



FOUNDED 1879

# HALLFIELD SCHOOL

## ATTENDANCE POLICY

<b>Head Master</b>	Mr K Morrow	
<b>Chairman of Governors</b>	Mr G Ralphs	
<b>Staff member with responsibilities</b>	Head of Pre-Prep and Head of Prep	
<b>Subcommittee with responsibilities</b>	Education & Safeguarding Committee	
<b>ISI Regulatory Policy</b>	No	
<b>Date adopted by the Governing Body</b>	Date	Autumn 2024
<b>Date for policy review</b>	Autumn 2025 (unless new legislation requires amendment)	

*“Hallfield School promotes the safeguarding and welfare of children in its care;  
all policies support the Safeguarding Policy”*



# HALLFIELD SCHOOL

## ATTENDANCE POLICY

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### SCOPE

All staff and pupils, including EYFS

### POLICY STATEMENT

School attendance is critical to academic success and social and emotional development. Children with poor attendance tend to achieve less in both primary and secondary school, with a cumulative effect. Regular or persistent absence can also indicate a pupils welfare issue. We ask parents to familiarise themselves with this policy, and to help us to promote the standards of attendance and punctuality which are essential for an orderly school environment where all pupils can get the maximum benefit from their education.

### AIMS

- To develop and maintain a whole school culture that promotes attendance.
- To maximise attendance rates and secure high levels of punctuality in order to ensure that all children are able to take the fullest advantage of the educational opportunities available to them.
- To build strong relationships with families encouraging them to take an active role in promoting good attendance and punctuality.
- To respond proactively to non-attendance and / or lateness in a proportionate and targeted way.
- To work closely with pupils, their families and if appropriate the local authority where attendance becomes a concern.
- To ensure attendance is closely monitored from a Safeguarding perspective

### REGULATORY FRAMEWORK

This policy meets the school's legal responsibilities in relation to admission and attendance requirements under:

- The Education and Skills Act 2008
- The Education (Independent Schools Standards) Regulations 2014
- The School Attendance (Pupil Registration) (England) Regulations 2024

The school also has regard to the following statutory guidance and advice

- Working together to improve school attendance August 2024
- Summary table of responsibilities for school attendance August 2024
- Children missing in education September 2016
- Keeping Children Safe in Education September 2024

## THE ADMISSIONS REGISTER

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The School's Admissions Register records the following information about each child. This is recorded prior to the beginning of the first day they are to attend School:

- Child's full name
- Name the pupil uses at school
- Child's sex
- Child's date of birth
- The name and address of every person known to be a parent of the child
- The address(es) at which the child lives (to be updated if notified by parents)
- At least two telephone numbers at which a parent or suitable nominee can be contacted in an emergency
- Date of entry to Hallfield School
- Name and address of previous School if applicable

### **Pupils with a new address:**

When a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school ensures that the admissions register contains:

- The address.
- The full name of each parent the pupil will normally live with.
- The date when the pupil will start normally living there.

And at the end of a child's time at Hallfield:

- Destination when child leaves (plus first day they will attend where it is reasonably practicable to ascertain this information)
- Date of leaving Hallfield School

### **Maintaining the Admissions Register**

It is vital that the admissions register is kept up to date. The school encourages parents to inform them of any changes whenever they occur and ensures the admissions register is amended as soon as possible.

### **Deletion of names from the Admissions Register**

A pupil's name can only be deleted from the admissions register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with regulation 13(4) to (6), the school will make a return to the local authority when a pupil's name is deleted from the admissions register (a Deletion Return).

This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example pupils who leave the school at the end of Year 6), unless the local authority has requested such information.

When a child of compulsory school age has their name deleted from the Admissions Register for any of the following reasons:

- Child to be home educated or moved to another school
- Child and family have moved away
- Child certified medically unfit to attend
- Child permanently excluded

or when a child's name is added or removed from the Admissions Register at a non-standard transition, i.e. where a compulsory school-aged child leaves school before completing the school's final year or joins after the beginning of the school's first year, this is reported to the Local Authority by the Director of Admissions, Marketing and Communications within five days in accordance with statutory requirements.

The school will provide the following information to the local authority:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number to which any parent the pupil normally lives with can be contacted in an emergency
- If applicable the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there
- If applicable the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason set out in regulation 9 (1) or (3) under which the pupils name has been deleted from the admissions register

## **THE ATTENDANCE REGISTER**

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### **RESPONSIBILITIES OF THE GOVERNING BODY**

- Recognise and promote the importance of school attendance and punctuality
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance and punctuality data, discussing and challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it the most
- Ensure school staff receive adequate training on attendance
- Share effective practice on the management and improvement of attendance and punctuality across schools

## **EXPECTATIONS OF THE SCHOOL**

- Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have.
- Hallfield School expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this.
- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
- Fulfil their legal responsibility in the completion of pupil registers.
- Ensure good level of Attendance (95+%)
- Ensure good level of Punctuality (95+%)
- Monitor attendance within the school, identify issues and put procedures in place to work with families and the Local Authority to support children in accessing their right to a high-quality education.

## **RESPONSIBILITY OF PARENTS**

- Parents of children of compulsory school age are required to ensure that they receive efficient full-time education, whether by regular school attendance or otherwise. This starts at the beginning of the term after that in which the child becomes five.
- Ensure good level of Attendance (95+%)
- Ensure good level of Punctuality (95+%)
- Contact the school on the first day of any absence to explain the reason for the absence. Parents should understand that in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence.
- Parents must write a note to the school offering a reason for any absence and provide medical evidence where possible.
- Parents must NOT expect any leave of absence to be granted for the purpose of a holiday.
- Parents need to see themselves as partners with the school in the education of their children.
- Parents should ensure that their children arrive at school on time.
- Parents should ensure that their children are in the correct, clean uniform
- Parents should ensure that their children are in a condition to learn, i.e. had enough sleep, regular meals, clean etc.
- Parents should ensure that their children have a respect for education and for those who deliver it.
- Parents should ensure that their children complete their homework on time.
- Parents should ensure that their children observe the school's rules and codes of conduct.

It is Hallfield School's aim to work in partnership with parents to maximise attendance rates by responding promptly to any known problems that discourage children from attending regularly and/or their parents from sending them regularly. Some children need encouragement to attend regularly. Any problems are best sorted out between the school, the parents and the child.

Parents are expected to inform school of any absences. The school aims to make the process for reporting and recording absences straightforward, reliable and easy for parents to adhere to.

A child should only be absent from school if the reason is "unavoidable". Every half-day absence from school has to be classified by the school (not by the parents) as either **authorised** or **unauthorised**. This is why information about the cause of each absence is always required.

## **REPORTING ABSENCES**

Parents, at the beginning of the first day of absence, should inform the Front Office or Form Teacher, of their child's absence in person, by using the Parentmail App, or by emailing or phoning the Front Office (01214541496), giving the reason for absence and if possible, the expected date of the child's return to school. Any Form Teacher being emailed separate from the Front Office should forward the email immediately to them. The school will always contact the parent on the first day of an unexplained absence in order to obtain a reason for a child's absence.

The school has more than one emergency contact number for each pupil. If no contact can be made, then the school will attempt to contact the child's parents using the other school contact numbers for the child. If the child is known to any other service such as Children's Social Care or Family Support, then the school will contact them for relevant information. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the school's electronic register.

The school always sends parents the term dates over a year in advance in order that holidays can be arranged in school holidays without disrupting the children's education. Please note that it is the school's policy usually not to allow holiday to be taken during term.

## **REQUESTING LEAVE OF ABSENCE**

Applications for leave of absence should be made in writing to the Head Master or via email to [hsurr@hallfieldschool.co.uk](mailto:hsurr@hallfieldschool.co.uk) and will be considered by the Head Master who will determine the length of time the pupil can be absent from school. Leave of absence will only be granted in exceptional circumstances.

## **AUTHORISED ABSENCE**

Authorised absence is whether the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Head Master is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off site, i.e. interviews, school trips, sporting events, music examinations etc.

- The child is unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- The child is observing a religious festival;
- The child has an agreed medical appointment and the school has been notified in advance;
- The child is too ill to come to school and parents have given specific symptoms;
- There are specific circumstances, usually agreed in advance by the Head Master, where a child is unable to attend the school, ie parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Head has the discretion to authorise up to 5 days);
- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable;
- Leave for Exceptional circumstances can be granted at the discretion of the Head Master. Each application will be considered individually taking into account the specific facts and circumstances and relevant background context behind the request. If granted, the Head Master will determine the length of time the pupil can be away from school;
- Children of non-compulsory school age will be allowed to be absent for sessions they are not timetabled.

### **UNAUTHORISED ABSENCE**

All other absences must be treated as unauthorised and referred to the Head Master. The appropriate code will be used in the register.

Examples of Unauthorised Absence could be:

- Family Birthday
- Holidays not agreed
- Shopping
- Going to the cinema / concert
- Looking after other children
- Hair cuts
- Buying shoes or uniform
- Illness of grandparents and extended family members
- Trips to airports
- Non urgent appointments dental/ optician etc.

No parent can demand leave of absence for the purpose of a holiday as of right. The Head Master has discretionary power to grant authorised leave of absence on behalf of governors. Holidays within term-time will normally be regarded as unauthorised.

## MONITORING ATTENDANCE AND PUNCTUALITY

All teaching staff are required to monitor attendance and punctuality in the classes or forms they teach and report any concerns to the relevant Attendance Officer. The Attendance Officer will monitor the Attendance Registers regularly for any emerging patterns of absence or when a pupil is absent without a good reason or if a pupil's attendance or punctuality falls below 90%. If such a pupil is identified from this monitoring, then the Attendance Officer will work together with the pupil and their family to understand the barriers to attendance/punctuality and offer support to improve their attendance and/or punctuality.

Any pupil arriving after the register has closed at 09:00 will be marked absent using the U code. Parents should provide a note of explanation for any pupil arriving after the register has closed. Lateness without reasonable cause will be recorded as an un-authorised absence.

Staff are trained in safeguarding and absence is closely monitored for concerns such as Countylines, FGM, Forced Marriage, Prevent etc. Staff are aware of and follow the new guidance outlined in KCSIE 2024, which states that children absent in education will be monitored closely. The DSL is informed of any children who are persistently absent or have had a period of prolonged absence.

Attendance thresholds and typical interventions:

Attendance Level	Concern	Threshold	Support and Intervention
Level 0	Below school target	Below 95%	Meeting / Conversation with Form Teacher and parent
Level 1	Concern / Check in after Short illness	Below 93%	Meeting / Conversation with Head of Phase and parent
Level 2	At risk of persistent absence	91%	Meeting with parent and relevant Attendance Officer (Head of Pre-prep / Head of Prep)
Level 3	Persistent Absence	89% or less	Meeting with parent and Head Master and DSL.
Level 4	Severe Absence	50% or less	More intensive support including referral to external services.

## ATTENDANCE OFFICERS

The Attendance Officers(Head of Pre-Prep)) [lsanderson@hallfieldschool.co.uk](mailto:lsanderson@hallfieldschool.co.uk) and (Head of Prep) [cfjames@hallfieldschool.co.uk](mailto:cfjames@hallfieldschool.co.uk) (01214541467) monitor the attendance registers and will liaise with Class Teachers on pupils' attendance. The Attendance Officers have the following responsibilities:

- Promote good attendance and punctuality



- Report to the Head Master any emerging patterns of absence or when a pupil is absent without a good reason or if a pupil's attendance or punctuality falls below 89% (persistent absence) or below 50% (severely absent).
- Work with the parents of the pupil to discuss the reasons or barriers for their low attendance or low punctuality and how their attendance or punctuality can improve, with support from the school if necessary.
- Liaise with Local Authority to support families and pupils whose attendance does not improve after the steps above or continues to remain below 89% and below 50%.

The implementation of school registration procedures is monitored by the Attendance Officers (Head of Pre-Prep and Head of Prep). Registration reports from ISAMS are produced on a weekly basis by the administration team and reviewed by the Head of Pre-Prep and Head of Prep for trends, patterns or concerns as part of this process. Any concerns are then raised to the DSL and discussed in the Welfare meetings by the full DSL team. Careful consideration is given to known and possible safeguarding issues which, at the topmost end of the school, could include 'county lines', FGM and forced marriage.

### **IDENTIFYING PUPILS AT RISK OF POOR ATTENDANCE**

The Attendance Officers will use attendance and punctuality data rigorously to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern.

### **EARLY INTERVENTION FOR PUPILS WITH POOR ATTENDANCE AND PUNCTUALITY**

The Attendance Officers will intervene as early as possible and agree with families an action plan for pupils with high levels of absence and/or poor levels of punctuality, and those demonstrating growing disengagement with the school.

### **TARGETED MANAGEMENT OF PERSISTANTLY AND SEVERELY ABSENT PUPILS**

The Attendance Officers will put additional support in place, where necessary, working with families and partners, and agree a joint approach with local authorities for all severely absent pupils.

### **LEGAL INTERVENTION TO IMPROVE ATTENDANCE AND PUNCTUALITY**

The school will prioritise providing support first before attendance legal intervention. As absence is so often a symptom of wider issues a family is facing, the school will always work together with families, partners and local authorities to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis. The school and local authorities will work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. The school and local authorities will decide whether to use them in an individual case after considering the individual circumstances of a family.

These are:

- Attendance contracts, a formal agreement between the parent and the school or local authority to address irregular attendance;
- Education supervision orders, which is made through a Family or High Court, giving the Local Authority a more formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education;
- Attendance Prosecution, if all other voluntary or formal support has failed or support is deemed inappropriate in the individual circumstances of the case, as a last resort the Local Authority can prosecute the parent(s) in the Magistrates Court, which could lead to a fine or prison sentence.
- Parenting orders, which can be imposed by the Court following conviction for non-attendance, which can include a requirement for parent(s) to attend counselling or guidance sessions for up to 3 months.

Further details can be found in 'Working Together to improve Attendance (August 2024)'. If any of the above are used the Head Master and local authorities will make it clear that it is the most appropriate intervention to change parental behaviour and in making the decision to use an intervention, will have regard to their safeguarding duties as set out in 'Keeping Children Safe in Education'.

Any absence, whether authorised or unauthorised, will have an adverse effect on a child's education and prolonged absence can hinder progress significantly. If a child is absent due to an authorised holiday work is not set. If, however, a child is absent and not able to attend for more than 5 days due to extenuating circumstances such as isolation, shielding, illness work will be set if requested. On children's return to School extra teaching time may not be available.

## **KEEPING THE REGISTERS**

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Records of attendance are kept electronically on ISAMS and an additional back-up copy is made by the administration team not less than once a month. Where a correction is made to an original entry in the register, the original entry and correction are clearly distinguishable. Copies of the Admissions Register and attendance register are retained for at least three years after the end of the school year.

The Admissions Register is implemented and monitored by the Director of Admissions, Marketing and Communications



## HALLFIELD SCHOOL ATTENDANCE PROCEDURES

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### PRE-PREPARATORY and PREP DEPARTMENTS

- a) Before School Care
  - b) Registration
  - c) Request for temporary absence during the school day
  - d) After School Care
  - e) Prep After School Care
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#### a) BEFORE SCHOOL CARE

Breakfast club runs from 07:30 in the Pre-Prep Hall. We ask that children are pre-booked in to this if at all possible. We will support parents with this facility if required on an ad-hoc basis.

Before School Care from 07:45 takes place on the Reception playground. At 08:00 all children move to their usual year group playground for supervision until 08:25 when the bell rings. All pupils enter school via the canal path until 08:30 when the gate closes. Pupils arriving after this time must enter via the front office.

#### b) REGISTRATION

Children's names are entered into ISAMS at the beginning of the academic year by the administration team. ISAMS holds all information about children across the School. Registration should be taken by Form Teachers both in the morning and at the start of the afternoon session. Absences should be recorded with an 'N' for each morning in the first instance and the absence will be pursued by the Front Office. They will then enter the appropriate code for the absence. For the afternoon register, the registering teacher is expected to repeat the code then present for the morning. The morning register is open for a 30-minute registration period at the start of the timetabled school day. The register is taken between 08:30 and 08:45. Pupils arriving after 08:45 and before 09:00 will be marked late using code L. Any pupils arriving after 09:00 will be marked absent using code U. Parents should provide a note of explanation for any pupil arriving after the register has closed. Form Teachers should be aware of any letters and notes in diaries which may come from parents, including notes in the pupil planners and on the ISAMS register. Children attending Reception are expected to attend full time and children attending Foundation can attend three days, four days or five days term time only, or 48 weeks a year.

### **c) REQUEST FOR TEMPORARY ABSENCE DURING THE SCHOOL DAY**

If children are to attend medical appointments, the Form Teacher and Front Office must be informed verbally or in writing by the parent. When the child is collected by their parent/carer and leaves the building their departure is recorded by the Front Office. Children arriving into School after registration are registered by the Front Office.

### **d) AFTER SCHOOL CARE**

Pre-Prep Aftercare is made available to children from Foundation to Year 2. Places should be booked in advance by parents if attending on a regular basis. All children who are left after dismissal time at the end of the school day will be taken to Aftercare and a charge will be implemented if children attend beyond 16:30 in Foundation, 17:00 in Reception to Year 2. All children attending Aftercare are registered on arrival and signed out by the parent/carer collecting them when they leave.

### **e) PREP AFTERCARE**

Prep Aftercare is made available to children from Year 3 to Year 8. Places should be booked in advance by parents if attending on a regular basis. All children who are left after dismissal time at the end of the school day will be taken to Aftercare and a charge will be implemented if children attend beyond 17:00. Hallfield *Seniors* pupils may remain at School until 6.00pm inclusive of fees. All children attending Aftercare are registered on arrival and signed out by the parent/carer collecting them when they leave.

## **APPENDIX 1: ATTENDANCE REGISTRATION CODES**

The Attendance Register Codes to be used are as follows:

- /** Present (morning session)
- \** Present (afternoon session)
- L** Late arrival before the register is closed
- K** Attending education provision provided by the local authority
- V** Educational visit or trip
- P** Participating in a sporting activity
- W** Attending work experience
- B** Attending any other educational activity
- C1** Leave of absence for the purpose of participating in a regulated performance
- M** Medical/Dental appointments
- J1** Attending an interview for admission to another educational institution or for employment
- S** Study leave for a public examination
- X** Not required to be in school (used for sessions for children of non-compulsory school age are not expected to attend)
- C2** Leave of absence for a compulsory school age pupil subject to a part-time timetable
- D** Dual registered at another school, ie pupil referral unit, hospital or special school
- C** Leave of absence for exceptional circumstances

<b>T</b>	Parent travelling for occupational circumstances
<b>R</b>	Religious observance
<b>I</b>	Illness – communicated to school (not medical or dental appointments)
<b>E</b>	Suspended or permanently excluded
<b>Q</b>	Unable to attend school because of a lack of access arrangements
<b>Y1</b>	Unable to attend due to transport normally provided not being available
<b>Y2</b>	School fully or partially closed to pupils or widespread travel disruption
<b>Y3</b>	Unable to attend due to part of the school premises being closed
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed
<b>Y5</b>	Unable to attend as pupil is in criminal detention
<b>Y6</b>	Unable to attend in accordance with public health guidance or law
<b>Y7</b>	Unable to attend because of any other unavoidable cause
<b>G</b>	Holiday not granted by the school
<b>N</b>	No reason yet provided for absence
<b>O</b>	Unauthorised absence in other or unknown circumstances
<b>U</b>	Arrived in school after registration has closed
<b>Z</b>	Prospective pupil not on admissions register
<b>#</b>	Planned whole school closure

NB If no reason has been provided then an 'N' is first entered and this is later corrected (no more than 5 working days after the session) to the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain indefinitely.