendment) Regulations 2013*, state that you do **not** have the right to take your child out of school for family **holidays** during term-time. The educational needs of your child take priority at all times.

**2** The law only allows the school to grant permission for leave in the event of **exceptional** circumstances. Your request may be refused if it is not agreed that the reason for absence is exceptional. So **please do not book any travel tickets** without getting the school permission first.

**3** Family weddings, anniversaries, cheaper airline tickets, family reunions and children's birthdays are **not** generally considered to be exceptional circumstances.

**4** Visiting a relative who is unwell is also **not** normally a valid reason to disrupt your child's learning – If that relative requires the care and support of adults this should ideally be only while your child remains attending at school.

**5** You **must** apply for permission in writing **beforehand**, using this form. Please attach any documentary evidence that you feel will support your request.

**6** If you take your child out of school **without** permission, you may be referred to the local authority, who may then prosecute you under the terms of section 444 of the Education Act 1996, or as an alternative, issue each parent with a Penalty Notice Fine. Penalty Notice Fines are issued at the rate of £80 per parent per child if paid within 21 days; this rises to £160 if paid within days 21-28; if unpaid after 28 days, then the matter may then be referred to court. 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. If the payment has not been made after 28 days, this may lead to prosecution through the Magistrates' Court. 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.

**7** If you need to travel at **short notice**, or are **delayed** on your return journey, then you will need to supply copies of all booking and travel documentation to show the dates that bookings were made, the original travel tickets as well as any evidence of rescheduled travel documents. All of this information is required by the school if they are to reconsider.

**8** If you have any children on-roll at another school, then permission from that school must also be requested and agreed.

**9** As well as the points in paragraphs 7 and 8 above, we take into account exam and SATs dates, your child's attendance and punctuality record, as well as their level of academic achievement or support needed around their learning in school.

**10** If your request is *approved* and you leave **earlier** or return **after** the date agreed, the school reserves the right to record the **entire** period as unauthorised absence.

**PLEASE RETURN THE COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE/STAFF AT LEAST 4 WEEKS BEFORE INTENDED ABSENCE**