# Hucknall Flying High Academy

## Attendance Policy

*"Make Every Day Count"*

**We aim to make every day count for our children where they thrive and build the cultural-capital they need to make aspirational choices about their own future**

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| **Date Policy Written** | **September 2025** |
| **Date Policy to be Reviewed** | **December 2026** |
| **Date Presented to Governors** | **October 2025** |
| **Signed (Headteacher)** | |
| **Signed (Chair of Governors)** | |

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# Attendance Policy

| 1 | Introduction and Statutory Framework |
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| 1.1 | Hucknall Flying High Academy aims to maximise attendance rates and secure high levels of punctuality in order to ensure that all pupils are able to take advantage of the learning experiences available to them to ensure that each child meets his/her full potential. If allowed to remain unchecked persistent absence and lateness can significantly impact on a child's progress and achievement. To meet these objectives, the school will strive to provide a welcoming, caring environment whereby each member of the school feels safe and secure, together with an effective system of communication with children, parents/carers and appropriate agencies to provide mutual information, advice and support. |
| 1.2 | In line with the 1996 Education Act (Section 444) we expect all pupils on roll to attend school every day, when the school is in session, as long as they are fit and healthy enough to do so. We will endeavour to encourage all pupils to attend and to put in place appropriate procedures however it is recognised that parents, schools, and Local Education Authorities all have statutory responsibilities with regard to school attendance. Ultimately parents/ carers are required to ensure that their children receive efficient, full time education and are therefore primarily responsible for ensuring that children attend and stay at school as outlined in section 7 of the Education Act 1996. |
| 1.4 | We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we will strive to create a happy and rewarding environment for all pupils. We believe that:<br><br>o Pupils need to attend school regularly so they can take full advantage of the educational opportunities available<br>o Poor attendance rates and persistent lateness undermines the educational process and leads to educational disadvantage. |
| 1.5 | We recognise that pupils alone cannot ensure their regular and punctual attendance at school. At all times, parents/carers are encouraged to take an active role in the school life and to share and support their child's learning. Through our Home School Agreement, parents/carers agree to ensure that their child has regular and punctual attendance. |
| 1.6 | Within Hucknall Flying High Academy we consider:<br><br>| 99% or better attendance | Excellent attendance |<br>| 96% - 98.9% attendance | Good attendance |<br>| 93% - 95.9% attendance | Attendance requires improvement |<br>| 90% -92.9% attendance | At risk of becoming a persistent absentee |<br>| Below 90% attendance | Persistent absentee | |
| 1.7 | Our focus on ensuring all pupils and their parents/ carers strive for good or better attendance is that we believe good attendance means:<br>o Better life chances - gaining skills for their future<br>o Building lasting friendships – developing confidence<br>o Taking part in exciting learning activities – linking learning from the day before to the next |

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| | day<br>o Being able to achieve full potential – building on previous learning to achieve the best for the future<br>o Developing a love of learning - wanting to get better<br><br>**We believe Good progress goes hand in hand with Good attendance** |
| **2.** | **Aims** |
| 2.1 | We aim to:<br>o Take all reasonable steps to maximize attendance rates<br>o Actively discourage late arrival<br>o Be consistent in the application of the school's registration and attendance procedures<br>o Make sure school is a place where children feel happy and content |
| 2.2 | To help achieve good attendance all children will<br>o Learn about the importance of punctuality and good attendance from their class teacher<br>o Receive rewards from school in recognition of positive attendance. |
| **3.** | **Roles and Responsibilities** |
| 3.1 | All staff have a role to play in promoting good attendance in the school. All staff should promote high expectations of pupil attendance and actively encourage those pupils who have good attendance or are seeking to improve it. The good attendance and punctuality of staff themselves also provides an excellent role model for pupils. |
| 3.2 | The following roles and responsibilities are identified to support positive whole school attendance. |
| 3.3 | ***The Attendance Leader***<br>o To check class registers on a daily basis<br>o To liaise with the headteacher regarding any pupils who are absent and who have not let the school know why<br>o To meet regularly with the Education Welfare Officer to review attendance and to arrange internal attendance meetings/ referrals, as appropriate<br>o To work closely with SLT to analyse attendance, identifying trends and addressing issues<br>o To inform parents/ carers by letter if their child's attendance falls below the school's target and to continue to monitor this<br>o To complete paperwork in respect of unauthorised leave of absence requests and Fixed Penalty Notices, where required<br>o To ensure pupils are rewarded for 100% attendance through certificates at the end of each term<br>o To promote class attendance through awards in weekly assemblies<br>o To track pupils who are persistent absentees<br>o To undertake home visits as and when required to support parents/carers with any issues regarding attendance. |

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| 3.4 | **Senior Leadership Team**<br>○ To work closely with the Attendance Leader to analyse attendance, identifying trends and addressing issues<br>○ To identify vulnerable groups and families and work with the Attendance Leader, relevant staff, and external agencies to provide additional support and intervention<br>○ To ensure positive attendance and whole school expectations are promoted and communicated. |
| 3.5 | **Education Welfare Officer**<br>○ To meet every half term with the Parent Support Advisor to discuss attendance issues.<br>○ To provide further links with parents/carers<br>○ To inform the school of LEA directed initiatives/procedures regarding attendance.<br>○ As a result of school referral issue final warning letters to parents/carers who have not responded positively to other attempts to improve attendance<br>○ To complete home visits as required<br>○ To initiate prosecutions in the magistrate's court when all attempts to improve attendance has failed.<br>○ To support the school in implementing procedures regarding attendance issues.<br>○ To attend internal attendance meetings with parents/carers and the Parent Support Advisor. |
| 3.6 | **Staff**<br>○ To ensure registers are completed at the start of the morning and afternoon sessions<br>○ To ensure positive attendance is promoted and encouraged within the class and through daily contact with parents<br>○ To ensure that any letters or messages relating to a pupil's absence or lateness are passed on to the office staff. |
| 3.7 | **Parents/Carers**<br>○ To ensure good attendance of their child / children by attending school regularly and are only absent for reasons that can be authorised<br>○ To organise holidays during the school holidays, not in term time<br>○ To arrange appointments outside school hours, wherever possible and to inform the school in advance of any appointments during school time.<br>○ To inform the school by telephone on the morning of the first day of absence<br>○ To keep the school regularly updated where there is extended absence due to illness or other reason and the likely return date, as soon as possible<br>○ To ensure that the school has updated telephone contact numbers so that contact can be made quickly in an emergency or if there is an unexplained absence from school<br>○ Arrive at school on time, in uniform and in a condition to learn. |
| 3.8 | **Pupils**<br>○ To attend school every day and on-time. |
| 3.9 | **Governors**<br>○ To support the school in the implementation of the attendance policy and ensure statutory requirements are met. |

| 3.10 | *Other External Agencies*<br>○ To support the school by participating in liaison meetings as appropriate.<br>○ To support the school as appropriate in any relevant initiatives. |
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| **4.** | **Registration** |
| 4.1 | The school keeps an attendance register for each class in which pupils are marked present or absent at the beginning of each school session.<br><br>○ The morning registration period is from 8.45am to 9.00am.<br>○ The afternoon registration period is from 1.00pm to 1.15pm.<br><br>The procedures for completing registers are placed within the front cover of each individual register for all staff to refer to. The information recorded in the attendance registers is entered into the computer database ScholarPack on a weekly basis. |
| **5.** | **Lateness** |
| 5.1 | We recognise that persistent lateness is:<br>○ detrimental to the child's education<br>○ administratively disruptive<br>○ a poor preparation for future schooling and adult life. |
| 5.2 | All pupils arriving after registration periods have ended have to sign in at the office. Pupils arriving within 20 minutes of registration closing will receive a late mark **L** and the minutes late will be recorded on ScholarPack. Pupils arriving more than 20 minutes after registration has closed will receive a **U** mark which is an unauthorised absence and the minutes late will be recorded on ScholarPack. If the reason for lateness beyond 9.20am/1.35pm is an exceptional circumstance as agreed by the Headteacher then code 'L' will be used. |
| 5.3 | Parents whose children regularly arrive late will receive warning letters from school. If warning letters are ignored and punctuality does not improve, the child's parent will be invited to a meeting with the Head Teacher. Extreme cases may be referred to the Targeted Support Service. |
| **6.** | **Mid-Session Arrivals and Departures** |
| 6.1 | ○ It is recognised that children may arrive or depart mid-session for a variety of reasons which may be authorised:<br>▪ illness or accident in school resulting in a child going home<br>▪ medical or dental appointments<br>▪ unavoidable delays or reasons to leave early.<br>○ Pupils present for registration who leave early, or for part of a session, will be noted in the *Sign-in System* in the school entrance for purposes of emergency evacuation. *The register itself is not altered.*<br>○ Pupils not present for registration who return later from an appointment will be noted in the *Sign-in System* in the school entrance for purposes of emergency evacuation. The register is subsequently amended to authorise the absence or record an unauthorised absence. |

| 7. | **Reporting Absence – Parents** |
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| 7.1 | o   Parents are asked to make contact by 9:15am on the first day of absence, by note, personal contact, telephone call or e-mail - informing the school of the reason for the absence and/or nature of any illness. They are also asked to inform the school if there is a likely return date. |
| | o   Notes received by teachers are dated and initialled and sent to the office to be retained until the end of the academic year. The absence is logged as either 'authorised absence' or 'unauthorised absence'. |
| | o   Telephone messages and personal contacts made to the school office are noted on an absence record and subsequently logged as either 'authorised absence' or 'unauthorised absence'. |
| | o   Personal contacts made with class teachers should be logged on ScholarPack. |
| | o   ALL absence will be recorded as unauthorised unless evidence is provided to prove otherwise. |
| | o   If school are not provided with a reason for absence, the parent will be contacted via telephone during 1st day calling procedures. |
| | List of procedures if a child is absent (see appendix for more detailed outline): |
| | 1.   It is the school's expectation that parents contact the school before the start of the day if their child is going to be absent |
| | 2.   When they call the school regarding illness, parents are asked to say when they expect their child to return to school (for example in cases of vomiting or diarrhoea the child will return after 48 hours). If the child is still unwell after this time the parent must contact the school again |
| | 3.   It is school policy that if a child is off for more than 3 days then medical evidence must be provided to authorise the absence |
| | 4.   If a parent does not contact school when their child is absent once the register closes the school will phone before 9:15am |
| | 5.   If a parent does not respond to the phone call another call will be made to the parent before 10:30am |
| | 6.   If it is not possible to contact the parent, then the office will phone the emergency contact numbers provided |
| | 7.   If it has not been possible to ascertain the child's whereabouts after all these avenues have been explored, then a home visit will be undertaken by the school in the afternoon. |
| | 8.   If there is no response from the home, within a maximum of 3 days then the school may contact the police (advice will be sought from the Local Authority - CMO) |
| **8.** | **Authorising Absence** |
| 8.1 | The law states that only the school can approve absence, not parents. If doubts remain about the explanation offered - or where no explanation is forthcoming at all - the absence must be treated as unauthorised. |
| 8.2 | The following codes are used to denote absence: |

| CODE | DESCRIPTION | MEANING |
|---|---|---|
| / | Present (AM) | Present |

| | \ | Present (PM) | Present |
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| | B | Educated off site (NOT Dual registration) | Approved Education Activity |
| | C | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence |
| | D | Dual registration (i.e. pupil attending other establishment) | Approved Education Activity |
| | E | Excluded (no alternative provision made) | Authorised absence |
| | F | Extended family holiday (agreed) | Authorised absence |
| | G | Family holiday (NOT agreed or days in excess of agreement) | Unauthorised absence |
| | H | Family holiday (agreed) | Authorised absence |
| | I | Illness (NOT medical or dental etc. appointments) | Authorised absence |
| | J | Interview | Approved Education Activity |
| | L | Late (before registers closed) | Present |
| | M | Medical/Dental appointments | Authorised absence |
| | N | No reason yet provided for absence | Unauthorised absence |
| | O | Unauthorised absence (not covered by any other code/description) | Unauthorised absence |
| | P | Approved sporting activity | Approved Education Activity |
| | R | Religious observance | Authorised absence |
| | S | Study leave | Authorised absence |
| | T | Traveller absence | Authorised absence |
| | U | Late (after registers closed) | Unauthorised absence |
| | V | Educational visit or trip | Approved Education Activity |
| | W | Work experience | Approved Education Activity |
| | X | Non-compulsory school age absence | Not counted in possible attendances |
| | Y | Enforced closure | Not counted in possible attendances |
| | Z | Pupil not yet on roll | Not counted in possible attendances |
| | # | School closed to pupils | Not counted in possible attendances |

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| 8.3 | Absence will be authorised if evidence is provided that:<br>o the pupil was absent due to illness<br>o the pupil was prevented from attending by an unavoidable cause<br>o the pupil had leave of absence granted by the headteacher<br>o the absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong<br>o the absence was due to a medical or dental appointment – it is expected that appointments of this nature will only require 1 session of absence. |
| 8.4 | In addition, the school will consider authorising absence if evidence is provided for the following cases:<br>o family bereavement |

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| | <ul><li>external music examination</li><li>special tuition/events</li><li>if the absence meets the 'exceptional circumstances' criteria which is defined as an unexpected or unforeseen circumstance that couldn't have been prepared for.</li></ul> |
| 8.5 | The school will not authorise absence in the following cases:<ul><li>shopping during school hours</li><li>Children looking after brothers and sisters</li><li>Children minding the house during school hours</li><li>Children avoiding aspects of the curriculum (games, swimming, visits, etc) whether condoned by parents or not</li><li>Extended holidays that are linked to religious observance events.</li></ul> |
| 8.6 | Regular attendance at school is very important. Registers are monitored very carefully. The Local Authority is authorised to administer fines for the following:<ul><li>A number of unauthorised absences, particularly within a rolling academic year</li><li>One-off instances of irregular attendance such as holidays taken during term time</li><li>Where an excluded child is found in a public place during school hours without a justifiable reason</li><li>**Nottinghamshire Local Authority considers an excess of 6 unauthorised half day absences within any given rolling 6-week period as persistent absence. They will pursue cases of poor attendance through the courts.**</li></ul> |
| **9.** | **Leave of Absence** |
| 9.1 | Parents wishing to request a leave of absence should complete an Application for withdrawal from learning form, explaining the circumstances and providing a minimum of 4 weeks' notice. School will then inform parents/carers as to whether the application has been granted or not and outline potential further action if the absence is taken. |
| 9.2 | The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013. The Government and Local Authority strongly urge parents/carers to avoid taking their children out of school for family holidays as this will disrupt their education and progress. |
| 9.3 | Headteachers shall not grant any 'Leave of Absence' during term time unless they consider there are exceptional circumstances relating to the application. Exceptional circumstances being defined as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time. |
| 9.4 | All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete a leave of absence request form (available from the school office) and submit this to the school prior to the holiday. School will respond to the request within two weeks. |
| 9.5 | Parents/carers do not have any entitlement to take their child on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the |

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| | headteacher must be satisfied that the circumstances warrant the granting of leave. |
| 9.6 | Applications for 'Leave of Absence' which are unauthorised may result in a fine. |

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| **10.** | **Issuing Education Attendance Penalty Notices** |
| 10.1 | In line with Nottinghamshire Local Authority regulations, any unauthorised leave of absence, whether for holidays, (persistent) lateness beyond 9.20 am and 1.35pm, or any other form of unauthorised absence, of more than 3 days or 6 half day sessions (over a 6 week rolling period) will lead to parents/carers being issued with an Education Penalty Notice per child:<br>o If paid within 21 days, the fine will be £60 per child<br>o If paid after 21 days, the fine will be £120 per child |
| 10.2 | All adults responsible for care of the child can be fined. Payment must be paid direct to the Local Authority and parents can be prosecuted if 28 days have expired and full payment has not been made. Where a fine remains unpaid, the matter will be enforced at the Magistrates Court. The maximum fine for this offence is up to £1000 per parent, per child. |
| 10.3 | The Local Authority will not issue more than two Education Penalty Notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the Local Authority deems it appropriate, enforcement will be dealt with directly through the Magistrate Court. |

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| **11.** | **Rewarding Good Attendance** |
| 11.1 | Attendance assemblies are held during which a child from each class that has achieved 100% attendance is drawn using a lottery style system, the child is allowed to choose a prize from the treat box. Certificates are given out at the end of each term to those children that have achieved 100% attendance and pupils who have achieved 100% attendance for the whole year receive a certificate and a trophy, engraved with their achievement, which is presented in the end of year assembly in the summer. |
| 11.2 | A range of rewards are provided for pupils who have achieved good or better attendance, including class awards.  These rewards will be developed with the pupils and reflect the different age groups within the school. |

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| **12.** | **Monitoring Attendance** |
| 12.1 | Registers are checked daily by the Attendance Leader. Parents / carers will be contacted if they have not let the school know their child is going to be absent. If parents/ carers do not give a valid reason for their child's absence, then this will be recorded as unauthorised. |
| 12.2 | The Attendance Leader will analyse attendance, identifying trends and addressing issues. Attendance will be examined regularly to look for:<br>o low attendance<br>o persistent absence – lower than 90% attendance<br>o punctuality<br>o persistent lateness<br>o patterns of absence |

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| | ○ unexplained absences |
| 12.3 | The Attendance Leader will contact the parent/carer if absence persists without a valid reason then a referral will be made to Education Welfare Officer. |
| 12.4 | Pupil's attendance is monitored on a regular basis and parents/carers will receive a letter if their attendance falls below the school's expected level of attendance. Any further concerns could lead to parents being required to attend internal attendance meeting in school. |
| 12.5 | Where a pupil's attendance is a concern and there is no satisfactory improvement or reason for this then a referral will be made to the Education Welfare Officer. |
| 12.6 | Summary information regarding attendance rates are prepared annually for all children in years F2 - Year 6 showing:<br>○ the total number of pupils on roll at any time during the period<br>○ the total number of possible pupil sessions<br>○ the number of authorised absences and the number of children affected<br>○ the number of unauthorised absences and the number of children affected<br>○ the percentage of pupil sessions lost by authorised and unauthorised absences.<br>In addition to this year on year summaries are retained for comparison and class registers are retained for a minimum of three years. |
| **13.** | **Safeguarding and Children Missing Education** |
| 6.1 | A pupil going missing from education is a potential indicator of abuse or neglect. School staff should follow the school's procedures for dealing with pupils that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and to help prevent the risks in the future. |
| 6.2 | Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any pupils who have been absent from school, where the absence has been treated as unauthorised for a continuous period. |
| 6.3 | **In order to manage risks, the 'Designated Safeguarding Lead' will ensure appropriate multi agency engagement where necessary so that pupils receive the appropriate level of early help or statutory intervention to ensure they attend school regularly.** |
| **14.** | **Promoting Effective Partnership with relevant Agencies** |
| 14.1 | Hucknall Flying High Academy will work with relevant agencies to support parents and children in achieving good or better attendance. In particular the school will:<br><br>○ Give parents the opportunity to discuss persistent minor illnesses with the school nurse<br>○ Work with parents to resolve any problems that are preventing children from attending school on a regular basis<br>○ Call on the Targeted Support Service, where required, to help and give advice on attendance problems. |

| 14.2 | In addition to this outside agency will be required to provide attendance data on specific pupils, where required, to support attendance recording and monitoring and for relevant meetings, as required. |
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| **15.** | **Reporting to Governors** |
|  | Attendance information will be provided for Governors on a termly basis. Governors will use this information to monitor the effectiveness of the attendance policy and to ensure the school is taking relevant action in relation to pupils with attendance, which is not considered good or better, in particular pupils at risk of becoming or already identified as persistent absentees. |
| **16.** | **Links with other Policies** |
| 16.1 | This policy links with the following policies:<br><br>o   Looked After Children Policy<br>o   Mental Health Policy<br>o   Anti-Bullying Policy<br>o   Safeguarding and Child Protection Policy<br>o   Safeguarding Children on Off-Site Visits<br>o   Teaching and Learning Policy<br>o   Assessment Policy<br>o   Extended School Policy<br>o   Home School Agreement |

## Appendix 1:

# Hucknall Flying High Academy

**Day 1 Absence Procedure**

Parents/carers must inform the school by 8:50am if their child is going to be absent.

1) If no contact is made by the time registers close at 9.15am, a first call / message will be sent to parents/carers to remind them they need to contact the school office.

Parents contact the school office with the reason for absence.

Absence is coded in the register.

2) If no contact is made by 10.30am as a result of the first call / message, school will make a second phone call to the parent/carer of the pupil.

3) If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

4) If there has still been no contact, a text message will be sent out to inform parents/carers that if contact is not made by 1:30pm, this will trigger a safe and well home visit.

5) If contact has still not been made by 1:30pm, the office will inform all DLS's and SLT. A home visit will be conducted.

6) If no contact can be made from a home visit, a home visit letter will be left at the house requesting contact by end of the school day.

7) If contact is not made by the end of the day, Family and Children's direct will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. **Professional advice to be followed.**

If no contact is made on day 1, school will repeat steps 2 – 7 over the next 9 days and **continue to follow professional advice.**

On day 10 of no contact, school will contact CME.