Attendance Policy

Version	Date	Comments
9	July 2019	FPN info added
10	Nov 2020	COVID 19 Information
11	Jan 2022	Updated Covid information in line with DfE guidance
12	Sep 2022	COVID 19 Restrictions removed
13	Jan 2023	Eform link added for request for absence
14	Feb 2024	Late Collection Procedure
15	Nov 2024	HISN and HJS policy combined
16	Jan 2025	Section 3E & 9 Updated
17	Jan 2026	Correction to PM registration time
18	July 2026	Full policy review and update to school days timings

‘Be the best you can be!’

1. School Culture

Regular attendance and good punctuality at school are not only legal requirements but are essential for children to access a broad and balanced curriculum and to fulfil their educational potential. It is our policy at HPP to work with families and the Local Authority to ensure our attendance rates are high and continue to improve.

HPP aspires to ensure that every child can 'be the best they can be' and with a strong sense of belonging to the school community. Our principles play a vital role in this vision as well as the calm, safe and supportive environment we have established.

Children who thrive at school are those that enjoy coming to school and want to succeed and socialise. Therefore, when concerns around attendance occur, HPP will work with families to identify the barriers to achieving good attendance and support them to ensure that this is achieved.

1a. Policy Aims:

- To ensure that every child is safeguarded and their right to education is protected
- To ensure that all stakeholders, governors, parents, pupils and staff receive regular communication about the importance of good attendance and punctuality
- To keep accurate, up to date records and have robust and rigorous systems for analysing attendance
- Identify causes for low attendance / punctuality with individuals, classes and groups of pupils and address them
- To work with other agencies, in order to address barriers to attendance and overcome them

Absence has a major impact on a child's learning, sense of belonging and emotional wellbeing. Parents/carers are expected not to arrange family holidays during term time and any request for absence should be made in writing in advance to the Head of School. See section on term time leave.

1b. Legal Framework:

Where parents decide to have their child registered at school, they have a legal duty to ensure their child attends regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from school.

There are legal obligations on:

- The parent(s) to secure education for their children, whether at school or otherwise
- The school to register attendance and notify the Local Authority of Absence from school
- The Local Authority to provide education and to enforce attendance

1c. Roles and responsibilities:

Everyone has a contribution to making a positive difference and contributing to a whole school strategy.

The Governing Body

Governors will provide the strategic view of attendance to ensure the school is meeting its legal obligations. This includes:

- A strategic oversight of attendance including the analysis of data, identify trends and comparing outcomes to national statistics
- Challenging and supporting the EHT to ensure the attendance policy is effectively and consistently applied.
- Ensuring the policy is updated annually and complies with the latest government statutory guidance.

The Executive Headteacher (EHT)

The EHT sets the tone for the entire school's approach to attendance. EHT will:

- Ensure attendance is seen as a priority for all children and that high expectations are applied to all
- Ensure that legal compliance is upheld and that the attendance policy is applied
- Ensure that there is a named Attendance Champions and that they have the time and training needed to manage attendance effectively.

The Senior Attendance Champion

The Senior Attendance Champions for HPP are: Anna Gale (HISN), Jon James (HJS). The Senior Attendance Champions will:

- Lead, champion and improve attendance across the school
- Set a clear vision for improving and maintaining good attendance
- Evaluate and monitor expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitor and evaluate a progress in attendance
- Establish and maintain effective systems for tackling absence, and make sure they are followed by all staff
- Liaise with pupils, parents/carers and external agencies, where needed
- Build close and productive relationships with parents/carers to discuss and tackle attendance issues
- Create an attendance support agreement for families where attendance is concerning. These will be recorded on CPOMs.
- Create intervention or reintegration plans in partnership with pupils and their parents/carers

Education Welfare Office

This is a service provided by Achieving for Children:
https://kr.afcinfo.org.uk/pages/community-information/information-and-advice/education-and-education-services/education-welfare-service

Parent Support Advisor

The Parent Support Advisor works directly with parents and carers to provide support, guidance and information on a range of issues that affect home and school life:

- Support with attendance
- Family Routines
- Positive parenting and behaviour management strategies
- Support with transition through schools
- Support with sleep routines
- Support with healthy eating and nutrition
- Support with benefits and housing

- Bereavement support
- Advice on supporting children through separation and divorce
- Signposting to local and national support services for families

The Attendance Administrators

The Attendance Administrators will:

- Analyse and compare data to identify patterns and trends (e.g. specific year groups, days of the week, or vulnerable cohorts like FSM/SEND).
- Monitor keys groups to ensure early identification and actions are established
- Consistently apply the agreed processes and systems outlined in the attendance policy
- Coordinate and attendance support meeting with families
- Provide regular updates to the ELT, Senior Leadership Team (SLT) and Governors.
- Work with the Local Authority (LA) and Education Welfare Officers (EWO).
- Share weekly updates with teachers

Teachers

Teachers will:

- Create an environment in which children feel a sense of belonging and want to come to school
- Inform the attendance champion if they have concerns about a pupils attendance
- During parent consultations, share with parent a child's attendance data
- Work with the attendance champion when a family is subject to an early help plan / agreement
- Receive an attendance alert when a child has been absent for 4 days.

Parents and Carers

The legal responsibility for a child's attendance rests here.

We expect that parents/carers will:

- Ensure that their child arrives at school punctually and prepared for the school day, every day
- Ensure that they contact the school daily of any absence, before 9.00am
- Notify school in writing or via the school office detailing the reason for absence and the expected period of time on the first day of illness
- Update the school promptly if there are changes to these expected period of absence
- Notify school immediately of any changes to emergency contact details.

The Child

The policy should empower the child to take ownership of their learning journey.

- **Punctuality:** Arrive at school and lessons on time, ready to learn.
- **Engagement:** Follow school routines and speak to a trusted adult if they feel unhappy or are struggling to attend.
- **Responsible:** Attend appropriately prepared for the day

2. Type of Absence

There are two types of absence:-

2a. Authorised Absence:

An absence may be authorised by the school providing it falls into the categories below. Where possible, medical or written evidence should be provided. The decision to authorise or not will be made by the school.

The following should be notified in advance, in writing:-

- Sporting event / competitions (documentation of event including place and timings)
- Urgent Medical/dental appointments (appointment note required). Routine medical and dental appointments should be arranged outside of school hours.
- Educational/music examination (email or letter from exam board)
- Visit to other professional or therapy e.g. Educational Psychologist/Social Worker (appointment note required)
- Religious observance (one day authorised per academic year)
- Funeral day for immediate family*
- Attending the wedding of immediate family member*
- Illness (not medical or dental)
- Visiting a prospective secondary school / new school - 0.5 day absence authorised. The school will only authorise 2 visits within an academic year.
- Meetings with Immigration/Visa appointments (appointment note required)
- Family emergency (schools discretion)

NB: If overall attendance is above 10 days due to holidays, illness, medical or dental this may necessitate a discussion with the Educational Welfare Officer (EWO) which may in turn result in prosecution or fine

*Immediate family refers to a person's closest relatives. This is defined as: spouses, parents, siblings, children and grandparents.

2b) Unauthorised Absence:

This occurs when either:

- a request does not fit into the Authorised Absence criteria
- private tuition is arranged within the school day
- extra time off is taken adjacent to the time of a school entrance exam e.g if the exam is in the morning and the child is off for the afternoon.
- a parent/carer has not informed the school of the reason for the absence
- a family holiday is taken during term time

3. ENCOURAGING GOOD ATTENDANCE

The most vital part of encouraging good attendance is to ensure that the school is:

- a place to which the children want to come;
- that the school is a place where the children are treated with respect and feel valued;
- a place where their needs are recognised and are being addressed; and
- a place where all children can experience success within a rich, relevant and diversified curriculum.

It is clear that children alone cannot ensure their regular and punctual attendance at school.

From the outset parents are encouraged to take an active role in the work of their school and to share and support their children's enthusiasm. Among the variety of commitments parents agree to undertake within the Home School Agreement, regular and punctual attendance is prominent.

All staff make children aware of the importance of good attendance. The child's attendance record is shared with parents as part of written reports and parent consultations. It follows that individual records of attendance are kept on file and are passed onto subsequent schools. In addition to attendance percentage being reported, class teachers will also report on the number of late marks and level of punctuality.

Attendance Awards

Attendance and punctuality are celebrated at HPP. The classes with the best attendance and punctuality are celebrated in The Buzz each week. The Attendance Cup is presented at the end of each term to the class with the highest attendance as well as the Punctuality Plate (HJS only) which is awarded to the class with the highest punctuality.

4. HPP School Day:

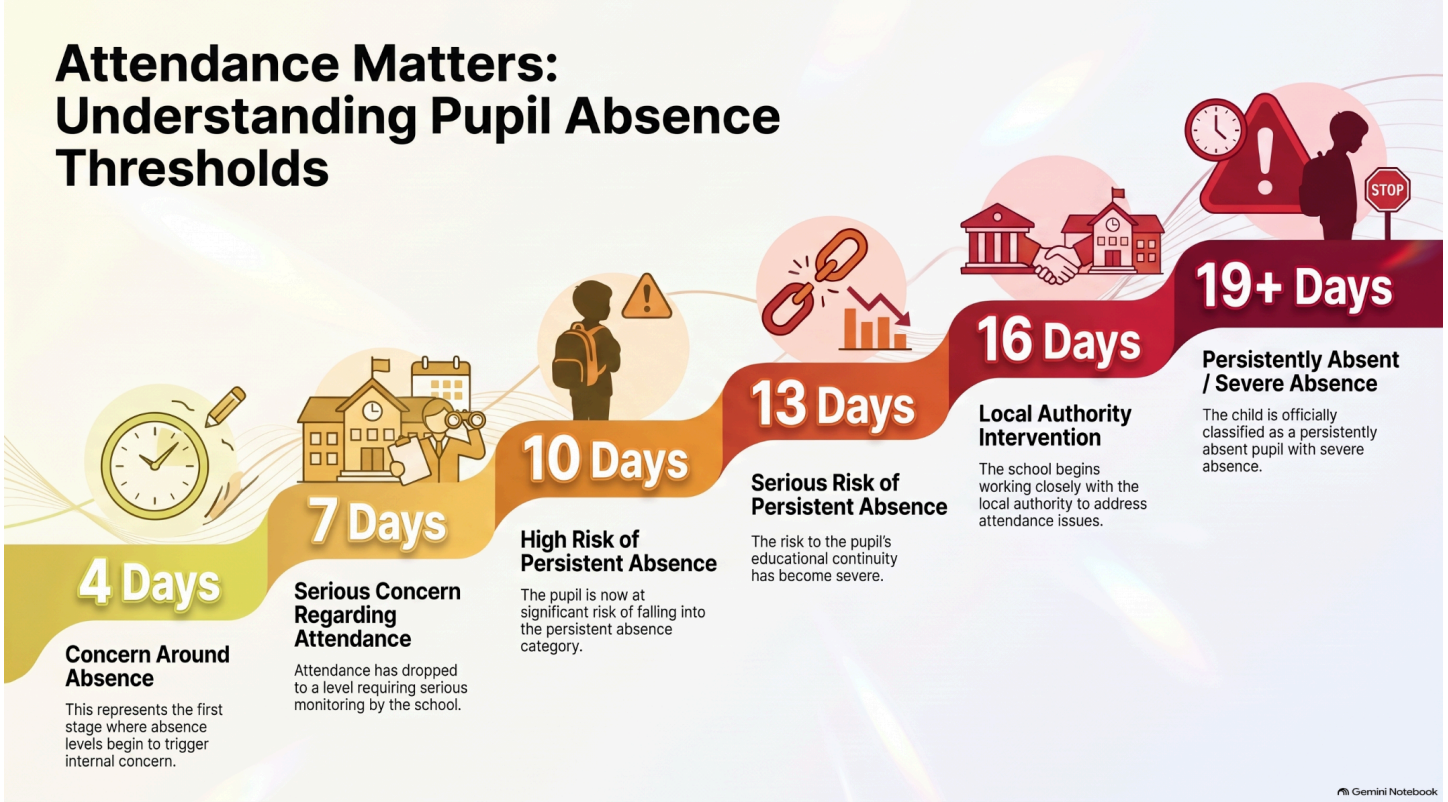
Attendance is recorded by means of class registers which are called twice per day. Once at the beginning of the morning session and again at the beginning of the afternoon session:

NURSERY		
Morning Session 8.30am to 11.30am	Afternoon Session 12.30pm to 3.30pm	Full-time session 8.30am to 2.30pm / 3.30pm

	HISN	HJS
Gates open	8.30am	8.40am
Morning drop off times	8.30am - 8.40am	8.40am - 8.50am
Morning registration	8.40am	8.50am
Afternoon registration	1.10pm	1.00pm / 1.10pm

5. Data and targeted support:

It is a legal duty for all children of compulsory age to attend school every day and on time throughout the school year. This data is collected as a morning and afternoon session on Arbor.



Note: full page version in Appendix

Under section 444 of the 1996 Education Act, an offence occurs if a parent or carer fails to secure their child's attendance at the school where they are a registered pupil and the absence is not authorised by the school. Our school is regularly monitored by the Educational Welfare Officer who identifies families where attendance is above 10 days and takes action when appropriate.

Attendance records are monitored monthly and actions taken by the school and Educational Welfare Officer (see Process and Systems).

This data is also used to target specific pupils and cohorts whose attendance falls below the expected' standard.

6. <u>Processes and Systems:</u>

6a. How To Report Absence:

Short term illness:
The following procedure should be followed by parents if a child is not able to attend school for a short period of time (e.g. 24-48 hours) due to an illness:

- It is the parent/carer's responsibility to inform the school of the reason for a child's absence by 9am on each day of absence.
- This may be by telephone call (020 8979 1815) HISN, (020 8979 2545) HJS or e-mail (office.hisn@hpp.school HISN or (office.hjs@hpp.school) HJS.
- The school will contact the parent/carer (usually by phone) during the course of the morning if notification of absence has not been received by 9.10am when registers close at HISN and 9.20am when registers close at HJS. This, however, does not negate the responsibility of the parent/carer to inform the school of the reason for absence on that day.

- If a child has vomited or has diarrhoea then parents should keep them off school for 48 hours from the last period of sickness to ensure that they recover and reduce the spread of infection to others
- If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If the child does not get any better during the day, school will contact parents straight away, to collect them.

Medical / Dental appointments / Hospital stays:

- Where possible, medical appointments should not be scheduled during the school day.
- It is the parent/carer's responsibility to inform the school prior to 9.00am on the day of the appointment to ensure that this is correctly recorded on your child's attendance record
- This may be by a personal visit, telephone call (020 8979 1815) HISN, (020 8979 2545) HJS or e-mail (office.hisn@hpp.school HISN or (office.hjs@hpp.school) HJS.
- For all medical / dental appointments the school will request evidence of the absence
- Child should return to school as soon as possible following an appointment or come into school prior to their appointment.

Attendance Expectations: Menstrual Health

Regular attendance is a mandatory requirement. While it is acknowledged that menstrual symptoms can be challenging, they do not automatically qualify as a reason for absence and are expected to attend school during their periods.

Exceptional circumstances involving severe, diagnosed medical conditions will be reviewed on a case-by-case basis in line with our medical absence policy. Anyone requiring support to maintain their attendance should contact Mrs Wibden in the first instance.

Seasonal Allergies (Hay Fever)

We understand that hay fever symptoms can be incredibly uncomfortable for children during the spring and summer months. However, hay fever is not considered a valid reason for school absence.

We ask parents and carers to manage symptoms proactively by administering a non-drowsy antihistamine or relevant allergy medication **before** the school day begins. If a child's symptoms flare up during the day, our team can support them if medication has been signed into the school office. Children are expected to attend school once their daily medication has been taken.

Longer periods of absence:

If a child is likely to be absent for longer periods of time, greater than 3 days, then the school may request that the parent provide medical evidence from a doctor / GP. Medical evidence may also be requested if a child's overall absence is more than 10 days and further periods of illness occur. If periods of absence do rise 10 days and no medical evidence is forthcoming this may be marked as unauthorised.

For emergency evacuation purposes all children leaving and returning to school during the school day must report to the school office and be registered on the school's Inventry system.

6b. Term time leave:

For longer requests of absence (not linked to illness / medical) a term time leave request will need to be completed prior to the absence:

HISN Request for term time leave

HJS Request for term time leave

It is at the Head of School's discretion whether any absence is authorised. Absence for other reasons will only be authorised in exceptional circumstances. Once the school has received a term time leave request, this will be reviewed by the Head of School and a response sent to the parent requesting to leave. See section on Authorised leave

6c. Absence two days before and two days after a half term or end of term holiday:

We will not authorise absence as above for illness without evidence from a GP (Appendix 2), email or text message from a medical practitioner. We will not authorise absence for travel including flights booked two days at the start of a term or the days before a school holiday.

Persistent occurrences will be notified to the appropriate agency i.e Educational Welfare Officer (EWO) which could lead to fines of up to £2,500 and/or 3 months imprisonment.

Regular meetings are held with the Education Welfare Service (EWS) and school governors to discuss attendance.

6d. Special Occasions:

Requests for absence that do not fit into the authorised absence or unauthorised absence criteria will only be sanctioned in exceptional circumstances upon receipt of a written request. This will be based on current attendance data and the Head of School's discretion. Attendance information from previous years will also be taken into consideration. However, parents/carers must be aware that this will impact on your child's attendance figures and could lead to EWO involvement.

6e. HPP Attendance Process

We monitor attendance closely at HPP, as early intervention is essential when tackling issues relating to poor attendance and punctuality.

The following table outlines the actions taken if school attendance drops below the expected standard.

This is not a progressive process in which letters are sent in order but depends upon the number of days missed.

Everyone	We have a welcoming environment to allow all pupils to gain a sense of belonging and ultimately achieve their potential through regular school attendance. Rewards are in place to recognise good and improved attendance, individually and in classes or cohorts.	**EXPECT** A culture where all children can, and want to be in school
4 days absence	**Concern around absence** Awareness communication from the teacher. This will be a call or a face to face discussion. This will be monitored by SLT. Teachers are not required to speak to parents if this is due to a term time holiday as families will have already received communication from the Head of School regarding this. The attendance will then be closely monitored and only result in further actions if the next threshold is met.	**MONITOR** Use attendance data to identify patterns of poor attendance

<table>
<tr><td>7 days absence</td><td>Serious concern regarding attendance

Internal monitoring in place.
Letter 1 sent to parents.
The attendance will then be closely monitored and only result in further actions if the next threshold is met.</td><td rowspan="3">LISTEN & UNDERSTAND

Understand barriers to attendance, work together to remove them.

FACILITATE SUPPORT

Access support to overcome barriers outside of school.</td></tr>
<tr><td>10 days absence</td><td>The child is a high risk of persistent absence

Continued contact with the class teacher.

Letter 2 sent to parents.

Meeting with the HoS to explore barriers and implement a support programme may be arranged following the analysis of the pupils' attendance certificate. Medical evidence to be discussed. These meetings will be recorded in CPOMs.

Support programme put in place for individual cases

Consider to involved EWO due to unauthorised absence</td></tr>
<tr><td>13 days absence</td><td>The child is at serious risk of persistent absence

Head of school meeting with parents to review interventions already provided by school or partners already involved. Consider the support of specialist external services.

Continued contact with the class teacher / parent support advisor.

EWO referral will be made if threshold met.
Continued internal and external programmes of support.

Parenting contract or supervision order considered at this stage.</td></tr>
<tr><td>16 days absence</td><td>The school will work closely with the local authority

Continued contact with the class teacher.

All avenues have been exhausted and support is not working or being engaged with.

A multi-disciplinary approach to be considered and offered. School to hold Team Around Child Meeting.

Continue to listen and understand barriers and consider avenues of support.</td><td>FORMALISE SUPPORT

This may include formalising support through a parenting contract or education supervision order.</td></tr>
<tr><td>19 days absence or more (90%)</td><td>The child is now considered a persistently absent child

Persistent absence is when a pupil’s overall unauthorised absence equates to 10% or more of their possible sessions. Over an academic year this equates to 19 days. At this stage the child will be PA for the remainder of the school year.

The school will now enforce attendance through statutory intervention to protect the pupil’s right to an education.

The child and family will continue to be supported.</td><td rowspan="2">ENFORCE

Statutory intervention to protect the pupil’s right to an education - when there is no other option</td></tr>
<tr><td>Severe absence</td><td>Ongoing and persistent and severe absence</td></tr>
</table>

	Child continues to have absences despite all attempts made by school, including enforcement. Majority of absences are unauthorised and / or unexplained. Complete an Early Help referral when multiple needs are identified or a Safeguarding referral where there is clear impact on a child's development or that are not in school more than they are.	

7. Children Missing Education:

We recognise that full attendance at school is important to the wellbeing of all our pupils and enables them to access the opportunities made available to them at school. Attendance is monitored closely and we work in partnership with AfC when patterns of absence give rise to concern. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The school operates in accordance with statutory guidance 'Children Missing Education' (DfE 2016) Children Missing Education Statutory Guidance

8. Punctuality

Parents/carers have a responsibility to ensure that their child is in school by the following times:

	HISN	HJS
Gates open	8.30am	8.40am
Morning registration	8.40am	8.50am
Registers close	9.10am	9.20am

All children arriving after registration must report to the school office where their lateness will be recorded. If a child arrives 30 minutes after morning registration when registers close, a 'U' code is registered (unauthorised absence).

Persistent lateness or irregular attendance will result in one or more of the following:-

- Letter,telephone call or meeting with the Head of School to parent/carer to discuss lateness/attendance pattern
- Notification to the Educational Welfare Officer (EWO) or other services

9. Children in Entertainment

A child under school leaving age who is taking part in a performance (e.g. TV, Film, Modelling work) requires a 'Child Performance License' to be issued by the Local Authority. In cases when a performance occurs during the school day the parents should write to the school to request permission for their child to be absent- ensuring that they give as much notice as possible. The school is under no obligation to authorise absence for the purpose of a child taking part in a performance; this is the Head of School's discretion. The Local Authority will not issue a 'Child Performance License' for a child if the school has not agreed to the absence. For each performance, a separate request will need to be made.

10. Support provided:

10a. Universal support

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Ensure parents are able to discuss concerns with a relevant member of staff
- Keep regular and accurate records of AM and PM attendance and punctuality, and monitor individual children's attendance and punctuality
- Contact parents on the first day of absence when a child fails to attend and where no message has been received to explain the absence
- Follow up all unexplained absences to obtain explanations from parents/carers.
- Encourage good attendance and punctuality through a system of recognition regularly inform parents/carers of the % attendance of all children
- Ensure parents have access to their child's attendance data via Arbor
- Make initial enquiries regarding children who are not attending regularly
- Meet regularly with the Local Authority School Attendance Support Teams to monitor and support school attendance and punctuality
- Refer irregular or unjustified patterns of attendance to the Local Authority School Attendance Support Teams

10b. Targeted support

- Follow the HPP Attendance Process and ensure letters are sent to parents in a timely manner
- Once threshold is met, arrange a meeting with the parent to discuss the attendance concern, identifying barriers and actions
- Signpost to HPP parent support advisor if required
- Set clear targets with identified time frames and support

11. Late Collection

The late collection procedure will be followed at the end of the day:

	Nursery (am)		Nursery (pm)
11.40am	Class teacher will escort the child to the school office and enquire with the administration team if any messages regarding the lateness have been received. If not, a member of the administration team will call the parent. Class teacher must stay with the pupil until they are collected by a named adult (whichever occurs first).	3.40pm	Class teacher will escort the child to the school office and enquire with the administration team if any messages regarding the lateness have been received. If not, a member of the administration team will call the parent. Class teacher must stay with the pupil until they are collected by a named adult (whichever occurs first).

11.50pm	If the child is not collected a member of the administration team will take responsibility for the pupil until collected. The administration team will ask the child to confirm if this is their adult before they leave with them.	3.50pm	If the child is not collected a member of the administration team will take responsibility for the pupil until collected. The administration team will ask the child to confirm if this is their adult before they leave with them.
12.05pm	A member of the SLT will be notified.	4.05pm	A member of the SLT will be notified.

**the same increments of time will be followed for half days.*

HISN		HJS	
3.10pm	Class teacher will escort the child to the school office and enquire with the administration team if any messages regarding the lateness have been received. If not, a member of the administration team will call the parent.	3.20pm	Class teacher will escort the child to the school office and enquire with the administration team if any messages regarding the lateness have been received. If not, a member of the administration team will call the parent.
3.20pm	Class teacher must stay with the pupil until they are collected by a named adult (whichever occurs first). If the child is not collected a member of the administration team will take responsibility for the pupil until collected. The administration team will ask the child to confirm if this is their adult before they leave with them.	3.30pm	Class teacher must stay with the pupil until they are collected by a named adult (whichever occurs first). If the child is not collected a member of the administration team will take responsibility for the pupil until collected. The administration team will ask the child to confirm if this is their adult before they leave with them.
3.40pm	A member of the SLT will be notified if contact has not been made with a parent.	3.50pm	A member of the SLT will be notified if contact has not been made with a parent.

**the same increments of time will be followed for half days.*

- If collected late by an adult (via the school office), this person must sign the pupil out using the Inventry system. This will require the adult to record their full name.
- The HoS will regularly monitor the late collection list and discuss with parents directly if it is occurring frequently.

- One member of the administration team must remain at the front reception workstation from 3pm to 3.30pm (HISN) or 3.15 until 3.45pm (HJS).

Escalation:

- If a child has not been collected by 4.10pm (HISN) or 4.20pm (HJS) (1 hour after the end of the school day) and no contact has been made with the parent, a member of the SLT will contact the EWO service via Single Point of Access (safeguarding hub).

Communication:

- If a parent is aware that they are going to be late for collection, or that another adult will be collecting the pupil, they must notify the school via email to the school office as soon as possible. This email will be forwarded to the relevant class teacher.
- Due to the office being incredibly busy at the end of the day, we would request that, unless it is an emergency, that all communication is made by 2.30pm at the very latest.
- If this message is received after 2.30pm (HISN), 2.45pm (HJS), communication will be passed to the class teacher.

12. Fixed Penalty Notices (FPN):

The school will use Fixed Penalty Notices for specific attendance related cases. Please see appendix 1 for details.

13. Elective Home Education (EHE):

Education is compulsory, schooling is not. Although the majority of parents choose to send their children to school, a number of parents choose to educate their children at home. This is called elective home education (EHE). AfC's procedures are based on the legislative framework established by the Education Act 1996 (Elective Home Education guidelines) and have been developed in the context of the duty placed on local authorities to make arrangements to safeguard and promote the welfare of children (Section 175 of the Education Act 2002).

If you are considering EHE you will initially be offered a meeting with a member of the ELT. The purpose of this meeting is to support the family. The support may include how we can successfully help the child to stay at school or ensure that parents have all the relevant EHE information, understand the process and the on-going expectations.

Following this meeting, if the parent wishes to proceed with EHE they will need to formally write to the school, asking them to deregister their child from the school. This will need to include the date at which they wish to deregister and a statement which includes the request to off roll is for the purpose of Elective Home Education.

Once this has been received, the school will inform the local authority who have a legal responsibility to make contact with the family.

14. Attendance in Nursery and Reception at Hampton Primary Partnership (HPP)

This element of the HPP attendance policy outlines the procedures for managing and responding to child absences in Early Years (Nursery and Reception), in line with the statutory requirements of the Early Years Foundation Stage (EYFS). HPP believes regular attendance is vital for children's learning, development and safeguarding.

This policy is informed by:

- EYFS Statutory Framework for Childminders and Group/School-Based Providers (effective from 1 September 2025)
- Section 3: Safeguarding and Welfare Requirements
- Local authority guidance and best practice

HPP Responsibilities

- HPP promotes regular attendance and punctuality as part of their safeguarding responsibilities.
- HPP monitors attendance patterns to identify any concerns early.
- HPP Parents/carers will be informed of the importance of consistent attendance and its impact on children's development.

HPP will record absences accurately in the attendance register, including the reason provided by parents and persistent or unexplained absences will be documented and escalated in line with safeguarding procedures.

Responsibility of parents of pupils in EYFS

Parents/carers must notify the setting as soon as possible on the first day of absence, stating the reason and expected duration. If a child is absent without notification, the provider must follow up promptly (ideally within the same day) to ensure the child's safety.

Safeguarding and Welfare

The safety and wellbeing of every child is paramount. Absence from an early years setting can be an early indicator of safeguarding concerns, including neglect, domestic abuse, or other forms of harm. Therefore, all absences must be considered within the context of the setting's safeguarding responsibilities.

Daily Absence Checks

- If a child is absent without prior notice, HPP will attempt to contact the parent/carer by phone within one hour of the expected arrival time.
- If contact cannot be made, HPP will escalate the concern in line with their safeguarding procedures, which may include contacting emergency contacts or conducting a home visit (if appropriate and safe to do so).
- Persistent non-contact or patterns of absence will be logged and reviewed by the Designated Safeguarding Lead (DSL).

Recording and Monitoring

All absences, including reasons and follow-up actions, will be recorded in the child's file and the attendance register. The DSL will regularly review attendance records to identify patterns that may indicate safeguarding concerns (e.g. frequent illness, unexplained absences, or absences following weekends or holidays).

Escalation Procedures

- If a child is absent for more than two consecutive days without explanation, or if there are repeated unexplained absences, the DSL will assess the risk and consider a referral to Early Help or Children's Social Care.
- In cases where a child is subject to a Child Protection Plan, Child in Need Plan, or is a Looked After Child, any absence must be reported to the child's social worker immediately.

Multi Agency Working

- HPP will work in partnership with other professionals (e.g. health visitors, social workers, family support workers) to share concerns and support families where attendance is an issue.
- Where appropriate, HPP may contribute to Team Around the Family (TAF) meetings or Early Help Assessments.

Staff Training

- HPP will train staff on recognising the safeguarding implications of poor attendance and the procedures for reporting concerns.
- The DSL will ensure that absence-related safeguarding concerns are included in regular safeguarding updates and supervision.

Long Term and Medical Absences

For extended absences due to illness or medical reasons, HPP will maintain contact with the family and offer support where possible. A return-to-setting plan may be developed for children with additional needs or after prolonged absence.

Partnership with Parents

HPP will work collaboratively with parents/carers to understand barriers to attendance and offer support, including signposting to relevant services. Where appropriate, providers may liaise with health visitors, social workers, or other professionals.

Referrals

If attendance concerns persist, providers must follow local safeguarding procedures and may need to refer to the local authority Early Help or Children's Services.
All actions and communications must be documented.

Appendix 1

Fixed Penalty Notices (FPNs)

Regular and punctual attendance at school, or alternative provision, is a legal requirement and essential for children and young people to maximise their educational opportunities. Since 2004, Local Authority officers (Education Welfare Officers or EWO), Headteachers (or Deputy/Assistant Headteachers) and the Police have had the power to issue fixed penalty notices for unauthorised absences. Under section 444 of the 1996 Education Act, an offence occurs if a parent or carer fails to secure their child's attendance at the school where they are a registered pupil and the absence is not authorised by the school. A fixed penalty notice (FPN) can also be issued if a parent or carer fails to ensure their child is not present in a public place during the first 5 days of exclusion. Fixed penalty notices and other sanctions will be used only where parental cooperation in this process is either absent or deemed insufficient to resolve the presenting problem. Hampton Primary Partnership reserve the right to issue FPNs according to the 'Penalty Notices Practice Guidance for Schools' issued by AfC in 2014.

For Achieving for Children's 'FPN Code of Conduct for Schools' please look here:

https://www.kingston.gov.uk/downloads/file/2286/fixed_penalty_notice

There are two levels of fixed penalty notices which will be issued by the local authority to **each parent/carer for each child** absent from school:

- £60 fine if paid within 21 days
- £120 fine if paid later than 21, but within 28 days

FPNs may be considered appropriate when input from the EWS has failed to affect a return to school and in the following specific circumstances.

- At least 10 sessions (5 school days) lost due to unauthorised absence in any 5 week period;
- Parentally condoned absence;
- Unauthorised term time leave (includes holidays): any parent who takes a child out of school for term time leave of more than 10 sessions, (not authorised by the school under exceptional circumstances rule), may receive a penalty notice;
- Unauthorised delayed return from extended holidays;
- Persistent late arrival at school (after the register has closed) equivalent to 10 occasions in any 5 week period (even where attendance for the whole academic year is above 90%).

At Hampton Primary Partnership we define '**good attendance'** as a pupil having an absence percentage of less and 5%.

Who receives a Fixed Penalty Notice?
FPNs are issued to any parent whether married or not, to each parent/carer for each child. Any parent who although not a natural parent, has parental responsibility as defined in the Children's Act 1989 for a child.

The process within school
All parents and carers will be made aware, through the Attendance policy, that FPN are a possible intervention used when attendance issues arise. All correspondence regarding FPN will be delivered by post.
Stage 1 – A written warning letter will be sent to the parent or carer outlining the attendance concern and the possible issuing of a fixed penalty notice. The formal warning sets a period of 15 school days in which the pupil must have no unauthorised absence. At this stage the

Education Welfare office will be informed of the absence and its concern. The letter also provides parents and opportunity to respond to the concern.

Stage 2 –A fixed penalty notice will be issued by the **Educational Welfare Officer** by post after the 15 days if absence continues to be unauthorised and the required level of improvement has not been achieved.

What if I don't pay?
Should a parent not pay the notice within 28 days, the local authority will prosecute for the offence to which the fixed penalty notice relates rather than for non-payment of the fixed penalty notice.

The disposals available to the courts will generally include, for example, a fine of up to £2,500 or a conditional discharge. You may wish to seek your own independent legal advice in respect of this.

Can I appeal against a fixed penalty notice?

There is no right of appeal against the fixed penalty notice, however if you believe it to have been wrongly issued, you should contact the school immediately. Once issued, the fixed penalty notice will only be withdrawn in the following circumstances.

- Proof has been established that the fixed penalty notice was issued to the wrong person.
- The fixed penalty notice did not conform to the terms of the code of conduct.
- The fixed penalty notice contains a material error.

Should the fixed penalty notice not be withdrawn and you do not pay, you may be prosecuted under s444 of the Education Act 1996. A court will consider the evidence and determine the appropriate punishment.

Written by the Executive Leadership Team

Hampton Primary Partnership

To whom it may concern

Attendance at GP Clinics, Surgeries, Dentist or Hospital

The school requires pupils who have persistent absences due to illness, medical etc to obtain confirmation of their appointment from the clinic.

I would be grateful if you could confirm that this pupil has attended an appointment by stamping this letter with your official stamp and entering the date of the appointment.

Thank you for your cooperation.

Mr J James
Head of School

Name of child ……..

Date of appointment ……

Official Stamp

Hampton Primary Partnership

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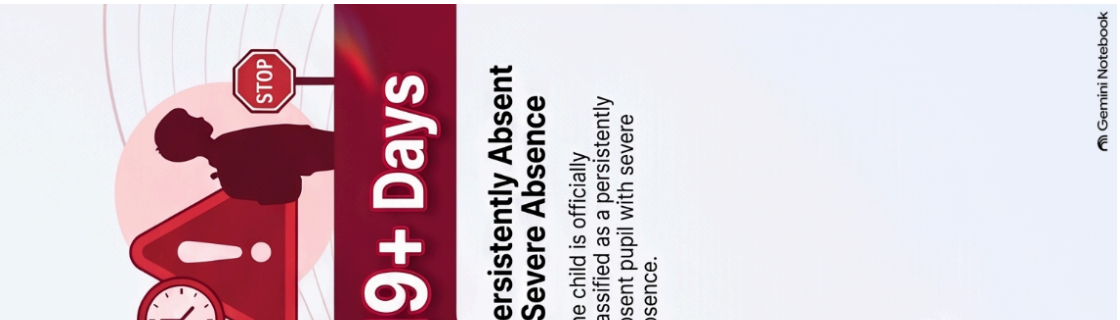
Thank you for your cooperation.

Mrs A Gale
Head of School

Name of child ……..

Date of appointment ……

Official Stamp