

BEREWOOD PRIMARY SCHOOL



Attendance Policy

2020-2021

Approved and adopted by School	Jan 2021
Responsible Person	Ricky Leigh (head teacher)
Responsible Committee	Full Governing Body
Ratified by GB	March 2021
Next Review	Autumn 2021



BEREWOOD PRIMARY SCHOOL

A distinctive vision

At Berewood Primary School we see education as a journey of discovery to fire the imagination, to establish a sense of self, and to gain the confidence to take full part in the wider world.

An ethos of local partnership

Berewood Primary School and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

ATTENDANCE POLICY

This policy should be read in conjunction with the following policies:

- Admissions
- Anti-bullying
- Child protection and safeguarding
- Child Missing Education
- Exclusion
- Special Educational Needs
- Learning and Teaching
- Behaviour and rewards

1 Rationale / Statement of Intent:

Regular and punctual attendance is an essential prerequisite to effective learning. At Berewood Primary School we believe that pupils can only take full advantage of their education if their attendance at school is punctual and regular (96% or higher). Optimum levels of attendance can only be achieved when responsibility is accepted and shared by all stakeholders – pupils, parents/carers, school staff, governors, the University of Chichester Academy Trust (CAT), and the Local Authority. Together, we believe that

every child has the right to access the education to which he / she is entitled.

Berewood Primary School is responsible for supporting and monitoring the attendance of our pupils and for dealing with difficulties which may lead to non-attendance. We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcomed. It is our duty to consistently strive to achieve a goal of 100% attendance or all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

Our aims for attendance are to:

- promote a welcoming atmosphere that makes pupils feel safe and valued
- encourage good relationships between the school and parents/carers
- stress the importance of good attendance
- ensure that attendance is monitored effectively and absence followed up quickly
- be sensitive to the needs of individual families

Good attendance is important because:

- statistics show a direct link between under-achievement and absence below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

2.1 Promoting Good Attendance & Punctuality

The foundation for good attendance is a strong partnership between the school, parents and child. The Home/School agreement contains details of how we, as a school, work with parents/carers and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- Provide information on all matters related to attendance regularly (through the Berewood Bulletin, newsletters and on our website)
- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by sharing individual and class achievements;

2.2 Roles and Responsibilities:

A member of the Senior Leadership Team (SLT), currently the head teacher, will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance. They will ensure the Attendance Policy is consistently applied throughout the school and that attendance is both recorded accurately and analysed. They will identify attendance issues at an early stage and make sure that support is put in place to manage any difficulties. They will also manage parental requests for extended leave in line with Trust and Local Authority policies and procedures, as well as use of Penalty Notices in line with Local Authority policies and procedures.

If absence is frequent or continuous, except where a child is clearly unwell, this will be discussed with the parents/carers as to the need and reasons for their child's absence and will encourage them to keep absences to a minimum.

A note or email from the child's home does not mean that an absence becomes authorised. The decision as to whether or not to authorise an absence **will always rest with the school.**

Responsibilities of the Classroom Staff:

- Ensure that all children are registered accurately
- Promote and reward good attendance at all appropriate opportunities
- Liaise with the SLT on matters of attendance and punctuality
- Communicate any concerns or underlying problems that may account for a child's absence
- Support children with absence to engage with their learning once they are back in school

Responsibilities of the Office Staff:

- Check the school answer phone and taking messages from parents/carers about pupil absence.
- Record reasons for absence and updating class registers.
- Record the names and the reasons of pupils arriving late.
- Carry out and record the outcome of first day calls when a child doesn't arrive at school when no reason has been received.

Responsibilities of the Parents/Carers:

Parents are legally responsible for ensuring that their children regularly attend the school at which they are registered (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- inform the school on the first day of absence
- discuss with the office staff / SLT any planned absence well in advance
- support the school with their child aiming for 100% attendance each year
- make sure that any absence is clearly accounted for by phone on the first and subsequent days of absence, or by letter/email if a phone is not available
- avoid taking their child out of school for non-urgent medical or dental appointments
- only request leave of absence if it is for an exceptional circumstance
- ensure that the school has up-to-date contact details at all times
- work in partnership with the school and external agencies to promote good attendance and punctuality

Responsibilities of the Pupils:

- Attend school every day unless they are ill or have an authorised absence
- Arrive in school on time
- Register at the front office if they are late or leaving the school during school hours

3.1. Recording Attendance

Legally the register must be marked twice daily. This is at the start of the school day at 8.45am and again for the afternoon session at 1pm.

Berewood Primary School will ensure that all legal requirements are met in recording attendance and punctuality, giving high priority to the safeguarding of each individual.

3.2 Lateness/Punctuality:

It is important to be on time at the start of the morning and afternoon school sessions. Children who are late can miss work, time with their class teacher getting vital information, disrupt the lesson to others and can be embarrassing, potentially leading to further absence.

- The school day starts at 8.45 am, but the doors are open from 8.30 am to each classroom. **All children are expected to be in school by 8.45am.** Morning registration is at 8.45am and it closes at 9.15 am.
- All lateness is recorded daily. The information will be required by the courts should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as an unauthorised absence, coded 'U', in line with County and Department for Education (DfE) guidance. This marks shows them on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentist appointments are to be made outside of school hours or during school holidays.

Children who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness is considered an **unauthorised absence and will be subject to legal action** (see section 6 for further information).

Parents/carers of children who have patterns of lateness will be contacted to discuss the importance of good timekeeping and how this might be achieved. If lateness persists, parents/carers will be invited to attend the school and discuss the problem and support offered. If the support is not appropriate or declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period the school or the Hampshire County Council will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance (more information in section 6)

3.2 What to do if a child is absent

First Day Absence

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

If a child is absent the parent/carer must:

- Notify the school on the first day of absence before 9:30am or as soon as possible. Parents/carers can report an absence by telephoning the school office on the absence line, by calling and speaking to a member of school staff from 8 a.m. or by sending an email to the office email address.

- Call into school and report the absence to the the school office

The school will contact any parent or carer for a further update on absences if the message left/emailed does not provide a sufficiently appropriate reason for a child’s absence. This may be done by telephone or by email.

If a child is absent the school will follow the procedure set out below – this is an extract from the school’s Child Missing Education Policy.

Day 1 phone call

Response from parent/carer	Next step to be taken by school
A staff member telephones the child’s home to seek reasons for the absence.	If there is no answer, school send a text message. Call back. Risk assess after 2 hours. The school may complete a home visit or request a police ‘safe and well’ check if the vulnerability is considered high.
The parent/carer answers the call, and confirms the child is safe with them.	Ask for reason for absence and record on your school’s attendance management system (SIMS)
The person answering is not the parent/carer and the school is not reassured that the child is home safe.	The school’s designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the child The school may complete a home visit or request a police ‘safe and well’ check if the vulnerability is considered high.
The parent/carer answered the call, the child is not with them or safe and the parent is concerned	School to advise the parent/carer to: <ul style="list-style-type: none"> - Contact the local police station to inform them that the child is missing - Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child’s whereabouts or actively searching for the child - Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment - Report back to school if the child is found or remains missing The school will make a referral to Children’s Services

If the judgement on Day 1 is that there is reason to believe that the child is at risk of harm the school will contact Children’s Services immediately on: 0300 555 1384 (out of hours 0300 555 1373)

OR

If the judgement on Day 1 is that there is no reason to believe that the child is at risk of harm, the school continues to make enquiries and informs the Hampshire County Council Children Missing Education Team on Day Ten that the child is missing education.

Day 2 – Follow up phone call

A subsequent telephone call must be made either from the school registered landline (or preferably a mobile phone so that the date and time of the call is logged independently. The mobile number may need to be obscured if the phone being used is not a school mobile phone).

Day 3 – Write to/email parents

The school will write or email to the parent in plain English, asking for contact to be made with the school immediately. The parents/carers will be given 3 working days to make contact and if the school is aware that English may not be the parent's first language, the letter will be, wherever possible, copied into a language that may be more accessible.

Day 5/6 – Home visit

The school will arrange a visit to the home address either by themselves or by requesting a police 'safe and well' check dependent on vulnerabilities identified through a risk assessment.

Once the school has completed these checks (or within 10 days, whichever is earlier) and the child has still not been seen and the parents/carers have not made contact with the school either, the school will report the child as missing from education, following this Child Missing Education Policy.

Continued or Ongoing Absence

If your child's misses 10% or more of schooling across the school year (equivalent to 19 school days or 3 school weeks and 4 days or 38 sessions) for whatever reason they are defined as **persistent absentees**. Absence for whatever reason disadvantages a child by creating gaps in their learning. Research shows that these gaps affect attainment when attendance falls below 95%. As such we monitor all absence thoroughly and all attendance data is shared with the Trust, Local Authority and Department for Education. If your child has had an absence and their attendance is falling towards 90% we will contact you to discuss the matter further.

Where the persistent absence is authorised, the school will maintain regular contact with the parents, gaining up to date knowledge on the situation regarding the child, as well as making sure that work is sent home that the child is able to access as appropriate.

Supporting a pupil after a period of absence requires careful planning. Sensitivity is vital and all staff should subtly welcome the pupil back. Procedures for dealing with pupils who return after an absence not only help the pupil involved, but also reduce disruption to other pupils.

Prior to the pupil's return it is important that:

- A return date is set in advance and all relevant staff are alerted, particularly the pupil's class teacher/form tutor, subject teachers and, if appropriate, the learning support team
- A named person is appointed to co-ordinate support for the pupil upon his/her return
- A special timetable or a phased return with learning support is considered.

Upon the pupil's return it is recommended that:

- Staff, particularly class teachers, discretely welcome the pupil back to school and help them to settle back in
- Staff have specific procedures in place to enable the pupil to catch up with any work they may have missed

4. Request for Leave of Absence:

Amendments to school attendance regulations were updated and enforced from September 2013:

The (Pupil registration) (England) regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all.

The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. **There are no rules on this** as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off in school time to go on holiday **and in the majority of cases holiday will not be authorised but each request will be considered on a case by case basis.** Parents/Carers wishing to apply for leave of absence need to write or email and request the absence in advance and before making any travel arrangements.

If term time leave is taken without prior permission from the school, the absence will **be unauthorised** and if the number of sessions absent meets the thresholds set down in Hampshire's Code of Conduct, parent/carers will be issued with a fixed-penalty fine or other legal action in accordance the code (see section 6 for detail). Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

5. Understanding types of absence – Authorised & Unauthorised:

Children are expected to attend school every day for the entire duration of the academic year, unless there is an **exceptional reason** for the absence. There are two main categories of absences:

- Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- Unauthorised Absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request. This includes:
 - parents giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings
 - truancy before or during the school day
 - absences which have not been explained

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

6. Penalty Notices for Non Attendance and other Legal Measures:

In Education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Legal Measures for tackling persistent absence or lateness

Berewood Primary School and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to Hampshire's Attendance Legal Panels where:

1. **The child or family do not require the support from any agency to improve the attendance**
2. **The child has 10 or more sessions of unauthorised absence in any continuous 100 session period, and parents are complicit in the child's absence.**

The following legal measures are for children of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty notices
- Education Supervision Orders
- Prosecution

Where a child has **unauthorised absence** the school must enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Penalty Notices for non-attendance- Hampshire's Code of Conduct

The code of conduct states that:

Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive (codes G, U, or O on the register)
- persistently late (coded U) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded L), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

Legal Measures for absence taken when the headteacher has declined parent/carers request for leave of absence

Where a child has unauthorised absence due to either:

1. non approval of a parent/carers request for leave of absence or
2. a holiday that has been taken without permission and the unauthorised absence (coded G) is for 10 or more sessions (5 days) in any 100 possible school sessions/10 week period, then a penalty notice for non-attendance will be issued

If a child has other types of unauthorised absence (coded O and U) and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:

1. **10 sessions (5 days) of unauthorised absence or lateness in any 100 possible school sessions/10 week school period**
2. **1 or more sessions of unauthorised absence during a public exam, formal school assessment of testing where dates are published in advance.**

Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence either via a letter, through the leave of absence request form, or through the school's attendance policy and website. The penalty notice is a fine that is issued to each parent/carers who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice (PN) is issued **to one or more parent/carers** for each child.

N.B This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one PN for each child to each parent.

Each penalty notice carries a fine of £60 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days the Penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid then Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Council's website at: <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Hampshire's Attendance Legal Panels (ALPs):

The purpose of the panel is to consider if it is appropriate to pursue legal action on cases presented by schools and to ensure that the evidence provided is robust and unambiguous enough to be presented in court. The panels will be scheduled at least 11 times during the year (there is no panel during August) to a schedule that meets the needs of the district.

When attendance levels reach 10 unauthorised absences in a 100 session period, the threshold for legal action has been reached. If prosecution is deemed appropriate then the ALP referral form is completed (downloadable at www.hants.gov.uk/legalintervention) and sent to the appropriate Early Help Hub. The referrer will then be given a time and date to attend the panel where they must present the case.

The panel will consider the following:

- Has the school done all it can to assess what the issues are for the absence? What is the evidence? Is the referral complete?
- Has the school done all it can to address these issues and any underlying issues to improve absence? What is the evidence? (In addition to those with parental responsibility, the Education Act 1996 allows parents to be defined as those who are step-parents to the child, those who are in a relationship to a partner and any adult who acts in a caring responsibility to the child in addition to a parent)
- Are there underlying mitigating circumstances that make it difficult for the parent/carer to ensure that the child attends school? Is there evidence that these have been considered, verified and plans have been considered to address these circumstances?
- Has the school ensured that the parent(s)/carer(s) are aware of the absence and tried to involve them in developing and implementing a plan to address the absence? What is the evidence?
- Has the school issued a Penalty Notice Warning letter, a Penalty Notice, or has any previous legal action been taken?

The ALP must consider decisions in light of:

- disability under the Equality Act 2010
- any Education, Health and Care Plan
- history of the attendance issues and action taken
- defences which may be available
- Government guidance.

The ALP will also consider if an Education Supervision Order (ESO) would be appropriate. If an ESO is not considered appropriate then the reasons will be recorded. If the panel believe that legal action should be instigated, a decision as to what action will be agreed at that meeting (see overview flowchart 2 of ALP outcomes). The decision will be either to proceed with issuing legal sanctions or to recommend to the school alternative intervention. This may involve the school completing an Early Help Assessment as a request for Early Help services. The decision will be recorded on the ALP outcome form and this, along with a copy of the paperwork, will be held by the Early Help Hub manager who will be responsible for progressing with the agreed action.

If the decision is for no further action to be taken, the school will be made aware at the panel meeting why that decision has been reached and what actions are recommended to be undertaken.

If legal sanctions are agreed, the school will be informed and reminded of their duty to keep the legal intervention court officer (LICO) updated with attendance certificates; these should be sent every 10

school days; and the LICO should be notified of any changes to circumstances, ie change of address or relationship breakdown, or any other new information that may provide mitigating circumstances, such as medical diagnosis. Failure to do this could undermine the legal process.

Hampshire County Council will, through its ALPs, carry out its responsibility to act on behalf of schools under *Section 443: failure to comply with school attendance order* and *Section 444: failure to secure regular attendance at school of registered pupil*; of the Education Act 1996. In addition, the County Council's Legal Intervention Team will also process Education Supervision Orders –Section 447 Education Act 1996; and School attendance orders – Section 437 Education Act 1996.

Parenting Contracts:

These orders may be made against parents or guardians to help them address the young person's offending behaviour or failure to attend school. Parents may be obliged to attend counselling or guidance sessions for up to 3 months, or to exercise particular controls over their children. Breach of the order is a criminal offence.

7.1 What can parents/carers do to encourage the child to attend school?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contacting the class teacher or school immediately and openly discussing the worries is most beneficial. The child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that the reason for the child's reluctance to attend school is identified, this will enable home and school to work together to tackle the problem. In some cases it may be helpful to discuss the circumstances of the child's difficulties with another professional

Making sure that children get enough sleep and get up in plenty of time each morning and ensuring that they leave home in the correct clothes and properly equipped, all show the child, by that interest, that their education is valued. Discussing what they have done in school each day, chatting about the things learnt, the friends that were made and even what they had for lunch all reinforce this.

For many parents, their child attending school may be their first experience of being separated from them. This can seem daunting at first for both of them but consistency and a caring supportive home and school life will make the transition a quick and easy experience for both.

7.2 Leavers

When a child is leaving the school (other than when transferring to secondary school) parents are asked to:

- Give the Office comprehensive information about their plans including any date of a move and their new address and telephone numbers, their child's new school and the start date when known. This should be submitted to the school in writing

If pupils leave and the school does not have the above information, then the child is considered to be a 'Child Missing Education'. This requires schools and Local Authorities to then carry out investigations to try and locate them, which includes liaising with Children's Services, the Police and other agencies. By giving the above

information, these investigations can be avoided. Please see our separate Child Missing Education Policy for more details.

7.3 Absence through child participation in Public Performances, including theatre, film or TV work & modelling.

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded as C an authorised absence.

For further advice and guidance on child employment and performance licenses visit Hantsweb at

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childemployment>

National Advice - <https://www.gov.uk/apply-for-child-performance-licence>

7.4 Absence through competing at regional, county or national level for sport

Parents of able sportsmen and women can seek leave of absence from the school to take part in regional, county, national and international events and competitions. It is, however, down to the head teacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

7.5 Gypsy Roma Traveller and Showman families

Absence of a child from a traveller family that has left the area may be authorised if the absence is for **work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school

For further advice and guidance on Attendance & GRT and Showman see County Guidance at:

<https://www.hants.gov.uk/educationandlearning/emtas/travellers>

Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups or microfiche copies.

Monitoring and Evaluation

This policy will be reviewed annually by Governors annually or sooner should changes be necessary or required.

Appendices

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in: The Education [Pupil Registration] (England) Regulations 2006

Guidance documents on attendance.

This policy was drawn up using a range of national and county documents.

The following DfE documents are used to guide attendance recording.

- Attendance Guidance & Absence Recording by Schools (Circular number 2015/02)
- Absence and Attendance codes (Guidance for Schools and Local Authorities)
- Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations)

These and other guidance documents are available on the DfE website

Hampshire County Council Guidance is available on Hantsweb at

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>