





To inspire, enrich and nurture so each individual reaches their full potential

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The HCFS is a company limited by Guarantee Registration number 07648654

Attendance Policy

September 2025

To be reviewed annually in the Autumn Term

Next Review: September 2026

History of Document

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Contents

1. Introduction	3
2. Aims & Expectations	3
3. Legislation & Guidance	3
4. Leadership & Management	3
5. Role of the Principal	3
6. Role of the Designated Attendance Officer	4
7. Role of Office/Admin Staff	4
8. Role of Teaching Staff	4
9. Role of the Trust Board	4
10. Role of Parents	5
11. Attendance Register	5
12. Unplanned Absence	6
13. Planned Absence	6
13.1 Prospective Secondary School visits, open mornings/afternoons & entrance exams	7
14. Lateness and Punctuality	7
15. Following up on Unexplained Absences	7
16. Reporting to Parents	7
17. Authorised and Unauthorised Absences	8
17.1 Approval for term-time absence	8
18. Sanctions	9
18.1 Penalty Notices	9
18.2 Notices to Improve.....	10
19. Strategies for Promoting Attendance	10
20. Attendance Monitoring	10
20.1 Monitoring attendance.....	10
20.2 Analysing attendance	10
20.3 Using data to improve attendance	11
20.4 Reducing persistent and severe absence.....	11
Appendix One: Attendance Codes	12
Appendix Two: Application for Absence from School During Term Time	15

1. Introduction

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures if attendance is deemed to be falling below the expected standard of 96%. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.

2. Aims & Expectations

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 statutory guidance on working together [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 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.

3. Legislation & 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](#)

4. Leadership & Management

It is our aim to offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, pupils and families. We want to make sure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.

As a school, we expect good attendance and punctuality from all members of the school community and make sure that pupils understand its importance. We wish to convey clear messages about how absence affects attainment, wellbeing and wider outcomes. We empower staff to take responsibility for attendance. Leaders recognise attendance as an important area of school improvement. We have a designated attendance officer in the Senior Leadership Team who has clearly assigned responsibilities which are identified within this policy. Staff receive professional development and support to deploy attendance systems effectively.

Attendance is monitored as a key safeguarding indicator. Unexplained or persistent absence may trigger a safeguarding response in line with Keeping Children Safe in Education (KCSIE).

5. Role of the Principal

The Principal is responsible for:

- The implementation of this policy at the school;

- Monitoring school-level absence data and reporting it to trustees;
- Supporting staff with monitoring the attendance of individual pupils;
- Monitoring the impact of any implemented attendance strategies;
- Issuing fixed-penalty notices, where necessary;
- 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 school transport is regularly being missed, and 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;
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

6. Role of the Designated Attendance Officer

The designated senior leader responsible for attendance is Victoria Hobson, and can be contacted regarding issues relating to attendance either by telephoning the school office on 01707 276018 or via email at office@hcfs.org.uk. They are 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;
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers;
- Delivering targeted intervention and support to pupils and families;
- Monitoring and analysing attendance data;
- Benchmarking attendance data to identify areas of focus for improvement;
- Providing regular attendance reports to school staff;
- Working with education welfare officers to tackle persistent absence.

7. Role of Office/Admin Staff

Members of the office team will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system;
- Transfer calls from parents/carers to the Designated Attendance Officer where appropriate, in order to provide them with more detailed support on attendance.

8. Role of Teaching Staff

Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix One), and submitting this information to the school office at both morning and afternoon registration, via the use of Arbor.

9. Role of the Trust Board

Improving school attendance begins at board level, therefore the trust board takes an active role in attendance improvement, supporting HCFS to prioritise attendance, and work alongside school leaders to set whole school attendance cultures.

The trust 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 Principal to account for the implementation of this policy;

The link trustee for monitoring the effectiveness of the management of attendance for the academic year of 2025-2026 is Vinh Huynh.

10. Role of 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 9am 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 one 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 Designated Attendance Officer.

11. Attendance Register

We will keep an electronic attendance register, and place all pupils onto this register via the MIS system Arbor.

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.

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 8.25am and ends at 3.05pm. Pupils must arrive in school by 8.35am on each school day.

- The register for the first session will be taken at 8.35am, with registers closing at 8:50am;
- The register for the second session will be taken at 12.45pm, with registers closing at 1:00pm.

12. Unplanned Absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible, by calling the school office staff, who can be contacted via 01707 276018 or office@hcfs.org.uk. Notifications can also be sent for absence using Arbor.

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 5 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.

13. 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. If parents are requiring to request absence for their child, they should fill in an application for absence during term time form, which can be picked up in the school office, or found on the Attendance page of the school website. 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. Absences will be authorised when:

- The pupil is absent with leave as agreed by the Principal;
- The pupil is ill and has not been asked to provide proof of the absence;
- The absence occurs on a day exclusively set aside for an official religious observance by the religious body to which the pupil belongs and is recognised in the United Kingdom (for example, Eid);
- The absence occurs on at a time exclusively set aside for a religious pilgrimage by the religious body to which the pupil belongs and is recognised in the United Kingdom (for example, Hajj);
 - *Parents may be asked to provide further information surrounding the religious event and this must be communicated in advance for the attention of the Senior Leadership Team with at least seven days' notice prior to the event occurring.*
- There is a close family bereavement (close family member is defined as family most directly related to the child, i.e. mother, father, brother, sister);
- Leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application (parents cannot expect, as of right, that the school will grant leave of absence);
- Leave of absence to allow a pupil to take part in a performance within the meaning of S37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued. HCC will not issue a child performance licence where absence is required without the written permission of the Principal;

- The pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending alternative provision.

When there is a need for a pupil to travel a distance to attend the event that they are request absence for, and this has been authorised by the Principal, we will honour the below arrangements for travel:

Within the England	Only the day of the event is authorised.
Within Europe	A day will be granted either side of the day of the event for travel.
International	Two days will be granted either side of the day of the event for travel.

13.1 Prospective Secondary School visits, open mornings/afternoons & entrance exams

Pupils within Year 6 only, will be allowed up to a maximum of 3 authorised sessions (either am or pm) for visits to school open mornings. In addition, pupils will also be allowed up to 3 full day authorised absences for entrance exams.

Parents will be asked to provide evidence of the visit by such methods as an email or text message from the secondary school. Secondary schools within the Welwyn and Hatfield Consortium will be requesting that pupils return to school immediately after their visit. Registers will be taken at the visits and will be shared with primary schools at their request.

Visits to secondary school open mornings/afternoons will not be authorised for pupils in any other year groups (i.e. Year 5 and below). Absence leading up to an entrance exam for pupils in Year 6 will not be authorised if it is believed the absence was for revision/extra practice for the exam.

14. 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.

If the Designated Attendance Officer identifies that a pupil is arriving to school late frequently, they will make contact with you via letter/email and invite you to work alongside them to address any barriers to prompt arrival.

15. Following up on Unexplained Absences

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 perform a home welfare check, contact children's services or make contact with the police;
- 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 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.

16. Reporting to Parents

Parents will be regularly informed about their child's attendance and absence levels via spotlight on attendance documents (circulated at the end of Autumn 1, Autumn 2, Spring 2 and Summer 1).

Children's attendance will also be reported in mid-year and end of year reports (end of Spring 1 and Summer 2).

17. Authorised and Unauthorised Absences

17.1 Approval for term-time absence

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

As a parent you do not have any legal right or entitlement to take your child out of school in order to go on a family holiday during term-time. You should not expect any leave requested to be granted. Amendments to the 2006 Education Act and new regulations issued by the Government in September 2013 regarding Leave of Absence make clear that the Principal may not grant any leave of absence during term time unless there are exceptional circumstances. If you request leave you must be able to demonstrate that the circumstances are exceptional.

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

We define 'exceptional circumstances' and will provide authorisation when:

- The absence occurs on a day exclusively set aside for an official religious observance by the religious body to which the pupil belongs and is recognised in the United Kingdom (for example, Eid);
- The absence occurs on at a time exclusively set aside for a religious pilgrimage by the religious body to which the pupil belongs and is recognised in the United Kingdom (for example, Hajj);
 - *Parents may be asked to provide further information surrounding the religious event and this must be communicated in advance for the attention of the Senior Leadership Team with at least seven days' notice prior to the event occurring.*
- Parent(s)/pupil(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;
- There is a close family bereavement or terminal illness (close family member is defined as family most directly related to the child, i.e. mother, father, brother, sister);
- There is a close family wedding or funeral (close family member is defined as family most directly related to the child, i.e. mother, father, brother, sister) if the Principal is satisfied that the circumstances are truly exceptional e.g. one off occasion that is never to be repeated again;
- Leave of absence to allow a pupil to take part in a performance within the meaning of S37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued. HCC will not issue a child performance licence where absence is required without the written permission of the Principal;
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made);
- The parent is Service Personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays;
- Absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue (evidence will be required);
- Attending an out of school programme, such as music, arts or sport, operating at the highest standard of achievement (evidence will be required).

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.

Examples of circumstances that are not considered as exceptional are:

- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill (see above point regarding terminal illness of a close relative);
- Holidays to visit family members due to not having seen them for prolonged periods of time;
- Holidays taken in term time due to lower cost/parental work commitments;
- The availability of cheaper holidays;
- The availability of the desired accommodation;
- Poor weather experienced during school holiday periods;
- No history of previously requested term-time leave;
- Having an attendance percentage of above 96% (HCFS target);
- To participate in protest activities during school hours.

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 in accordance with any leave of absence request form (found in Appendix Two), accessible as a paper copy in the school office or on the Attendance page of the school website. The Principal may require evidence to support any request for leave of absence.

18. 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.

18.1 Penalty Notices

The Principal, Designated Attendance Officer, 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.

18.2 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.

19. Strategies for Promoting Attendance

Positive attendance is celebrated each week for the children in assembly. The class with the highest attendance is awarded with a certificate to display in their classroom and a visit from the SAM (School Attendance Matters) Bear. Children are individually rewarded with a certificate at the end of each half term with certificates to celebrate 100% attendance. In Year 6, during the children's graduation ceremony, there is an award for the child who has achieved the most days attended at HCFS.

20. Attendance Monitoring

20.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) monthly across the school and at an individual pupil, year group and cohort level.

HCFS shares daily attendance data with the Department for Education (DfE) via the Wonde platform, in line with statutory requirements. This supports early identification of pupils at risk of persistent absence and enables timely intervention.

The data is 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 Trust Board.

20.2 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 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;

- Review national and regional trends using the DfE's fortnightly attendance dashboard to benchmark performance and identify emerging patterns.

20.3 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;
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the trust board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads);
- 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.

20.4 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.

Appendix One: 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
Attending a place other than the school		
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
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		
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: <ul style="list-style-type: none"> • 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
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

Appendix Two: Application for Absence from School During Term Time



	Please confirm
I have read the Attendance Policy 2025	

I request that:	<i>Insert child's name</i>
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be granted leave of absence from Hatfield Community Free School between:

First day of absence:	<i>Insert date</i>
Return to school on:	<i>Insert date</i>

The exceptional circumstances for the request are:

	Please indicate
Parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays	
Parent(s)/pupil(s) travelling for occupational purposes	
Absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue <i>Please note: evidence is required</i>	
The <i>death</i> or <i>terminal illness</i> of a <i>close relative</i> (a close family member is defined as family most directly related to the child, i.e. grandparent, mother, father, brother, sister). Please specify: <i>who</i> _____ <i>why</i> _____	
Out of school programmes such as music, arts or sport operating at a high standard of achievement or participation in a performance when a Child Performance Licence has been issued <i>Please note: evidence is required</i>	
An official religious observance or pilgrimage that is recognised in the United Kingdom (i.e. Eid, Hajj). Please specify: <i>event</i> _____	
To attend a <i>wedding</i> or <i>funeral</i> of a <i>close relative</i> (a close family member is defined as family most directly related to the child, i.e. mother, father, brother, sister), if the Principal is satisfied that the circumstances are truly exceptional (e.g. one off occasion that is to never be repeated again). Please specify: <i>who</i> _____ <i>why</i> _____ <i>date</i> _____ <i>location</i> _____	

