



The HENRY
BEAUFORT *School*

Attendance Policy

Policy Amended by:	E Colebourn	July 2024
Consultation by:	S. Watt/ H.Briggs	September 2024
Reviewed and Approved by:	Welfare Committee	September 2024
To be Reviewed	Yearly	September 2025

National guidance and linked policies/documents

Working together to improve school attendance (applies from 19 August

2024) (publishing.service.gov.uk)

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

[Attendance guidance for parents/carers | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk)

[Back into School | Children's Commissioner for England \(childrenscommissioner.gov.uk\)](https://childrenscommissioner.gov.uk)

[Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

HCC Guidance:

Issuing Penalty Notices for unauthorized absence from school [codeofconduct-IssuingPenaltyNoticesforunauthorisedabsencesfromschools.pdf \(hants.gov.uk\)](https://hants.gov.uk)

Information on Penalty Notices for non attendance at school – advice for parents and carers
[PenaltyNotices-for-non-attendance-guidance-parents-carers.pdf \(hants.gov.uk\)](https://hants.gov.uk)

Effective practice document for school attendance procedures and admissions for Gypsy, Roma and Traveller children 2014. Microsoft Word - Promoting pupil attendance and recording absence - Section 6 - final version.docx [HF000006978391 .doc \(hants.gov.uk\)](https://hants.gov.uk)

CME Children Missing in Education. Guidance for professionals May 2024

[Microsoft Word - Guidance for children at risk of missing in education - revised April 2016 \(HF000011496716\).doc \(hants.gov.uk\)](https://hants.gov.uk)

Elective home education – Departmental guidance for local authorities [Elective home education: departmental guidance for local authorities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Hampshire County Council Guidance for schools and other education providers – promoting student attendance and recording absence

Good School Attendance Guide [SchoolAttendanceLeafletHCC.pdf \(hants.gov.uk\)](https://hants.gov.uk)

Department of education – Summary table of responsibilities for school Attendance August 2024 [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

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Linked Policies available here- [The Henry Beaufort School - Reports and Policies](#)

- Positive behaviour policy
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Section 1: Rationale

1.1 Statement of Intent

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel safe, valued and supported. Parents and students play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all and working together to remove any barriers to attendance.

The law relating to school attendance states in Section 7 of the Education Act 1996 that the parent of every child of compulsory age shall cause him/her to receive fulltime Education suitable:

- a. to age, ability and aptitude and
- b. to any special educational needs he/she may have either by regular attendance at school or otherwise.

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

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular attendance.

For our students to take full advantage of the educational opportunities offered it is vital that each student is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines students develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Good attendance is important because:

- Statistics show a direct link between underachievement and attendance 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.

Section 2: Attendance at The Henry Beaufort School

2.1 Promoting Good Attendance & Punctuality The foundation for good attendance is a strong partnership between the school, parents and the child. The Home/School Agreement will contain details of how we will work with parents 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 in our school communications, Headteacher's newsletter and website
- Report to you on how your child is performing at school, what their attendance and punctuality rate is and how this relates to their attainment each term
- Celebrate good attendance by displaying tutor and house achievements
- Reward good or improving attendance through school competitions, certificates and outings/events
- Set targets for the school for attendance and display these in the school
- Meet with parents, students and staff to work together on raising attendance levels individually and across the school.

2.2 Roles and Responsibilities

A member of the Senior Leadership Team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that attendance is recorded accurately and analysed. (S)he will work alongside the Admin Attendance Team to ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Miss Colebourn Assistant Headteacher is responsible for the school's strategic approach attendance and is the 'senior attendance champion' on the leadership team

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parent/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school.**

Responsibilities of Tutors

- Ensure that all students are registered accurately daily before the registration closes
- Promote and reward good attendance of student's at all appropriate opportunities
- Reward with an extra stamp for every week of full attendance
- Support students to track their attendance and record this in the student handbook
- Liaise with the Head of Year and attendance leader on matters of attendance and punctuality
- Refer a child through the 'Safeguarding referral' if a child is absent for 3 days consecutively
- Communicate any concerns or underlying problems that may account for a student's absence
- Support students with absence to engage with their learning once they are back in school and refer any student to HoY for additional support and guidance
- Follow up unexplained absences and keep register codes updated – the correct absence code must be recorded within 5 working days of the session – all N codes to be discussed with the student. Contact parents about attendance concerns following three days of absence, record the outcome on Arbor

Responsibilities of Admin Attendance Team

- Collate all leave of absence request forms and inform parents of the school's decision to authorise or unauthorise absence via letter
- Collate and share whole school, tutor, team and year attendance every month
- Provide early identification of absent Disadvantaged students or students who deemed as 'vulnerable'
- Identify and intervene where patterns of absence occur and alert the relevant members of the pastoral team
- Refer continued absence concerns to HoY
- Keep all school register codes up to date and send out the first day absence email/in app message/text message via arbor.
- Follow up unexplained absences and keep register codes updated – the correct absence code must be recorded within 5 working days of the session
- Collate interventions on absence, keeping a record of letters sent and penalty notices issued
- Send out warning letters prior to a Penalty notice.
- Working closely with Primary Feeder schools to support families prior to transition.

Responsibilities of Head of Year

- When a student's attendance reaches 10 authorised absence codes or 94%, the HoY will communicate attendance with both the student and parents, record the outcome of communications on Arbor
- Liaise with the Attendance Team and SLT on matters of attendance and punctuality
- Promote & reward good attendance with students at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a students' absence and monitor any safeguarding issues
- Support students and parents to overcome barriers to attendance, arrange meetings and signpost appropriate support including the use of OLC, Family Support Worker, Student Academic Mentor, Assistant HoYs, Behaviour and Support Manager, Student Support and Guidance Manager, LSP for oversight of Emotional Based School Avoidance.

Responsibility of SLT member responsible for Attendance

- When a student's attendance reaches 15 absence codes or 90% the SLT member will communicate with parent and student, record the outcome of communications on Arbor
- Information shared – In case of legal action
- Review and improvement to be monitored by Head of Year
- External agencies considered
- Promote high levels of attendance across all students
- Support vulnerable groups
- Liaise with Hampshire County Council and initiate student tracking procedures
- Liaise with external agencies to safeguard students with attendance concerns.

Responsibilities of Students

- Attend every day unless they are ill or have an authorised absence
- Arrive in school on time
- Go to all their registrations and lessons on time
- Take responsibility for registering at the Reception Desk if they are late or are leaving the school site during school hours
- Provide evidence following absence or appointments.

Responsibilities of Parents and Carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (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 before the start of the school day if their child is absent. If not, at 9.00am the first day of absence contact will be made. This will be repeated on all subsequent days, unless the school has indicated otherwise.
- Discuss with the Head of Year any planned absences well in advance
- Support the school in aiming for 100% attendance each year for their child. The DFE have shared this guidance for parents to consider what is appropriate illness from school [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)
- Make sure that any absence is clearly accounted for by:
 - reporting any absence through the Arbor app, or email or contact Student Support if you do not have access to this.
- 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. Requests must be made in writing and sent to the Headteacher on 'Request to authorise absence from school due to exceptional circumstances' form, available from Reception, the Student Support office, or from the school website [The Henry Beaufort School - Absence & Attendance](#)

Section 3: Recording Attendance

3.0 Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 6 years. Computer registers will be preserved as electronic back-ups.

3.1 Recording Attendance

Legally the register must be marked twice daily. This is once at the start of the school day and again for the afternoon tutor session. Tutors should mark students as present only if they have physically seen them. At Henry Beaufort we will share your child's attendance certificate with you during key meetings. Parents can also view a live attendance certificate in Arbor through the parent app.

AM Registration

If a student arrives between 8:25am and 8:35am the attendance mark will be recorded. The student still must make their way to tutor for the tutor to record this between these times.

If a student registers after 8.35am he/she will need to register in the school Student reception using the inventory. Students arriving before 9.00am will be recorded as L (Late). After 9.00am will be registered as U (late after register closes).

PM Registration

If a student arrives late to tutor time the attendance will be registered as L for that session (before register closes).

3.2 Lateness /Punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons are used to give out instructions or organise work. If a child is late he/she can miss work, time with the class teacher getting vital information and cause disruption to the lesson for others. This can also be embarrassing to the student and lead to possible further absence.

- The school day begins at 8:25am and all students are expected to be in school at this time. Morning registration is at 8:25am until 8:35am. Late code (L) will be used after 8.35am. Officially the register closes at 9.00am and after this students are coded as unauthorised (U) unless there are genuine reasons for lateness e.g. bus breakdown
- All lateness is recorded daily. This 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 unauthorised absence code 'U' in line with county and DfE guidance. This mark shows him/her to be on site, but legally recorded as an absence.
- If a student is late due to a medical appointment, he/she will receive an authorised absence coded 'M'. Please be advised that, where possible, doctors' and dentists' appointments are to be made outside school hours or during school holidays. This will be recorded in Arbor

Students who are consistently late (L) are disrupting not only their own education but also that of the other students. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action** (see section 6 for further detail). The school may request a meeting to tackle persistent lateness. A member of SLT will be present at the top of site between 8.25am – 8.35am monitoring students who are late. Any student arriving at school after 8.35am will register and sign in at Student reception in student support.

If a student is late on more than 6 AM registration the parents will receive a warning letter. If a child has more than 10 sessions that are Late to AM registration the parent will be issued with a letter outlining that any further lates will be coded as unauthorised. (See letters in Appendix 3)

Parents, guardians or carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school to discuss the problem and offered support. If support is ineffective, not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school or Hampshire County Council will be required to issue parents with a Penalty Notice. This is in accordance with Hampshire's Code of Conduct for issuing Penalty Notices for non-attendance (see Section 6 of this policy for further detail).

Section 4- What to do if my child is absent?

4.1 First Day of 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 your child is absent, you must:

- Contact the school on the morning of the first day of absence. Information received via phone/email is used to update the registers. The quickest and best method for reporting absence is through email to absence@beaufort.hants.sch.uk. Alternatively send the school an in app message through Arbor or call us 01962 880073 option 1. Parents need to contact the school every day their child is absent.

If your child is absent, we will:

- Contact you in Arbor through email/text message/phone call or on the parent app on first day of absence if we have not heard from you; *this is because we have a duty to ensure your child's safety as well as their regular school attendance*
- Invite you in to discuss the situation with the Tutor, Student and/or Head of Year if absences persist
- Refer the matter to the SLT 'Attendance Champion' if the absence is unauthorised and attendance falls below 90% and refer the matter to the Hampshire County Council's if absence is unauthorised and falls below 90%.

4.2 Third Day of Absence

If your child is not seen and contact has not been established with you or any of the named parent/carers after three days of absence the school is required to start a Child Missing in Education procedure as set down by Hampshire County Council Guidance as tutors will make a safeguarding referral. We will make all reasonable enquires to establish contact with parents and the child including making enquires to known friends, and wider family. The Vertical Tutor/ Admin Attendance Team, Head of Year or SLT member will try to establish contact. If contact is unsuccessful the school will follow HCC guidance. The tutor will make a 'Safeguarding Referral' to alert the safeguarding team

4.3 Tenth Day of Absence

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child has not been seen and contact has not been established with the named parent/carers then the Local Authority is notified that the child is 'at risk of missing' his/her education. Children's Services Staff will visit the last known address and alert key services to locate the child. Parents/carers have a responsibility to ensure their contact details are up to date.

For children who are classified as 'looked after' or those who have a social worker this process will be initiated on day 5 of the absence using the same procedure as above. On every day that a vulnerable child is absent from school then a phone call will be made to make contact with parents to ascertain the reasons why. After 5 days of absence a home visit will be initiated in partnership with the HoY and Family Support worker. Early intervention and to address absence is essential to identify the existence of any underlying safeguarding risk as per KCSiE (2023)

4.4 Illness

The school must make a return to the local authority 'a sickness return' where a student has been recorded on the register as absent using code I (illness) and they school has grounds to believe that the student will be, or will have been unable to attend school because of illness for at least 15 school days during the school year, whether consecutive or not. This will happen automatically through Wonde.

4.5 Continued or Ongoing Absence

If your child misses 10% (equivalent to 19 days) or more schooling across the school year (or if attendance drops below 90% over a number of weeks) for whatever reason they are defined as a **persistent absentee**. Whether this absence is authorised or unauthorised the school will invite parent/carers to discuss the issues and agree an attendance contract to support the child and/or parent/carer.

If a student is absent for 20 consecutive days the students name can be removed from the admission register when they school and local authority have failed, after jointly making reasonable enquiries, to find the location and circumstances of the child or have succeeded but agreed there is no reasonable grounds to believe that the student will attend the school again.

The school will use the following procedures to support attendance monitoring and improvement:

Section 5: Types of absence

5.1 Understanding types of absence – Authorised & Unauthorised:

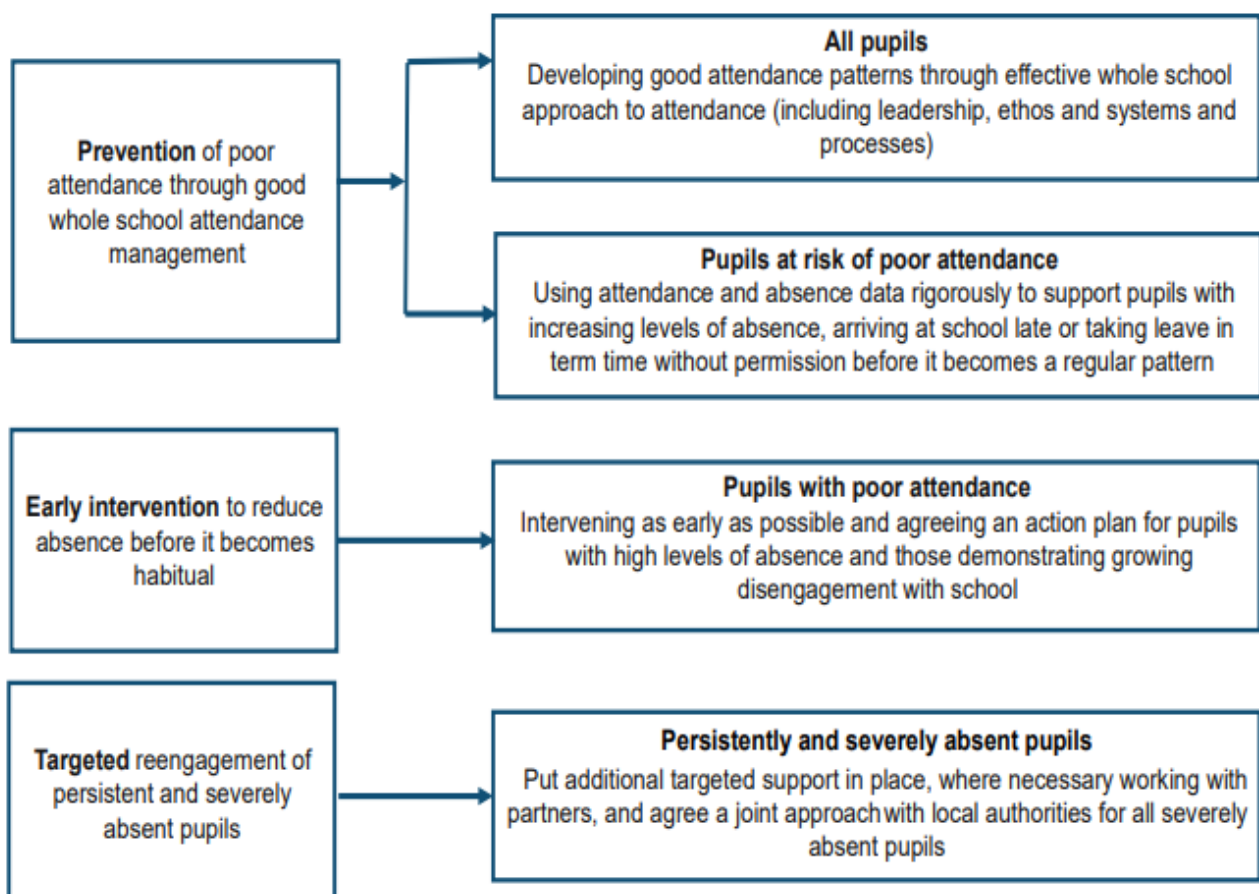
Students are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

1. **Authorised Absence:** occurs 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.
2. **Unauthorised Absence:** occurs when the school has not received a reason for absence or has not approved a child's leave of 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 that he/she has been on holiday.

Further Guidance

Effective school attendance improvement and management



Hampshire County Council Guidance for schools and other education providers – promoting student attendance and recording absence.

Attendance codes:

Present at School	Registration Code /	Present in school
	Code L:	Late arrival to tutor but arriving before the register closes
	Code U:	A student arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate. Arriving after 9.00am
Attendance codes for when pupils are present and attending a place other than school	Code B:	Off-site educational activity eg attending college transition days
	Code K:	Attending education provision arranged by the local authority Eg attending courses at college; unregistered alternative provision
	Code P:	Participating in a supervised sporting activity
	Code V:	Educational visit or trip
	Code W:	Work experience
Absent – leave of absent	Code C:	Leave of absence for exceptional circumstances
	Code C1:	Leave of absence for the purpose of participating in a regulated performance
	Code C2:	Leave of absence for a student with a part time timetable
	Code D:	Dual Registered - at another educational establishment
	Code X:	Non-compulsory school age pupil not required to attend school
	Code M:	Medical or dental appointments
	Code J1:	Leave of absence for the purpose of attending an interview
	Code S:	Study leave
Absent – other authorised reasons	Code T:	Gypsy, Roma and Traveller absence
	Code R:	Religious observance
	Code I:	Illness (not medical or dental appointments)
	Code E:	Suspended or permanently excluded
Absent – unable to attend school because of unavoidable cause	Code Q:	Unable to attend school because of lack of access arrangements
	Code Y1:	Unable to attend due transport normally provided not being available

	Code Y2:	Unable to attend due to widespread disruption to travel
	Code Y3:	Unable to attend due to part of the school site being unexpectedly closed
	Code Y4:	Unable to attend due to the whole school site being unexpectedly closed
	Code Y5:	Unable to attend as pupil is in criminal justice detention
	Code Y6:	Unable to attend in accordance with public health guidance or law
	Code Y7:	Unable to attend because of any other unavoidable cause
Absent - Unauthorised Absence from school	Code G:	Holiday not authorised by the school or in excess of the period determined by the head teacher.
	Code N:	Reason for absence not yet provided
	Code O:	Absent from school without authorisation
	Code U:	Arrived in school after registration closed
Administrative Code		
	Code Z:	Pupil not on admission register
	Code #:	Planned whole or partial school closure

5.2 Request for Leave of Absence

If you wish to take your child out of school during term time please complete this absence request form. Each request form is considered on an individual basis by the Headteacher. [The Henry Beaufort School - Absence & Attendance](#)

Important notes for parents/carers requesting absence:

- We are unlikely to authorise absence in normal circumstances
- To ensure consistency across Winchester schools we advise you to inform us of any siblings for whom you are also requesting holiday so that we can discuss our decision with their school
- It is important that you request absence well in advance so we have time to prepare our decision
- If the absence is not authorised, please take careful note that we must inform Hampshire County if you meet the thresholds in section 6 that requires a Penalty Notice
- The school is obliged to investigate any absence and will follow up on any intelligence gained that may contradict the information shared by parents. At this stage we would amend registration codes in line with section 5.1.

Amendments to school attendance regulations were updated and reinforced from September 2015: (Student 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 the 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.

Parents/Carers wishing to apply for leave of absence need to write to the Headteacher 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. If the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct then 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.

Section 6 Penalty Notices

6.1 Aims of Penalty Notices

The use of a Penalty Notice is an intervention to improve attendance.

Fixed penalty notices are intended to prevent the need for court action and should be used where a fixed penalty notice is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).

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

Hampshire schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

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 and parents are complicit in the child's absence.

The following legal measures will be used for students 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.

The *Code of conduct* states that schools or Hampshire County Council will issue a Penalty Notice for any unauthorised absence where the student 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
- persistently late after the register has closed (coded U) for up to 10 sessions

Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance then a Penalty Notice is issued for:

- 10 sessions of unauthorised absence or lateness in any 10 week school period

This includes where a student has unauthorised absence due to either:

- non-approval of a parent/carer's request for leave of absence, or
- a holiday that has been taken without permission.

Further Guidance

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 www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.

6.2 Before issuing Penalty Notices

Schools should take all reasonable steps to ensure good attendance without the use of Penalty Notices.

When a child has become a concern the school will issue a penalty warning and if there is no improvement the school will start the Penalty Notice process.

Parents and carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence 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/ carer 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 is issued to **one or more parents/carers** for each child.

NB: This could mean four Penalty Notices for a family with two siblings, both with unauthorised absence for holiday, i.e. one Penalty Notice for each child to each parent.

6.3 The Process of Penalty Notices

At The Henry Beaufort School the authorised persons who can action a Penalty Notice are:

- The Headteacher
- The Assistant Headteachers with oversight of attendance and pastoral

Other appropriate adults involved in your child's attendance will pass necessary information to the authorised person who will then pass this on to the attendance legal panel. In cases where an authorised person has concerns about a student's attendance, he/she must ensure that contact has been made with the parent/carer in order to try to resolve any difficulties.

If the issuing of a Penalty Notice is under consideration the authorised person should, in most cases, arrange for a Penalty Notice warning letter, signed by the Headteacher in the case of schools, to be sent to the parent/carer.

Council Penalty Notice warning template The letter should include:

- details of the student's absence (including attendance certificate)
- an offer to meet with the parent to discuss the concerns and to provide advice and support in an attempt to resolve any difficulties
- a statement of the legal responsibilities of the parent regarding attendance
- the consequences for the parent in failing to ensure his/her child's regular attendance; in particular, warning that further unauthorised absences could result in a Penalty Notice or prosecution
- an expectation that, after receipt of the warning letter, the level of attendance will significantly improve and that this improvement will be maintained.

Process to a Penalty Notice

1. Parents contacted regarding attendance concerns.
2. School issues penalty warning to encourage improvement.
3. If there is no improvement, school issues Penalty Notice paperwork
4. Hampshire County Council is informed and a Penalty Notice is issued.

In more complex cases there may be a referral to the Legal Intervention Team (LIT) who will decide on the best course of action either through intervention or legal measures. They are also responsible for following up fines. The school only reports to Hampshire County Council with all information and it does not collect fines. It is advised you share all information with the school in order to ensure an appropriate decision with the LIT..

Further Guidance

Each Penalty Notice carries a fine of £80 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 £160 if paid within 28 days. If the fine remains unpaid the 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 against you, such as prosecution or an Education Supervision Order.

Section 7: Support with Attendance

7.1 My child is trying to avoid coming to school. What should I do?

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. Guidance from the Children's Commissioner can be found here [Back into School | Children's Commissioner for England \(childrenscommissioner.gov.uk\)](https://childrenscommissioner.gov.uk)

Contact your child's Vertical Tutor immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons, such as difficulties with school work, bullying, friendship problems and family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

At The Henry Beaufort School, the relevant staff are:

1. Vertical tutor
2. Lead Tutor
3. Head of Year and Assistant Head of Year
4. Family Support Worker
5. Service Family Co-ordinator
6. SENDCo and EBSA LSP
7. Sue Watt- Admin Assistant (Attendance)
8. Student Support
9. Member of the professional service team phone call home on day of absence

What can I do to encourage my child to attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

Your child will bring home a student handbook. Please ensure you look at it with your child and sign it weekly. Be interested in what your child is doing in school, talk to them about the things they have learnt, what friends they have made and even what they had for lunch.

7.2 Leavers

If your child is transferring to another school, parents are asked to:

- Give the Head of Year comprehensive information about their plans, including any date of a move and their new address and telephone numbers, their child's new education provider

and the start date when known. This should be submitted to our school in writing.

If your child transfers and we do not have the above information, then he/she is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to carry out investigations to try to locate your child, which includes liaising with Children's Services, the police and other agencies. By giving us the above information, these investigations can be avoided.

7.3 Gypsy/Roma, Traveller and Showman Families

For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families, see Hampshire County Council guidance at:

[Supporting Traveller pupils in school | Education and learning | Hampshire County Council \(hants.gov.uk\)](#)

Please note students must have attended 200 sessions in a rolling 12-month period to be able to request leave for work purposes.

Further support and guidance is available from Hampshire County Council's Ethnic Minority and Traveller Achievement Service (EMTAS).

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 he/she is 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.

7.4 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 license 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.

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

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, at the Headteacher's discretion whether to authorise this and he/she 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 given if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

7.6 Study Leave

We believe that students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and students will be expected to attend school in the usual way. A bespoke timetable will be provided for the Year 11 students to ensure they get the most from this revision period for their June GCSE examinations. Study leave will only be granted to Year 11 students during the time of the GCSE examination period. Should any students wish to attend school (or should their parents wish them to) on the days and at times when they are not sitting examinations, arrangements will be made for them to do so. The school will work within the following legal requirements:

- Study leave should only be granted to Year 11 students and never to those in other year groups
- It should never exceed 15 school days in a year and is most appropriately granted during the examination period itself, i.e. not before the beginning of that period
- It should always be granted sparingly, taking account of an individual student's/ability to manage and benefit from unsupervised study
- Any student has the right to attend school during study leave and a parent has the right to insist he/she does so
- Any sessions given to students as study leave are classified as authorised absence (coded S as it is not an 'approved educational activity') and should be recorded and reported on by the school as such.

7.7 Teenage Pregnancy

Support will be directed by the key worker to keeping a pregnant student in school and wherever possible to securing her return to full time education as soon as possible after the birth. A student who becomes pregnant should be allowed no more than 18 weeks authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.

7.8 Service Family Co-Ordinator

The Henry Beaufort School recognises the particular circumstances faced by service children and families. Having consulted CEAS guidelines and SCE school policies, it has been decided that, although service children are expected to adhere to the attendance policy in line with their peers, there may be exceptions.

At the discretion of the Headteacher, limited time off may be approved in exceptional circumstances. Such circumstances could include:

- Where a parent has been/ will be deployed for an extended period
- Where the family live away from their extended family and suffer bereavement or serious illness
- Where the family is posted away and travel for transitional purposes (e.g. visiting new schools)

Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A – to the headteacher, I wish to apply for

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates)

If your child has siblings that are also applying for a leave of absence please enter their name and school below:

Child's name(s): _____ School(s): _____

Section B Please explain why you are applying for an authorised absence and the circumstances which make your application exceptional; and therefore the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. If you require additional space please continue on the other side of the page.

Section C I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): _____ Date: _____

PTO

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D – for school use only.

Tick as appropriate.

☐ Request approved for ____ number of days from the dates and times _____

☐ A personal discussion with you is requested. Please contact: _____

☐ Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non attendance being issued.

Headteacher: _____ Date: _____

Current attendance rate: _____

Continuation of section B (if required):

Appendix 2

Information on Penalty Notices for non attendance at school – advice for parents and carers
[PenaltyNotices-for-non-attendance-guidance-parents-carers.pdf \(hants.gov.uk\)](https://hants.gov.uk/PenaltyNotices-for-non-attendance-guidance-parents-carers.pdf)



SERVICES FOR SCHOOLS

Information on Penalty Notices for non-attendance at school

Education Act 1996, section 444A

Advice for parents and carers

Applied from 19 August 2024

Penalty Notices and the Education Act 1996

Section 444A of the Act gives powers to the local authority, and headteachers to issue Penalty Notices in circumstances where it is believed that a person has committed an offence under Section 444(1); that is, where a child fails to attend regularly at their registered school.

Penalty Notices and the Education and Inspections Act 2006

Section 105(1) of the Education and Inspections Act 2006 gives powers to the local authority, headteachers and the police to issue Penalty Notices where it is believed that a person has committed an offence under Section 103(3) of the Education and Inspections Act 2006: that is, where a child is seen in a public place in the first five days of a fixed term or permanent exclusion from school.

What is a Penalty Notice?

A Penalty Notice is a fine which may be issued as an alternative to prosecution. If it is paid it does not require a court appearance and does not result in a criminal record.

Who can be issued with a Penalty Notice?

Where absence warrants the issuing of a Penalty Notice, anyone with Parental Responsibility, or having day to day care of the child can be issued with one Penalty Notice for each of the children with unauthorised absence. If two parents have two children this may result in four Penalty Notices, 2 Penalty Notices per parent.

How is a Penalty Notice issued and how much is the fine?

Penalty Notices are either posted to your home or delivered to you by hand. If you have received a First Penalty Notice, you either have up to 21 days to pay £80 or failing that a further 7 days to pay £160. If you have received a second Penalty Notice because you previously received a Penalty Notice in respect of the same child in the preceding three-year period, you have up to 21 days to pay £160 with no option for this second offence to be discharged at the lower rate of £80.

If you receive a Penalty Notice as your child was seen in a public place in the first five days of a fixed term or permanent exclusion, you either have up to 21 days to pay £60 or failing that a further 7 days to pay £120. If you fail to make any payment within the timescales provided the local authority will consider commencing proceedings in the Magistrates' Court for the original offence.

What if my child has further unauthorised absence from school?

If you pay the Penalty Notice and your child has further unauthorised absences additional legal action may be taken. For example, in the event that a Penalty Notice has previously been served to you at a higher rate of £180 due to unauthorised holiday, should your child have any future unauthorised leave this may result in further legal action for you, such as prosecution or an Education Supervision Order.

When are they issued?

As set down by the Department for Education, Penalty Notices can be issued for unauthorised absence. In Hampshire, Penalty Notices are issued when a pupil has had 10 or more half-day sessions (equivalent to five school days) of unauthorised absence, in the last 10 school week period, which may span different terms or school years. The authorised person retains the discretion to issue a Penalty Notice before the threshold is met under certain circumstances.

Unauthorised absence is absence not approved by the school and will be coded on your child's attendance record as one of the following:

- O – unauthorised absence
- U – late after close of registration
- G – non-approved leave of absence (holiday).

What if my child is excluded from school?

If your child is excluded from school for a fixed term or permanently, a Penalty Notice may be issued if you allow your child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed term or permanent exclusion. This Penalty Notice fine is £60 if paid within 21 days of the date of posting and £120 if paid after this but within 28 days of the date of posting.

Is a warning given?

If your child has an **ongoing** pattern of unauthorised absence then you will normally receive a Notice to Improve letter. This Notice will advise you about the extent of your child's absence and set out the support that is being offered. It will also warn you that if your child's attendance does not show a significant improvement within a three-week period and if this improvement is not maintained thereafter, a Penalty Notice may be issued without further warning.

Further support, advice and guidance is available from:

The Department for Education

- www.gov.uk/school-attendance-absence/overview
- [Working together to improve school attendance \(applies from 19 August 2024\)](#)

Hampshire County Council

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

Is there an appeal process?

There is no statutory right of appeal. Once a Penalty Notice has been issued, it can only be withdrawn if it can be shown that it was issued in error.

How do I pay?

Details of payment arrangements are included in the Penalty Notice. You must ensure that you include your Penalty Notice reference number on any payment method so the payment can be tracked. Failure to do so may result in the Penalty Notice being recorded as unpaid. Full payment is required within prescribed timescales - see *'What Happens If I Do Not Pay?'* below. Payment in part or by instalments is not possible. Late payments will not under any circumstances discharge criminal liability for the offence and you may be liable for prosecution. Any late payments received will be refunded.

What happens if I do not pay?

If you fail to make any payment within the timescales provided, the local authority will consider commencing proceedings in the Magistrates' Court for the original offence of failing to ensure regular attendance under s444 Education Act 1996.

If convicted there are a number of possible sentences, including a fine of up to £1,000 (in the case of a prosecution under section 444(1)) or a fine of up to £2,500 and/or a period of up to three months' imprisonment (in the case of a prosecution under section 444(1A)).

In respect of exclusion Penalty Notices, if you fail to make any payment within the timescales provided, the local authority will consider commencing proceedings in the Magistrates' Court for an offence under Section 105(1) Education and Inspections Act 2006.

If convicted there are a number of possible sentences, including a fine of up to £1,000.

Can I get help if my child is not attending school?

Yes. The school is available to provide advice and support and signpost you to other support agencies in the locality.

Exemplar letters to parents

Letter 1: All parents about the importance of attendance

Dear Parents,

I hope your child has had a positive start to the academic year.

For a child to reach their full potential, a high level of school attendance is essential. It is our duty as a school to consistently strive to achieve a goal of 100% attendance for all children, so we will take every opportunity to convey the importance of regular attendance to you and your child.

When it comes to absence, we as a school must follow the Hampshire County Council Attendance Policy.

Good attendance is important because:

- Statistics show a direct link between underachievement and attendance below 95%.
- Regular attenders make better progress, both socially and academically, and enjoy learning more.
- Regular attenders find school; routines, work and friendships easier to cope with.
- Regular attenders are more successful in transitioning between primary school, secondary school and higher education, employment or training.

To support this, your child's Tutor, Head of Year and pastoral team will closely monitor their attendance and send you a series of letters if we have any concerns regarding your child's attendance. We want to work with you to promote good habits and good attendance.

There are 190 days in the school year when we need your child in school, learning.

Attendance below 97% - we aim for everyone to have an attendance of 97%, a maximum of 5 days off throughout the school year.

Attendance below 95% - Your child has missed at least 2 weeks of school, 10 days. This is the equivalent of missing 50 lessons and is a concern

Attendance below 90% - your child has missed 19 days of school, which is one day a fortnight. This is a significant concern. An attendance of less than 90% is classified as 'persistently absent'

Attendance below 80% - your child has missed 38 school days, which is a day a week. This is a major concern. Over a course of 5 years, this is the same as your child missing 1 year of education.

What you can do as parents to help encourage and support high attendance:

- **Ensure your child arrives at school on time ready for morning registration.**
- **Only allow your child to stay at home when they are unable to attend due to illness**
- **Inform school of any medical appointments. Where possible please make appointments outside of the school day. The school may request you provide medical appointment letters/cards.**
- **If your child is to be absent please contact the school, on the first day of absence and everyday thereafter.**

Please email the following address absence@beaufort.hants.sch.uk by 9.00am each day your child is absent to give a reason for their absence. This is the preferred method of communication.

If you do not have access to email, telephone the school on 01962 880073 (press 1 for Student Support) by 9.00am each day your child is absent. In some situations we will require medical evidence of illness/injury.

If we have not heard from you and your child does not attend morning registration an email and/or a text message will be sent to you via Arbor. If the school does not receive an explanation as to why your child is absent, it is possible that the absence will be treated as unauthorised.

Please can I remind you that in accordance with DfE guidelines, the school will not authorise any holiday during term time other than in exceptional circumstances. The leave of absence form can be found on the school website. If a holiday is taken in term time without the school's permission, the student's attendance will be recorded as unauthorised and a referral will be made to the Local Authority, which may result in a Fixed Penalty fine being issued.

A Penalty Notice is where Hampshire County Council issue a fine if a child has had 5 days of unauthorised absence in the last 100 sessions. Parents can give each parent a fine of £60-£80, which rises to £120-£140 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

All guidance regarding attendance is in our attendance policy and is accessible through our website. The school website also has other information which you might find helpful, in supporting your child's attendance. [The Henry Beaufort School - Absence & Attendance](#)

The Hampshire County Council website also has some really helpful hints on how to help ensure your child has good attendance at school [Attendance guidance for parents/carers | Hampshire County Council \(hants.gov.uk\)](#)

Thank you in advance for your support.

Your sincerely

Miss Colebourn
Assistant Headteacher

Authorised Absent:

Letter 2

Monitoring attendance – Authorised absence (10 or more sessions of absence)

Dear Parents,

I hope your child has had a positive start to the academic year.

For a child to reach their full potential, a high level of school attendance is essential. It is our duty as a school to consistently strive to achieve a goal of 100% attendance for all children, so we will take every opportunity to convey the importance of regular attendance to you and your child.

When it comes to absence, we as a school must follow the Hampshire County Council Attendance Policy.

Good attendance is important because:

- Statistics show a direct link between underachievement and attendance below 95%.
- Regular attenders make better progress, both socially and academically, and enjoy learning more.
- Regular attenders find school; routines, work and friendships easier to cope with.
- Regular attenders are more successful in transitioning between primary school, secondary school and higher education, employment or training.

To support this, your child's Tutor, Head of Year and pastoral team will closely monitor their attendance and send you a series of letters if we have any concerns regarding your child's attendance. We want to work with you to promote good habits and good attendance.

There are 190 days in the school year when we need your child in school, learning.

Attendance below 97% - we aim for everyone to have an attendance of 97%, a maximum of 5 days off throughout the school year.

Attendance below 95% - Your child has missed at least 2 weeks of school, 10 days. This is the equivalent of missing 50 lessons and is a concern

Attendance below 90% - your child has missed 19 days of school, which is one day a fortnight. This is

a significant concern. An attendance of less than 90% is classified as 'persistently absent'. Attendance below 80% - your child has missed 38 school days, which is a day a week. This is a major concern. Over a course of 5 years, this is the same as your child missing 1 year of education.

What you can do as parents to help encourage and support high attendance:

- **Ensure your child arrives at school on time ready for morning registration.**
- **Only allow your child to stay at home when they are unable to attend due to illness**
- **Inform school of any medical appointments. Where possible please make appointments outside of the school day. The school may request you provide medical appointment letters/cards.**
- **If your child is to be absent please contact the school, on the first day of absence and everyday thereafter.**

Please email the following address absence@beaufort.hants.sch.uk by 9.00am each day your child is absent to give a reason for their absence. This is the preferred method of communication.

If you do not have access to email, telephone the school on 01962 880073 (press 1 for Student Support) by 9.00am each day your child is absent. In some situations we will require medical evidence of illness/injury.

If we have not heard from you and your child does not attend morning registration an email and/or a text message will be sent to you via Arbor. If the school does not receive an explanation as to why your child is absent, it is possible that the absence will be treated as unauthorised.

Please can I remind you that in accordance with DfE guidelines, the school will not authorise any holiday during term time other than in exceptional circumstances. The leave of absence form can be found on the school website. If a holiday is taken in term time without the school's permission, the student's attendance will be recorded as unauthorised and a referral will be made to the Local Authority, which may result in a Fixed Penalty fine being issued.

A Penalty Notice is where Hampshire County Council issue a fine if a child has had 5 days of unauthorised absence in the last 100 sessions. Parents can give each parent a fine of £60-£80, which rises to £120-£140 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

All guidance regarding attendance is in our attendance policy and is accessible through our website. The school website also has other information which you might find helpful, in supporting your child's attendance. [The Henry Beaufort School - Absence & Attendance](#)

The Hampshire County Council website also has some really helpful hints on how to help ensure your child has good attendance at school [Attendance guidance for parents/carers | Hampshire County Council \(hants.gov.uk\)](#)

Thank you in advance for your support.

Your sincerely

Miss Colebourn
Assistant Headteacher

Letter 3:

Student has more than 10 sessions illness – now will become unauthorised

[Name and Address]

[Date]

Dear [Parent/Carer]

Re: [Student's name]'s Attendance

As you are aware it is the responsibility of the school to monitor the attendance of its students very carefully. The attendance of every student is looked at regularly. The school has a duty to provide you with this information in order to promote improvement in rates of attendance, so that where possible, your child is able to reach the 95% attendance target set by the Department of Education at the end of the academic year.

(Students name's) has had 20 or more sessions off academic year, which equates to 10 or more days. We understand that there may be unavoidable and/or genuine reasons for your child's absence. If you child was to have further absence then they would fall below the 95% attendance expected for the academic year.

Since our previous letter (students name) attendance has not improved. **I am therefore informing you that the school will not be able to authorise any future absence for illness.** I would very much like to support you and your child, so please contact me as soon as possible if you would like to discuss any issues or concerns that are impacting on (child;s name) attending school and any ongoing illnesses.

I have enclosed the following information on attendance that you may find useful:

- Registration certificate which shows your child's attendance percentage
- Hampshire County Council leaflet on attendance

Thank you for your support in your child's attendance.

Yours sincerely

[Name]

Head of Year [Number]

Unauthorised Absence

Letter 4

[Name and Address]

[Date]

Dear [Parent/Carer]

Re: [Student's name]'s attendance – Monitoring Unauthorised Absence

I am writing to you because **[Student's name]** has had at least 6 or more sessions (3 or more days) absent from and/or where they have been persistently late to school and this has been recoded as an unauthorised absence.

I have enclosed your child's registration certificate so that you can see when your child has been recorded as absent from school which is unauthorised (O, G,) or late to morning registration (U). Irregular attendance and/or lateness will have an impact on your child's academic progress and if this pattern was to continue then they would fall below the 95% attendance expected for the academic year. The school has a duty to provide you with this information in order to promote improvement in rates of attendance, so that where possible, your child is able to reach the 95% attendance target set by the Department of Education at the end of the academic year.

It is also really important to know that parents will receive a Penalty Notice if during the last 100 sessions, their child, is marked as being:

- absent for 6 or more half-day sessions (3 or more days) which are unauthorised
- persistently late (coded U) for 10 or more half day sessions after the register has closed; our registration closes at 09:00

Please note that a combination of unauthorised codes can be used, and these do not need to be on consecutive days.

A Penalty Notice is where Hampshire County Council issue a fine if a child has had 5 days of

unauthorised absence in the last 100 sessions. Parents can give each parent a fine of £60-£80, which rises to £120-£140 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school. [Attendance guidance for parents/carers | Hampshire County Council \(hants.gov.uk\)](#)

We therefore need to work together to prevent this from happening. So please can you:

- **Contact the school if you child is absence from school on the first day and every day thereafter.**

Our preference is that you email the following address absence@beaufort.hants.sch.uk by 9.00am **each** day your child is absent to give a reason for their absence.

If you do not have access to email, telephone the school on 01962 880073 (press 1 for Student Support) by 9.00am **each** day your child is absent. In some situations we will require medical evidence of illness/injury.

If the school does not receive an explanation as to why your child is absent, it is possible that the absence will be treated as unauthorised.

- **Please make medical appointments outside of school hours.**
- **Only allow your child to stay at home if your child is unable to attend due to illness** (if you have any medical evidence to support this that would be really helpful and we will ask for this). This may help you decide the best course of action if your child is presenting as unwell <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

I enclose the following additional information on attendance that you may find useful:

- Registration Certificate which shows their current attendance percentage.
- Parent leaflet on Penalty Notices
- Hampshire County Council leaflet on absence

I would very much like to support you and your child, so please contact me as soon as possible if you would like to discuss any issues or concerns that are impacting on (child;s name) attending school. Thank you for your support in your child's attendance.

Yours sincerely

[Name]

Head of Year [Number]

Letter 5 – Penalty Notice warning

[Name and Address]

[Date]

Dear [Parent/Carer]

Warning Letter in Respect of a Penalty Notice for Non Attendance

I am writing with regard to [Student's name], DOB: [Date], school attendance and to advise you that despite attempts to resolve the concerns, [Student's name], attendance/punctuality remains unsatisfactory.

According to our records your child, has had [Number] **half-day sessions of unauthorised absence or lateness** from The Henry Beaufort School between the period [Monday [Date] to [Date]]. These

unauthorised absences can be found on the enclosed Registration Certificate. Definitions of the absence marks can be found on the **Key to Codes** panel.

You are advised that parents/carers are required by law to ensure that their children attend school regularly and punctually. Failure to do so may result in prosecution under the Education Act 1996, section 444(1), and 444(1A). The Local Authority is empowered to issue Penalty Notices to parents/carers whose children fail to attend school regularly and punctually as the absence has been recorded as unauthorised. As a school we are issuing this warning in line with Hampshire County Council's Code of Conduct for issuing Penalty Notices.

The purpose of this letter is to warn you that if [Student's name]'s attendance and/or punctuality does not significantly improve and that improvement be maintained, you will be issued with a Penalty Notice or referred to the Legal Intervention Team without further warning.

If you believe you will be unable to ensure your child's regular attendance and punctuality at school, you should contact **[Head of Year's details, Head of Year [Number]] at The Henry Beaufort School, Priors Dean Road, Harestock, Winchester, SO22 6JJ** as soon as possible to arrange a meeting to discuss any difficulties and available support.

Yours sincerely
Miss S Hearle
Headteacher

Lateness letters

Letter 1

Dear
Re: Late to School

As you are aware it is the responsibility of the school to monitor punctuality of its students very carefully. I am writing to you because your child has had at least **6** sessions where they have been late to morning registration and coded L.

Good punctuality at school is essential for students to achieve their full educational potential. It is also vital for students to form good habits for later life. Punctuality records form part of references passed onto employers or post 16 colleges.

All students are expected to arrive punctually for school in the morning and to arrive punctually for each lesson.

Punctuality is important and attendance to tutor is crucial because it is an opportunity:

- To share experiences and have conversations with their friends
- To get settled in and be ready for the day
- To hear all the important key messages for the day and week.

Missing the start of lesson 1 has a negative impact as they will be missing the beginning of the lesson. This could mean:

- Not being able to complete work because your child was not given vital information
- Disrupt the learning of other students
- Your child being embarrassed at having to enter a room where a lesson has already started
- Being late for the start of important assessment work or exams
- Your child failing to learn an important life skill, employers will expect good time keeping and

children need to learn this from an early age

Every time your child is late, they are issued with a pastoral detention which takes place at break time.

I am writing this letter as if your child continues to be late to morning registration (and increases to more than 10 sessions) it will be coded as an unauthorised absence (U). If your child receives 10 unauthorised absences there is the risk of being issued with a Penalty Notice.

I would very much like to support you and your child, so please contact me as soon as possible, if you would like to discuss any issues or barriers that your child has in attending school on time and how we can work together to improve your child's punctuality.

Thank you for your support.

Yours sincerely

Letter 2

Dear

Re: Late to School

As you are aware it is the responsibility of the school to monitor punctuality of its students very carefully.

Your child has had 10 or more sessions where they have been late to morning tutor time this academic year. We understand that there may be unavoidable and/or genuine reasons for your child being late. However, as explained in our previous letter this could have a detrimental effect on your child's and other students learning.

Good punctuality at school is essential for students to achieve their full educational potential. It is also vital for students to form good habits for later life. Punctuality records form part of references passed onto employers or post 16 colleges.

Since our previous letter (student's name) has not improved. I am therefore informing you that the school will not be able to authorise any future lateness.

I would very much like to support you and your child, so please contact me as soon as possible, if you would like to discuss any issues or barriers that your child has in attending school on time and how we can work together to improve your child's punctuality.

I have enclosed the following information on attendance that you may find useful:

- Registration certificate which shows your child's attendance
- Hampshire County council leaflet on attendance

Thank you for your support.

Yours sincerely

Head of Year

[Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](#)

All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around the school day where possible.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance. Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Have a dedicated senior leader with overall responsibility for championing and improving attendance.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Ensure school staff receive training on attendance.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance. Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice. Offer opportunities for all schools in the area to share effective practice.

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Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered to prevent the need for more formal support.	Proactively use data to identify pupils at risk of poor attendance. Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance. If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so. Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance. If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.

Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continued support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. Where there are safeguarding concerns, intensify support through statutory children's social care. Work with other schools in the local area, such as schools previously attended and the schools of any siblings.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Continued support as for pupils at risk of becoming persistently absent and: Work jointly with the school to provide formal support options including parenting contracts and education supervision orders. Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners. Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).

Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continued support as for persistently absent pupils and: Agree a joint approach for all severely absent pupils with the local authority.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Continued support as for persistently absent pupils and: All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision. Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.

Support for cohorts of pupils with lower attendance than their peers

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Not applicable.	Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them. Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.

Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered.	Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Regularly monitor the attendance of children with a social worker in their area. Put in place personal education plans for looked-after children. Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.

Providing support first before attendance legal intervention

