Northern Lights
LEARNING TRUST

Northern Lights Learning Trust

ATTENDANCE POLICY

Reviewed:	**Summer 2026**
Next Review Date:	**Summer 2027**
Person in Charge:	**CEO**
Governance:	**Chair of Board and LGB**

The quality of relationships between all members of school staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the schools in our Trust. It is expressed in the terms of sharing and caring.

In the Church schools in our Trust, we follow the teachings of

Matthew 22:39 'Love your neighbour as yourself'

John 15:17 'This is my commandment: love each other'.

In the non-Church schools in our Trust, we follow the spiritual ethos of treating others as we would ask to be treated and to care for others with kindness.

In our schools we believe every pupil is an individual who is valued for who they are. We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks, including in our Church schools in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that both Christian and spiritual love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team.

Pastoral care pervades all aspects of school life and therefore will be reflected in the way the schools are organised and the policies are written and implemented.

Attendance Policy

Northern Lights and all academies that are part of the Trust are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos. We fully believe that good attendance is central to raising standards in education and ensuring all pupils can fulfil their potential, and we have a culture of 'attendance is everyone's business'. Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both Primary and Secondary school. For these reasons, the Trust will proactively work in partnership with all parents/carers to promote and secure good attendance and overcome any barriers through proactive, strong partnership working and a supportive 'belonging' environment.

AIMS

As a Trust, we aim to:

- Set high expectations for the attendance and punctuality of all pupils
- Promote good attendance
- Reduce absence, including persistent and severe absence
- Ensure every pupil has access to full-time education, which they are entitled to
- Act early to address patterns of absence and support families in any barriers that are identified
- Ensure all pupils are punctual to lessons
- Build strong and trusting relationships with families and ensure support is given if needed

Attendance is categorised below



	%	AUTUMN	AUTUMN & SPRING	AUTUMN, SPRING & SUMMER	IMPACT ON LEARNING
BLUE	98 - 100%	up to 1 day missed	up to 2.5 days missed	up to 3.5 days missed	Minimum impact on learning
GREEN	96 - 97%	up to 2.5 days missed	up to 5 days missed	up to 7.5 days missed	Some impact on learning
YELLOW	90 - 95%	up to 7 days missed	up to 12.5 days missed	up to 19 days missed	Impact on learning. Aim to improve with our support
AMBER	80 - 89%	up to 14 days missed	up to 25 days missed	up to 38 days missed	Impact on learning. Attendance needs to improve. School are here to support.
RED	79% & Below	up to 14.5+ days missed	up to 25.5+ days missed	up to 38.5+ days missed	Significant impact on learning. Attendance must improve. School support provided.

LEGISLATION AND GUIDANCE

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The School Attendance (Pupil Registration) (England) Regulations 2024

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

Keeping children safe in education 2026)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

The Education Act 1996 places a legal obligation on the Local Authority to provide education suitable to a child's age, aptitude and ability and to any special educational needs they may have. Section 444 states that:

"The parent/carer of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law".

We recognise and fully support that every pupil has a right to a full-time education and high attendance expectations will be set for all pupils. However, our policy and procedures account for specific needs of pupils and pupil cohorts. Our policy is applied fairly and consistently and we will always consider individual needs of pupils and their families who have specific barriers to attendance. We have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

ROLES AND RESPONSIBILITES

The Trust delegates responsibility for managing school attendance to the Local Governing Body. The Trust board will monitor attendance and provide challenge and support as required.

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfill expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school and across the Trust
- Making sure staff receive adequate training on attendance
- Holding the Headteacher/Head of School to account for the implementation of this policy

Northern Lights supports their responsibility by overseeing attendance on a strategic level across the Trust schools. Each school also has an identified Governor that supports the monitoring of attendance across the individual school.

At Hart Primary school we recognise that improving and securing excellent school attendance is a school leadership issue and therefore we have a designated senior leader (Sarah McLaren) with overall responsibility for championing and improving attendance. We fully understand that absence is a symptom and that improving pupil's attendance is part of improving a pupil's overall welfare. We will achieve this by:

- Prioritising attendance in strategies on attainment, behaviour, bullying, special educational needs support and supporting pupils with medica conditions or disabilities
- Prioritising potential safeguarding and escalating these concerns swiftly following all safeguarding procedures

- Ensuring all groups of pupils are monitored and analysied to support planning, this includes young carers as an identified group

The **Headteacher/Head of School** is responsible for:

- Implementation of this policy at school level
- Monitoring school-level absence data, inclusive of ensuring next steps and plans are implemented to improve attendance and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils and identified next steps
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary and appropriate
- Working in partnership with external agencies to improve attendance
- Working with parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND if necessary.
- Communicating with the Local Authority when a pupil with an education, health and care plan (EHC) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Securing and promoting strong, trusting relationships with parents/carers by identifying barriers and removing were possible

The **designated attendance lead /attendance champion** within each school is responsible for:

- Leading, championing and improving attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Providing professional development/training for all staff linked to 'attendance is everyone's responsibility'
- Having an oversight of data analysis and forensically analysing for patterns etc. to make improvements and demonstrating impact
- Devising specific strategies to address areas of poor attendance identified through data and making sure they are followed by all staff
- Arranging calls and meetings with parents to discuss attendance issues sharing clear plans and strategies to secure improvements (alongside any other members of staff/team)
- Delivering targeted intervention and support to pupils and families
- Liaising with the Local Authority and additional multi-agencies where necessary
- Monitoring and analysing attendance data and providing support for next steps
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher/Head of School
- Working with education attendance officers to tackle persistent absence
- Advising the Headteacher/Head of School when to issue fixed-penalty notices

The designated attendance lead at Hart Primary School is Sara McLaren and can be contacted via 01429 273283.

The **class teacher** is responsible for: Recording attendance on a daily basis

- Using the correct codes, and submitting this information on the school system – Arbor - every morning and afternoon after registration
- Supporting the whole school and attendance champion in raising the profile of attendance, working in partnership with parents/carers and being proactive if patterns etc. are noticed by liaising with attendance champion
- Building positive, trusting relationships with parents/carers and pupils

School **admin/office/inclusion staff** are responsible for:

- Taking calls from parents/carers about absence on a day-to-day basis and record it accurately on the school system
- Recording absence messages left on the school automated service every day

- Transferring calls from parents/carers to relevant personnel in order to provide them with more detailed support on attendance
- Following the First Day Response procedures in a timely manner

Parents/carers are expected to:

- Ensure their child/children attend school regularly and punctually fulfilling their legal responsibility
- Ensure that they contact the school by telephoning 01429 273293 by 8.45am on the day of absence and each subsequent day of absence, advising when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Contact school with any problems or concerns, which may affect their child's attendance. Thus, allowing school to support and work in partnership
- To attend any meetings arranged in school to support and improve attendance/punctuality
- To update contact details i.e., change in telephone numbers, address, contacts

Pupils are expected to:

- Attend school every day on time
- Be ready for learning
- Inform a member of staff of any problem or reason that may prevent them for attending school

RECORDING ATTENDANCE

Across all schools, a 'First Day Response' procedure will be implemented. This will follow the outlined procedure below:

1. If any child is not registered as present after the beginning of the school day 8.45am a list will be made (Statutory attendance)
2. Staff will listen to any voice recording messages linked to the designated absence line
3. A visual check in school will be carried out in case register codes have been submitted in error
4. Phone call made to parents/carers to confirm reason of absence and to discuss procedures and provide support for families if needed
5. If no contact is made following the phone call, a message should be recorded on MIS system around no contact.
6. The school will decide if other emergency contacts are to be contacted in order to ascertain reason for absence and safeguarding of child/children
7. If there is still no contact or reason given then the individual school in most cases will carry out a home visit and liaise with other stakeholders if involved.
8. If at any point an individual school has any concerns around the absence then they should follow their safeguarding procedures.

Attendance register

Each school will keep an attendance register, and place all pupils onto this register. Attendance registers will be taken at the start of each school day (8.45am) and the start of the afternoon session (1pm) once during the second session.

An electronic registration system is used (Arbor) in each class. Pupils are marked as being present using the following code: / (am) \ (pm).

Should a pupil arrive late, but before the register closes, the following code is used. – L. It is important that pupils arrive in school on time, ready to start the school day, minimising disruption in class, when lessons have started and also alleviating stress/embarrassment to the pupil.

If a pupil arrives in school after the close of registration, the relevant absence code is marked.

Registration closes across all Northern Lights Academy schools 30 minutes after the start of the school day. For Hart Primary School this will be 9.15am. Any pupil arriving after the close of registration will be marked as a U code – (unauthorised).

(DfE Attendance Codes can be detailed in Appendix 1)

Any amendment to the attendance register will include:

- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Attendance will also be recorded via the DfE portal as statutorily required.

We will also record for pupils of compulsory school age whether the absence is authorised or not. The nature of the activity if a pupil is attending an approved educational activity and the nature of circumstances where a pupil is unable to attend due to exceptional circumstances. We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Attendance will also be recorded via the DfE portal as statutorily required.

KEY INFORMATION

Start of the school day	8:45am
End of school day	3:15pm
School attendance champion	Sara McLaren 01429 273283
In the event that your child will not be in school for the start of the school day for any reason (absence or lateness), please notify the school as soon as possible (including the reason for absence), and no later than 8.00am on the day of the absence/lateness on 01429 273283.	

UNPLANNED ABSENCE

Each school will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. Medical evidence will only be requested where there is a genuine and reasonable concern regarding the authenticity of an illness, where prolonged or recurring absence requires further understanding of a pupil's needs, or where it is necessary to support reasonable adjustments and attendance planning.The school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. *We will not ask for medical evidence unnecessarily*.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance. The school will also not authorise the absence if the pupil is subject to an attendance plan/contract and medical evidence is required as part of the plan. (Parents/carers will already be aware of this when a plan/contract is put in place).

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

As explained above the school will first follow – 'First Day Response' procedures. However, if the school cannot reach any of the pupil's emergency contacts, the school may make a home visit, involve an external Local Authority attendance officer or involve other agencies such as social care/police. (This decision is always taken with the best interests of the child and following the school's obligation of 'duty of care')

The school will also:

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the absence
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.

PLANNED ABSENCE

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

We ask parents/carers to notify school in advance of the appointment by telephone or informing the main school office in person. Parents/carers must bring copies of appointment cards where possible.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Remote education may be used where appropriate, as a temporary measure and as part of a wider reintegration plan back into full-time attendance.

LATENESS and PUNCTUALITY

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

All schools within Northern Lights recognise that continued lateness can affect standards of attainment, achievement and wellbeing of pupils. Therefore, continued lateness will be dealt with in the same way as absences. School will work proactively with families and pupils to address punctuality and offer support where needed in order to secure improvements.

AUTHORISED AND UNAUTHORISED ABSENCE

Granting leaves of absence

At Hart Primary School we will grant leave of absence when a pupil needs to be absent form school with permission following the DfE guidance of Woking Together to Improve Attendance 2026. We will restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)

- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with

- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.

- **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 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. (

Exceptional Circumstances

The Headteacher/Head of School will only grant other leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. It is important to note that Changes have been made to the Attendance regulations in the Education (Pupil Registration) (England) (Amendment) Regulations. These changes make it clear that Headteachers/Head of School may not grant any other leave of absence during term-time unless there are exceptional circumstances.

A leave of absence is granted at the Headteacher's/Head of School discretion, including the length of time the pupil is authorised to be absent for. Each application will be considered individually taking into account the specific facts and circumstances and relevant background context behind the request.

Northern Lights Learning Trust define 'exceptional circumstances' as 'unusual' or 'rare' and each request will be considered individually, taking in to account the specific facts, circumstances and context behind the request.

Exceptional Circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
3. When a family needs to spend time together to support each other during a terminal illness or death of a family member (compassionate grounds).

Evidence would be required.

Circumstances that are NOT considered exceptional include:

1. Parents' employment restrictions
2. Visiting family and friends who have different school holidays
3. Availability of cheap holidays and cheap travel arrangements – A family holiday
4. Celebrations of birthdays etc.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office or school website. **PLEASE NOTE:** The Headteacher/Head of School may require evidence to support any request for leave of absence.

The absence request will then be processed and a decision letter will be sent out. Any absence, which has not been agreed in advance by the Headteacher/Head of School, is marked as unauthorised absence.

PUPILS WITH MENTAL HEALTH, PHYSICAL HEALTH NEEDS, and SPECIAL EDUCATIONAL NEEDS and/or DISABILITIES (SEND)

We recognise that some pupils face additional barriers to attendance due to their mental health, physical health, or special educational needs and/or disabilities (SEND). While our expectation is that all pupils will attend school regularly and access their full-time education, we understand that some pupils may require personalised support, reasonable adjustments, and a graduated approach to help them achieve this. The school will work in partnership with pupils, parents/carers, health professionals, the local authority, and other relevant agencies to identify barriers to attendance, understand individual needs, and implement appropriate support plans.
This may include:

- pastoral support
- reasonable adjustments
- phased returns to school, adjustments to routines
- access arrangements, or other interventions designed to support successful attendance and participation in school life.

Support strategies will be regularly reviewed with the pupil and family to ensure they remain appropriate and effective. The school will be particularly mindful that absence may be a symptom of wider needs and will seek to provide support rather than adopt punitive approaches. Where a pupil has an Education, Health

and Care Plan (EHCP), the school will work closely with the local authority to ensure that attendance support aligns with the provision identified within the plan.

Remote education, where used, will be a temporary measure, implemented only where appropriate and as part of a planned reintegration back to full-time attendance.

STRATEGIES FOR PROMOTING ATTENDANCE

Hart Primary School are committed to promote attendance and will do so in the following ways:

- Having a prominent display in the school hall which celebrates good attendance.
- Providing parents with half-termly updates on their child's attendance and how this impacts their
- learning potential.
- Ongoing support for those parents who are persistent and severe persistent absentees.
- Celebrating attendance on half-termly newsletters.
- Awarding each child with a 'In to Win' raffle ticket each day when they arrive at school which will
- enter them into a weekly prize raffle, giving each child a new opportunity to succeed each day.
- Celebrating class attendance each week in assembly. Each class whose attendance is 96%+ will
- receive a star. Once a class receives 4 stars in a given half term, they will be awarded an extra
- playtime.
- Awarding the house team with the highest attendance each week with 10 house points to promote a joint responsibility for attendance.

LEGAL SANCTIONS

Northern Lights Learning Trust are committed to supporting all our families in overcoming any barriers to attendance. Where this is not successful, or is not engaged with, and/or are not appropriate (e.g., an unauthorised holiday in term time) the individual school or local authority can fine parents/carers via a penalty notice for the unauthorised absence of their child from school, where the child is of compulsory school age. The law protects pupils' right to education and provides a range of legal interventions to formalise attendance improvement.

A penalty notice can be issued to parents/carers as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends school or, in certain cases, at a place where alternative provision is provided. A penalty notice can be issued to each parent/carer liable for the offence or offences.

At Northern Lights we fully understand that Penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended and can only be issued by a headteacher or someone authorised by them, a local authority officer or the police. They must also be issued in line with Local Codes of Conduct which are drawn up and maintained by each local authority.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.
- A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

In August 2024 the Government introduced a single National threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions of unauthorised absence in a rolling period of 10 school weeks.** These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

More information on Legal Action and Penalty Notices that may be issued by Hartlepool Borough Council can be found by following this link to their website: School attendance and absence | Hartlepool Borough Council

Northern Lights Learning Trust will support the individual schools in their decisions if the following have been taken into account:

- Documented proactive, support has been in place and no improvements have been made
- A pupil attendance is below the outlined Trust Stages
- The number of unauthorised absences occurring within a rolling academic year is concerning and impacting on the pupil's education
- One-off instances of irregular attendance, such as holidays taken in term time without permission and or re-occurring
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

REDUCING ABSENCE

The DfE's publication 'Working Together to Improve School Attendance' 2026 makes clear that all parties; including schools, parents, multi-academy trusts and local authorities should place a strong emphasis on school attendance.

At Northern Lights we will always consider each individual pupil's circumstances/barriers and the previous year's attendance before instigating our attendance procedures (known as our 'Staged Approach'). All pupils are expected to attend every session. However, if a pupil's attendance falls below our threshold of 96%, or if anomalous patterns of attendance are discovered e.g., recurring absences on the same day of the week, attendance procedures will be instigated in order to support and secure improvements.

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with keeping Children Safe in Education
- Listen, and understand barriers to attendance
- Explain the help that is available
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Implement sanctions, where necessary
- Seeking parental consent to administer Calpol in school as part of our Calpol Policy so that children who are well enough can still attend.

ATTENDANCE STAGE	ATTENDANCE	STAGE
BLUE	Those with 98% - 100%	CULTURE – School will continue to monitor and celebrate high levels of attendance
GREEN	Those with 96% - 97%	Stage 1: School will carry out internal monitoring – proactive supportive phone calls may be made to discuss reasons for absence and explore support.
YELLOW	Those with 90% to 95%	Stage 2/3: This is a critical stage. Growing number of days absence (depending on the time of year) and at risk of falling below 90% will indicate persistent absence. School will issue a letter and invite parent/carer into school to discuss reasons for absence and offer support.
AMBER	Those with 80% to 89%	Stage 4: Pupils are identified as persistently absent

		and improvements must be made. If 19 days absence is reached the pupil could remain PA for the remainder of the academic year. A letter will be issued with a further invite into school to discuss absence. At this meeting a plan will be formulated with the pupil and parents/carers in order to support and make improvements. Local Authority or school attendance team may be involved in order to offer targeted support.
RED	Those with 79% and below	Stage 5: This stage is identified within Northern Light schools as severe persistent absence. This stage often has a multi-agency approach of support in order to make improvements. A family plan/contract will be considered and further safeguarding referrals may be made if deemed necessary.

(Please note: See attendance poster on page 3 to view number of days missed/absent from school)

In cases where support fails to improve attendance to acceptable levels, schools and trust are expected to work together with local authorities in order to improve attendance. This may include the use of the below:

Attendance Contract	Formal written agreement between a parent and either the school or local authority to address irregular attendance at school or alternative provision	Not legally binding. Intention to provide support and offer alternative to prosecution.
Notices to improve	Final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued.	Where support has not been engaged with or has not been successful, a Notice to Improve may be issued in accordance with the Local Authority Code of Conduct.
Penalty Notice	Issued to parents as an alternative to prosecution. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks	A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. There is a limit of 2 penalty notices issued to any individual parent within 3 years. 1st notice - £160 reducing to £80 if paid within 21 days 2nd notice - flat rate of £160 if paid within 28 days Meeting the threshold for a third time may lead to prosecution
Education Supervision Order (ESO)	Formal legal intervention without criminal prosecution. Considered when Early support and or an attendance contract has not been successful.	Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

		Failure to comply may also lead to statutory social care involvement
Attendance prosecution	Formal legal intervention with criminal prosecution	If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority. Local authorities can prosecute in the Magistrates Court with fines ranging between £1000 and £2500 and/or a community order or imprisonment of up to 3 months depending on circumstances leading to poor attendance. A parenting order may be issued alongside a fine and/or community order

ATTENDANCE MONITORING

At Hart Primary School, we will monitor attendance on a daily basis after the register has closed. If parents have not contacted the school, then a call will be made by office staff to ascertain the reason for absence. Each Monday, the Designated Attendance Lead will monitor the attendance of children that week and will identify and monitor the attendance of any child who is a persistent or severe persistent absentee. A proactive approach will also be taken each Monday to identify any children who may be at risk of entering the next stage of attendance, and appropriate contact with parents will be made in order to support our pupils and families and address any barriers that are causing the absences.

Monitoring attendance

All schools within Northern Lights Learning Trust will report and record their data through the DfE attendance portal.

Hart Primary School will:

- Monitor attendance and absence regularly to enable a proactive approach to improvements in attendance. (Analysis and monitoring of data, weekly, half-termly, termly and yearly across the school and at an individual pupil level)
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- The school will identify and monitor the attendance of young carers and work with families, external agencies and the local authority to remove barriers to attendance.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the local governing body and the board of Trustees.

Analysing attendance

Hart Primary School will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families in line with procedures and the staged approach. Example groups:
    - SEND
    - FSM pupils
    - children with a social worker
    - young carers
    - disadvantaged groups
    - specific year groups and cohorts.

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using data to improve attendance

Hart Primary School will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Issue half termly attendance information to parents/carers in order to work together

Lateness after school

There may be occasions when children are not collected from school. If this situation were to arise, we will carry out the following:

- If parents/carers do not arrive at the expected time, a phone call will be made after 10 minutes to all available contact numbers
- If no contact is made the child/children will be taken to a member of the SLT (Senior Leadership) to wait for contact.
- If after 20 minutes we still have had no response from parents/carers then school would contact the Local Attendance Team. The team would then visit the child's home and school.
- The decision to contact Emergency Duty Social Care will be made if all other avenues of making contact with parents/carers has failed.

REPORTING TO PARENTS/CARERS

Hart Primary School will regularly inform parents about their child's attendance and absence levels through a half termly attendance letter. The letter, which will be delivered via email on the last day of each half term, will inform the parents of the percentage attendance, the number of days absence and how this may have an impact on learning. In addition, a child's attendance across the year will also be reported in end-of-year reports. Additionally, children's attendance data can be found via Arbor's Parent Portal. Should parents wish to discuss the contents of these letters, then they should contact our Attendance Lead, Mrs McLaren, in the first instance.

ACCESSIBILITY OF THE POLICY

This policy is published on each academy website, made available to parents/carers upon admission and reviewed annually. Updated versions will be shared with stakeholders and published on the website.

MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually.

Appendix 1 – DfE Attendance Codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity – attending any other approved educational activity	Pupil is at a supervised off-site educational activity approved by the school
K	Attending education provision arranged by the Local Authority	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site)
V	Attending an educational visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by the local authority or school as part of the pupil's education.
D	Dual registered	Pupil is attending a session at another setting where they are also registered
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours (see additional detail under regulation 11(2)
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 67 – 70.
M	Leave of absence for the purpose of attending a medical or dental appointment	Pupil is at a medical or dental appointment and the appointment could not have been made out of school hours
G	Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted
N	Reason for absence not yet established	When the reason for absence has not yet been established before the register closes, the absence must be recorded with Code N Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded

		using one of the codes statistically classified as authorised.
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session
#	Planned whole school closure	Whole school closure that are known and planned in advance such as: • Half terms • Days between terms
J1	Leave of absence for the purpose of attending and interview for employment or for admission to another educational institution	Pupil attending interview or for admission to another educational establishment
S	Leave of absence for the purpose of studying for a public examination	Leave has to be agreed in advance with parents/carers who the pupil normally lives with. (See further detail in DfE guidance)
X	Non-compulsory school age pupil not required to attend school	Pupil of non-compulsory school age is not required to attend
T	Parent travelling for occupational purposes	The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental)	School has been notified that a pupil will be absent due to illness
E	Suspended or permanently excluded	Pupil has been excluded but no alternative provision has been made
Q	Unable to attend school because of unavoidable cause	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.
Y2	Unable to attend due to widespread disruption to travel	Pupil is unable to attend school due to widespread disruption to travel caused by local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use, and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly, the attendance register is not taken as usual because there is no school session
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or • prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school