

**Outcomes
First
Group.**

**ACORN EDUCATION
AND CARE**

OptionsAutism



ATTENDANCE POLICY

Hillingdon Manor School



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1.0 INTRODUCTION

Hillingdon Manor School is committed to promoting good attendance and punctuality.

- Good attendance and punctuality at school helps to facilitate a good education.



- It enhances quality of life and development of life and social skills and minimizes the risks of pupils conducting anti-social behaviours or becoming victims or perpetrators of crime or abuse.

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 AIMS

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. This policy contains within it the procedures that the school will use to meet its attendance targets

This attendance policy will encourage pupils to attend school more regularly by its implementation of specific measures e.g.:

- Registering pupils accurately and efficiently
- Setting attendance targets for individual pupils and year groups
- Contacting parents the same day when reasons for absence are unknown or unauthorized
- Regularly monitoring pupil attendance and punctuality and holding 'return to school' meetings
- Reporting school attendance statistics to parents, the boroughs of the pupils we work with and the DFE as appropriate.

To reinforce good attendance and to encourage improved attendance by using such measures as:

- Informal comments from pastoral and subject staff.
- By the formal issue of attendance certificates in tutor time and assemblies.
- Awarding 'reward trips' and events for 100% attendance

To monitor and evaluate this policy and its implementation by, amongst other means, rigorously collecting and analysing data about attendance to check progress against measurable outcomes.

3.0 LEGISLATION & GUIDANCE

This policy meets the requirements of the school attendance guidance from the Department for Education

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Date of last review: JULY 2025

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(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:

The Education Act 1996 The Education Act 2002 The Education and Inspections Act 2006 The Education (Pupil Registration) (England) Regulations 2006 The Education (Pupil Registration) (England) (Amendment) Regulations 2010 The Education (Pupil Registration) (England) (Amendment) Regulations 2011 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2016 The Education (Penalty Notices) (England) (Amendment) Regulations 2013

Guidance has also been taken from the Working together to improve attendance documentation from the DfE (updated 5th September 2023):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

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

4.0 ROLES AND RESPONSIBILITIES

The Governing Body

The Governing Body is responsible for the monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Heads of School, Deputy Headteachers and Assistant Headteachers – DSL are responsible for: a.

Implementation of this policy at the school

- b. Monitoring school-level absence data and reporting it to governors
- c. Supporting staff with monitoring the attendance of individual pupils
- d. Instructing the Local Authority to issue penalty notices, where necessary

Heads of Key Stage and Assistant Headteachers - Curriculum

- a. Ensure that tutors are provided with Attendance data weekly
- b. Ensures that attendance is a standing item during Key Stage Meetings
- c. Arranges and actions 'return to school' meetings as per appendix
- d. Takes overall ownership and accountability of Year Group attendance.

The Attendance Officer

- a. Monitors attendance data across the school and at an individual pupil level providing this to be key stage leads weekly.



- b. Reports concerns about attendance to Key Stage Leads, Heads of School, Deputy Headteachers and AH DSL.
- c. Works with educational welfare officers to tackle persistent absence
- d. Arranges calls and meetings with parents to discuss attendance issues
- e. Advises the Head of School, Deputy Heads and AH DSL when to issue fixed penalty notices
- f. Ensures registers are precoded for known absences and have been completed and coded correctly.
- g. Makes daily calls or sends texts to parents of children who have not contacted the school to let us know where they are.

Class Teachers and Form Tutors

Class teachers/Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via Isams.

Class Teachers/Form Tutors are responsible for making weekly contact for those pupils who are not present at school for long periods of time and are responsible for collating the educational materials for these students so that they can access education from home should this be required. This could then be provided to the key stage leads to ensure it gets to home.

Class Teachers are responsible for ensuring that any information which they have from the parents should be documented on the register in the notes section to ensure this has been captured on the legal document. This includes information passed to parents through Class Dojo.

Class Teachers will remind parents that they are to follow the school absence policy should they be contacted directly through email or class dojo to remind them that calls should be made to the school on **01895813679 before 8.45am on every day their child will be absent.**

Class Teachers will remind parents who contact them directly with medical evidence of appointments or reasons for their child to be absent for school to enquiries@hmschool.org.uk and your local site administrator. This would be elaine.stapleton@hmschool.org.uk for The Manor, gemma.brannan@hmschool.org.uk for Yiewsley, sarah.mccormack@hmschool.org.uk or helenazafiri@hmschool.org.uk for Upton, and poornima.bharathkumar@syonnursery.co.uk for Syon.

Parents and Carers

Parents/Carers are expected to:

Make sure your child attends every day on time.

Call the school to report their child's absence **before 8.45am** on the day of absence and each subsequent day of absence, and advise when they are expected to return.

Provide the school with 2 emergency contact numbers for their child.

Ensure, where possible, appointments are made outside of the school day.

Provide evidence for appointments ahead of time to ensure they are authorised absences to either enquiries@hmschool.org.uk or your site administrator (as listed above).

Parental responsibility for lateness



Morning registration will take place at the start of school at 08.45/09.00 dependent on site. The registers will remain open for 30 minutes. Until 9.30am, registers will be marked as L if pupils arrive after 9.15am but before 9.30am. However, any pupil arriving after this time will be marked as having an unauthorised absence and missing the session of school. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Secondary Site (The Manor) A.M. register 8.45am; closes at 9.15am P.M. register 1.00pm; closes at 1.30pm
Primary Sites (Syon, Upton, Yiewsley) A.M. register 9.00 am; closes at 9.30 am P.M. register 1.00 pm; closes at 1.30 pm

Pupils arriving after the start of school but before 9.30am will be treated for statistical purposes, as present, but will be coded as late before registers close.

The School will commit to supporting parents should lateness occur through school transport issues but lateness caused by transport will be marked as late in the registers in line with this policy.

Pupils

Pupils are expected to:

- Attend school on time every day.
- If they arrive after 9.15am to report to the attendance officer to ensure they have been marked in on the register located at reception in the main school building.

5.0 RECORDING ATTENDANCE

ATTENDANCE REGISTER

Attendance Register

- We will keep an attendance register, and place all pupils onto this register.
- We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:
 - a. Present
 - b. Attending an approved off-site educational activity
 - c. Absent



d. Unable to attend due to exceptional circumstances Any amendment to the attendance register will include:

- a. The original entry
- b. The amended entry
- c. The reason for the amendment
- d. The date on which the amendment was made
- e. The name and position of the person who made the amendment

See appendix for the DfE attendance codes.

- We will keep entry on the attendance register for 3 years after the date on which the entry was made.

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of the circumstance where a pupil is unable to attend due to exceptional circumstances.

Unplanned Absence

- The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible.
- Parents/carers should phone the school phone line at the appropriate school site and leave a message or speak to a member of admin staff to let them know that their child will not be attending school with the reason.
- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, 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.

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 and provides medical evidence.
- Medical evidence should be emailed directly to the enquiries email and the attendance officer enquiries@hmschool.org.uk and your site administrator.
- 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.
- The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. This is addressed later in the policy to find out which term time absences the school can authorise.

Following up Absence

Where any child we expect to attend school does not attend, or stops attending, the school will:



- Follow up on their absence with their parent/carer to ascertain the reason by sending a text, email or a phone call.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance to use
- Conduct home visits where necessary

Medical or dental appointments

It is the statutory duty of every parent/guardian to ensure that their child attends school regularly and on time, (Section 444(1) Education Act 1996).

Missing registration for a medical or dental appointment may be counted as an authorised absence if advance notice has been given or evidence provided. However, we encourage parents 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.

Applications for other types of absence in term time must also be made in advance. See below for information relating to whether the school can authorise such absences.

Reporting to Parents

Parents can request a copy of their child's attendance record at any time. A student's attendance figure will be identified on the annual report and on progress reviews from the school.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period and scanned/noted on ISAMS.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents 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.

95% +	Excellent attendance. This will support all aspects of your child's progress in school. This will give them a good start in life and encourages a positive work ethic. Your child's attendance is at or above the school target. Keep striving for 100%.
90% - 94%	Good effort. This attendance rate is moving towards the target of 95%. Improved attendance will benefit your child both academically and socially. Your child's attendance is almost at the school target.

<p>BELOW 90%</p>	<p>A pupil whose attendance is below 90% is defined as a 'persistent absentee' by the Department for Education.</p> <p>Unauthorised or Unsupported by Medical Evidence</p> <p>Absence is now a concern and will significantly affecting your child's attainment and progress. You will receive an initial letter of concern and be invited in to meet with the class teacher/Key Stage Leader to establish whether we can offer you any additional support to improve your child's attendance.</p> <p>2) If attendance does not improve in the next month or falls even further within the academic year, a second letter inviting you to meet with the Assistant Headteacher will be sent. At this second meeting, an attendance target will be set across an agreed timescale which will be monitored by the class team/Key Stage Leader.</p> <p>3) If there is still no improvement or the attendance rate falls further within the academic year, parents will be invited to an attendance panel meeting will be held where an agreement will be made between the school and the parents for how all parties will work towards improving the attendance of the pupil.</p> <p>4) If the agreement put into place does not improve attendance a formal request will be made to the local authority regarding these concerns and possible legal consequences could follow.</p> <p>Medical reasons for absence – If your child has an ongoing medical condition that means they are unable to attend school, we apply their attendance figure with this knowledge. Therefore, discretion may be applied to the process above.</p>
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If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Where pupils have been identified with specific medical or therapeutic needs who have a high level of absence, they will be supported by the following strategies:

- Daily contact with parents/carers to correctly authorise absences.
- Provide support as part of the Universal approach from the school to support pupils where their reasonable adjustments need supporting with regards to their needs in order to support parents to get their children to school.
- Provide home visits where appropriate.
- Create contracts of agreed actions with parents and children, where possible, to improve their attendance.
- Working with the Local Authorities and other agencies to record such absences as authorised to reflect attendance as good as can be expected for these pupils and the school.
- Recognise that some pupils are not 'available for learning' and work with the LA and other agencies to allocate appropriate provision which may not be within our school.
- Recognise that these pupils may still be eligible for rewards for attendance with medical absences not applied to their overall percentage for the purpose of rewards.

Following up absence

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The school will follow up any absences with parents/carers to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

A Welcome Back

All pupils are made to feel welcome upon return to school following significant periods of absence. It is important to recognise the needs of the individual pupil when planning a return to school, this should **include**:

- Ensuring that the pupil is helped to adjust to school's daily routine.
- Catching up on missed work and brought up to date on any information that has been passed to the other pupils.

Sensitivity to the individual needs and circumstances of returning pupils:

- Involve/inform all staff in any return to school process.
- Provide opportunities for counselling and feedback.
- Consider peer support and mentoring as appropriate.
- Involve parents as far as possible.
- Agree timescale for review of reintegration plan.
- Include Children's Services Social Workers, parents and pupil in return to school plan if appropriate.

6.0 AUTHORISED AND UNAUTHORISED ABSENCE

Approval for Term Time Absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion. The school considers exception circumstances to be:

- 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.
- Visiting a parent/carer who is imprisoned.
- Where an absence is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- The wedding of a close family member.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Executive Headteacher's discretion. Although, if granted the leave would be authorised, the non-attendance would affect the overall percentage attendance for that child for that month.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:

- a. Illness and medical/dental appointments where evidence is shown
- b. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set part.
- c. Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupils attending educational provision.

Reducing persistent absence

It is outlined in the appendices the school's approach to supporting attendance.

In addition:

- a. A pupil becomes a 'persistent absentee (PA)' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and cooperation to tackle this.
- b. All absences are monitored thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.
- c. PA pupils are tracked and monitored carefully through our attendance officer and we also combine this with the progress they make against their EHCP outcomes where absence affects attainment. All our PA pupils and their parents are subject to an Action Plan and the plan may include; an individual incentive programme, support from the pastoral team, participation in group activities around raising attendance. All PA cases are also automatically made known to the Participation team in the local authority.
- d. Parents will be expected to make agreements with themselves and their child for how they will be supporting their attendance at school. These will be captured during the attendance panel meeting as the action plan to support improved attendance.

Legal Sanctions

The school will request that the local authority fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority or the police.

The decision on whether or not to issue a penalty notice may take into account:

- a. The number of unauthorised absences occurring within a rolling academic year.
- b. One-off instances of irregular attendance, such as holidays taken in term time without permission.
- c. Where an excluded pupil is found in a public place during school hours without a justifiable reason.
- d. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

How HMS collects and stores attendance data, and how it may be used for internal purposes – For example, to track the attendance of individual pupils, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

7.0 STRATEGIES FOR PROMOTING ATTENDANCE

Regular school attendance is an important part of giving children the best possible start in life. The aim should be to attend 100% of the time. Students who miss school frequently can fall behind with their work and have less progress towards their EHCP outcomes. Good attendance also shows the reliability of pupils in more senior years to show future employers that the pupil is reliable.

Unauthorised absence in the first month of school can predict poor attendance throughout the school year. Half the students who miss 2-4 days in September go on to miss nearly a month of school throughout the year.

To ensure excellent attendance at Hillingdon Manor we will:

- Deliver clear messages about expectations, routines and consequences to new pupils and families through prospectus and admission/transition events
- Use physical presence to reinforce routines and expectations on arrival and departure including greeting pupils in the morning and having a consistent morning routine.
- Regularly communicate expectations for attendance and punctuality and school performance against EHCP targets through the regular channels of communication on Isams and Class dojo with staff, pupils and parents.
- Establish and monitor implementation of rewards for attendance and punctuality and sanctions for absence and lateness.
- Reward, including half termly reward trips and events.
- Monitor implementation of policy and practice through form time drop ins by the key stage leads and assistant headteachers.
- Monitor whole school data regularly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions.
- Establish, implement and monitor robust arrangements to identify, report and support children who are absent from education.
- Develop good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and their own special educational needs (SEND).
- Engage pupils in consultation on attendance policy, practice, rewards and sanctions through the pupil voice committee and through their own pupil voice in annual review if attendance is of concern.

8.0 CHILDREN ABSENT FROM EDUCATION

DfE Statutory guidance regarding Children absent from education states that children absent from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming not in education, employment or training (NEET) later in life.

Hillingdon Manor School takes the following steps:

- All pupils are entered on the admission register at the beginning of the first day on which the school has agreed that the pupil will attend the school. This register is kept up to date and checked for accuracy, on a monthly basis.
- If a pupil fails to attend the school, the school will undertake reasonable enquiries to establish the child's whereabouts (following the steps listed in the above DfE guidance) and consider notifying the

local authority at the earliest opportunity **or at the point that 10 consecutive days have been missed.** • The school monitors pupils' attendance through daily registration. Daily absence is followed up by the school administration team who attempt contact with home to request a reason for absence. The school monitors attendance closely and addresses poor or irregular attendance. The school notifies local authorities of pupils who fail to attend regularly, or have missed ten school days or more without permission.

- School will work with external agencies including the Local Authority, Participation Teams and Social Care to support families whose children have missed ten consecutive days of education. Whilst meetings and support are being implemented, the school will keep the child on roll. If engagement with home ceases despite support being offered, or support offered is subsequently declined then school will call an emergency Annual Review to discuss the placement and may consider giving its six-week notice period to end the placement subject to confirmation that the Local Authority are aware.
- School will continue to retain contact with pupils who have left the school to monitor the success of the next placement and to ensure any relevant records are passed on.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days and when the school and the local authority have failed, after jointly making reasonable enquiries to establish the whereabouts of the child, with the full knowledge of the local authority responsible for placing the child with us; and the relevant referrals have been made to the child's safeguarding team; the school reserves the right to consider terminating the placement by giving six weeks' notice to the Local Authority. At this point the pupil would be removed from the admissions register.
- The school remains committed to working with all agencies to establish the safety of the missing child even after their removal from the school roll.

Attendance Targets: our school target is all pupils attend over 95% of the time.

9.0 THE MONITORING SYSTEM

This Policy will be reviewed as guidance from the local authorities or DfE is updated, and as a minimum annually by a member of SLT in liaison with the Attendance Officer. At every review, the policy will be approved by the Headteacher and shared with the governing body.

Links with other policies

This policy is linked to the following policies

- a. The child protection and Safeguarding policy
- b. Behaviour Policy

Registration Process and Attendance Codes.

The attendance register will be taken at the start of the first session of each school day and once during the afternoon session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent



- Unable to attend due to exceptional circumstances Any amendment to the attendance register will include:
- The original entry
- 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

The school uses a Management Information System (iSAMS) for keeping the school attendance records.

The following codes are taken from the DfE's guidance on school attendance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf.

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	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school

V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement



Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Important Definitions

- 1 school day = 2 sessions. This means that one day off a week will make a child's attendance for that week 80%.
- If a child has 9 days off over the whole year their attendance will be approximately 95% for the year.
- Authorised Absence means an absence has been classified as authorised when a child is away from school for a legitimate reason and the school has received notification from a parent/carer.
- Authorised absence still affects overall attendance figure and will impact on qualification for reward trips.

- Unauthorised absences mean an absence when a child is away from school without the permission of the school.

Reporting to parents

We report to parents on their child's attendance record in Annual Review's and end-of-year reports. In line with the rewards scheme, monthly notification of their child's attendance will be sent home for those:

- 95% and over
- Improved attendance

In line with this policy, contact could be more frequent if we are working with you to improve your child's attendance.

10.0 HILLINGDON MANOR ATTENDANCE ACTION FLOW CHART

Pupil with less than 95% attendance
(unauthorised or unsupported by medical evidence) **Letter 1**

Return to school meetings after each subsequent
absence, conducted by either Form Tutor or Key
Stage Lead



Attendance continues to drop within 3 weeks
Letter 2

Parents/carers reminded that should their young
person's attendance continue to drop in the next 3
weeks that they will be invited for a meeting in school
to discuss how this can be improved.
A copy of the attendance record will be sent with this
letter
Medical Evidence for all absences will be required
following receipt of this letter.



Attendance continues to drop within 3 weeks
Letter 3

Invitation to attend an Attendance Panel in school with Attendance Officer
and member of SLT.

Attendance Contract will be issued.



Attendance continues to drop within 3 weeks

Letter 4

A formal request of the Local Authority. Possible legal consequences to follow.

If attendance improves a letter will be sent to acknowledge this.



11.0 APPENDICES

1. Attendance Letter One

Dear(Parent's name)

Re: Pupil's name DOB:

Attendance:

At Hillingdon Manor, we are committed to giving your child the best possible education to support them to achieve the best outcomes for their future.

To ensure this happens, it is important we support you with your child's attendance by making you aware of their current level.

(forename's) school attendance is causing concern as it has fallen to =percentage attendance and as a result we are becoming concerned that (forename) is missing a significant part of learning.

You must be reminded that regular attendance is Important so that the pupils can maximise their educational opportunities.

To enable us to monitor attendance across the school we use a banding system.

The bands are:

- 95% and above = Green
- 90.1-94.9% = Amber
- 90% and below = Red (unsatisfactory)

(forename) is currently in our (band level))

I will continue to monitor (forename) attendance over the next three weeks and will write to you again if there is no improvement. If possible, and again if it is medical please ensure we have the relevant doctor's notes and appointment details.

If there are any particular circumstances that the school are not aware of which is having an influence on (forename) attending school regularly, please do not hesitate to contact Elaine Stapleton, Attendance Officer elaine.stapleton@hmschool.org.uk so we can arrange a meeting to discuss your concerns and support you and (forename).

Yours Faithfully,

Hillingdon Manor School Attendance Team



Date of last review: January 2025

Next review date: January 2026

2. Attendance Letter 2

Dear (Parent's Name)

Re: (Pupil Name)

DOB: (Pupil

DOB)

Attendance:

At Hillingdon Manor, we are committed to giving your child the best possible education to support them to achieve the best outcomes for their future. To ensure this happens, it is important we support you with your child's attendance by making you aware that their current level of attendance has not improved since our previous communication. We are now requesting that all further absence must be supported with medical evidence of the reason that your child is not attending school.

You must be reminded that regular attendance is important so that pupils can maximise their educational opportunities. To enable us to monitor attendance across the school we use a banding system.

The bands are:

Ø 97% and above = Green

Ø 90.1-96.9% = Amber

Ø 90% and below = Red (unsatisfactory)

((forename) is currently in our (band level))

If there are any particular circumstances that the school are not aware of which is having an influence on ((forename)) attending school regularly, please do not hesitate to contact the attendance officer, Elaine Stapleton at elaine.stapleton@hmschool.org.uk so we can arrange a meeting to discuss your concerns and support you and ((forename)).

School will continue to monitor your child's attendance closely for the next 3 weeks and if there is, no significant improvement further correspondence will follow to invite to an attendance panel with a member of the school's SLT. If you require support with anything, please contact us so that a meeting can be arranged beforehand to discuss any concerns.



A copy of your child's attendance record has been attached to this letter for your reference.

Yours faithfully,

Hillingdon Manor School Attendance Team

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3. Invitation to Attendance Contract Meeting: Letter 3

Dear (Parent's Name)

Re: Formal invitation to an Attendance Panel to
discuss Re: Pupil's name DOB:
Attendance:

As a result of your child's continued failure to attend school regularly, SCHOOL NAME has deemed it necessary to convene a School Attendance Panel.

You are formally requested to attend the panel on (date)to be held at (time).

The venue will be at your child's school.

Your views and, where appropriate, those of your child will be sought and taken into consideration by the Panel when drawing up an Agreement, the terms of which will be negotiated.

If for any reason you cannot attend this meeting, you should contact SCHOOL NAME on the number below. Should you fail to attend this meeting a decision may be made in your absence by the Panel.

Continued poor attendance may result in SCHOOL NAME referring the matter to the Attendance Support Team at Hillingdon Council for legal action.

Legal Action can be in the form of a Penalty Notice (currently £60 rising to £120) or a summons to the Magistrates Court.

A person found guilty of an offence under section 444(1) of the Education Act 1996 for failing to ensure that a child attends school regularly is liable to a fine currently not exceeding £1000



A person found guilty of an offence under section 444(1A) of the Education Act 1996 knowing that a child is failing to attend regularly at school and fails without reasonable justification to cause the child to attend school is liable to a fine currently not exceeding £2500 or a term of imprisonment not exceeding 3 months

In addition, the Court has power to make a Parenting Order requiring a parent to attend counselling or guidance sessions under the supervision of an appointed Responsible Officer.

Please bring with you any medical evidence such as a GP or Specialist letter or certificate. Also any prescribed medication (not bought over the counter) so consideration may be given to your child's absences being authorised.

Yours sincerely
Hillingdon Manor Attendance Team

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4. Failure to improve attendance following attendance panel: Letter 4

Dear (Parent's name) Re:

Pupil's name DOB:

Attendance:

You and [Childs Name] were invited to an Attendance Panel meeting on [Enter Date] at [schools Name] in relation to poor school attendance. At that meeting a plan was put together to improve attendance and you were made aware of the possibility of you being summoned to the Magistrates Court or a Penalty Notice issued should your child not attend regularly.

I have again examined the Attendance Registers and find that your child's attendance has again fallen to an unacceptable level. Up to and including this academic term, [Childs Name] has only attended _____ times out of a possible _sessions. A copy of your child's attendance record has been sent with this letter for your reference

Please contact me on [Schools Number] so that we may discuss the matter and agree any appropriate advice and guidance.

[Name of school] will no longer be authorising any of [child's name] absences unless you provide medical or other evidence that states that your child is unable to attend. The Head Teacher will decide whether your evidence is acceptable for authorisation.

It is my duty to remind you that you have a responsibility to ensure that your child attends school regularly and failure to comply may result in a prosecution under the Education Act 1996. The only acceptable reason for absence is when the child is ill covered by medical evidence if attendance is poor as requested by school, absence due to religious observance or in exceptional circumstances authorised by the Head Teacher.

I must inform you that unless your child returns to school immediately and attends regularly and punctually from now on, it may be necessary for the Attendance Support Service to consider legal action.

Legal Action can be in the form of a Penalty Notice (currently £60 rising to £120) or a summons to the Magistrates Court.

A person found guilty of an offence under section 444(1) of the Education Act 1996 for failing to ensure that a child attends school regularly is liable to a fine currently not exceeding £1000

A person found guilty of an offence under section 444(1A) of the Education Act 1996 knowing that a child is facility to attend regularly at school and fails without reasonable justification to cause the child to attend school is liable to a fine currently not exceeding £2500 or a term of imprisonment not exceeding 3 months.



In addition, the Court has power to make a Parenting Order requiring a parent to attend counselling or guidance sessions under the supervision of an appointed Responsible Officer.

Also, if the Local Authority is satisfied that a child is not being properly educated the matter may be referred to the Family Proceedings Court and an application made for an Education Supervision Order under the provisions of Section 36 of the Children Act 1989.

Please take notice that should it be necessary to refer for prosecution it will be for the original offence of non-attendance and not for non-payment of the Penalty Notice.

Your child's attendance will be reviewed on [Date] and if it remains unsatisfactory, further action may be necessary.

I require your co-operation in recognising your legal responsibility to ensure your child attends school regularly and punctually from now on. If you or your child wishes to express any views or discuss the situation, please contact me as a matter of urgency.

Yours sincerely

Hillingdon Manor Attendance Team



4. Improvement of attendance following attendance panel: Letter 4 – Attendance Panel Closure Meeting

Dear (Parent's name) Re:

Pupil's name DOB:

Attendance:

At the School Attendance Panel on an agreement was signed stating that Child's Name should attend school regularly and punctually. The agreement took into consideration your views and those of your child, where appropriate.

The Panel has reviewed Child's Name attendance and punctuality. I am pleased that it has **improved**. The matter will not be progressed from here provided that improvement is maintained.

I will continue to monitor Child's Name attendance and legal action could be instigated by the Attendance Support Team at the local authority at any time should attendance deteriorate again.

Should you need further information or assistance, please do not hesitate to contact me.

Yours sincerely

Hillingdon Manor Attendance Team



5. Legal Action Letter

Dear (Parent's name) Re:

Pupil's name DOB:

Attendance:

Following the Attendance Panel onyou were advised that your child's attendance and punctuality would be reviewed on

Your child has in fact only attended sessions out of a possible sessions during the review period. The absences have not been authorised.

You are advised that as your child's attendance has not improved sufficiently I shall now be referring the matter to the Attendance Support Team at the (Local Authority) who will be instructing the Legal Department to issue a summons against you (both), for failing to ensure that your child(ren) attends school regularly and punctually.

Yours sincerely
Hillingdon Manor Attendance Team





6. Parenting Contract Agreement (To be completed if Parent's attend the Attendance Panel Meeting)

Parenting Contract Agreement

(This document should be completed when a parent attends the schools' formal attendance meeting)

Date of meeting:					
Full name of pupil:					
DOB:		Age:			
Full address:					
School Name:					
School year:					
CIN/CP:	Yes/No	SEND support:	Yes/No	EHCP:	Yes/No

Persons with Parental Responsibility *(this includes the birth parent(s) and persons with parental responsibility or who have day to day care of the child)*

Parental Responsibility	Full name	Tick to confirm present at meeting
Father		
Mother		
Other:		
Grandparent		
Carer		

All present at meeting

Professional	Full Name
School senior attendance lead	
School attendance officer	
Other professionals:	
Keyworker/Social worker/Housing officer/SEND Officer/ YOS Officer/ School Nurse/GP or other health professional/ Safer Schools Police Officer	

Date of last review: January 2025

Policy owner: Headteacher

Next review date: January 2026 Date

First Issued: June 2017



Reason for Panel meeting

____ attendance is currently _% out of a possible ____ sessions. _____ has only managed to attend ____ sessions.

Document type: Attendance Policy

Actions taken to date to improve student's school attendance:

1. Pupil's comments:

(Where appropriate the pupil can attend the panel meeting. This may be with or with parents present)

2. Parent's comments:

(Use this space to capture the parent's comments as to why their child has poor attendance and any barriers they are experiencing)

3. How is this absence affecting the pupil's progress at school? What can we as a school do to support the pupil to attend regularly:

4. What is going well for the pupil in school:

5. What will parents do to support the pupil to attend school every day:

6. Any other action or support provided by a named member of staff:

Decisions

Parent/carers:

- Must ensure their child attends every day that the school is open for them and is on time for registration
- Provide medical evidence to the school if the child's absence is due to illness • Must contact the school should there be difficulties with the above points.

School:

We will only authorise any absence through illness if supported by medical evidence. Alternatively, you can

Date of last review: January 2025

Policy owner: Headteacher

Next review date: January 2026 Date

First Issued: June 2017



bring _____ into school if they are unwell and allow the school to decide whether _____ is well enough to stay in school.

If the school feels that he/she is too unwell, then you will not have to provide medical evidence for that absence.

We will be available for advice and support during the review period. If the pupil named in the agreement does not attend regularly and punctually a referral may be made to the Attendance Support Team at the local authority who may consider:

- Issuing a Penalty Notice of £60.00 to each parent/carer
- prosecution at Magistrate Court • an Education Supervision Order or
- a Parenting Order.

Document type: Attendance Policy

The pupil's attendance will be reviewed on:

I accept the parenting contract agreement decisions above and agree to comply with the requirements.

_____ Signed Parent/Carer

_____ Signed Parent/Carer

_____ Signed Pupil

_____ Signed Headteacher/ School Attendance Lead

_____ Witness

Date of last review: January 2025

Policy owner: Headteacher

Next review date: January 2026 Date

First Issued: June 2017



Document type: Attendance Policy



7. Attendance Panel Agreement Form (To be used if Parent's do not attend Attendance Panel Meeting)

Attendance Panel Agreement

(This document should be completed when a parent does not attend the schools' formal parenting contract attendance meeting)

Date of meeting:					
Full name of pupil:					
DOB:		Age:			
Full address:					
School Name:					
School year:					
CIN/CP:	Yes/No	SEND support:	Yes/No	EHCP:	Yes/No

Persons with Parental Responsibility *(this includes the birth parent(s) and persons with parental responsibility or who have day to day care of the child)*

Parental Responsibility	Full name	Tick to confirm present at meeting
Father		
Mother		
Other:		
Grandparent		
Carer		

All present at meeting

Professional	Full Name
School senior attendance lead	
School attendance officer	
Other professionals:	
Keyworker/Social worker/Housing officer/SEND Officer/ YOS Officer/ School Nurse/GP or other health professional/ Safer Schools Police Officer	

Reason for Panel meeting

Document type: Attendance Policy

Date of last review: January 2025

Policy owner: Headteacher

Next review date: January 2026 Date First Issued: June 2017

part of the
**Outcomes
First Group**

_attendance is currently _% out of a possible _sessions. _____has only managed to attend _____sessions.

1.Actions taken to date to improve student's school attendance:

2.Pupil's comments:

(Where appropriate the pupil can attend the panel meeting. This may be with or with parents present)

3. How is this absence affecting the pupil's progress at school? What can we as a school do To support the pupil to attend regularly:

4.What is going well for the pupil in school

5.Any other action or support provided by a named member of staff:

Decisions made by the panel in the parents absence

Parent/carers:

Must ensure their child attends every day that the school is open for them and is on time for registration
Provide medical evidence to the school if the child's absence is due to illness Must contact the school should there be difficulties with the above points.

School:

We will only authorise any absence through illness if supported by medical evidence. Alternatively, you can bring into school if they are unwell and allow the school to decide whether _____ is well enough to stay in school. If the school feels that he/she is too unwell, then you will not have to provide medical evidence for that absence.

We will be available for advice and support during the review period. If the pupil named in the agreement does not attend regularly and punctually a referral may be made to the Attendance Support Team at the local authority who may consider:

Issuing a Penalty Notice of £60.00 to each parent/carers prosecution at Magistrate Court an Education Supervision Order or a Parenting Order.

The pupil's attendance will be reviewed on:

I accept the Attendance Panel agreement decisions above and agree to comply with the requirements.

_____ Signed Pupil (if Present)

_____ Signed Headteacher/ School Attendance Lead

_____ Witness

Document type: Attendance Policy	Date of last review: January 2025
Policy owner: Headteacher	Next review date: January 2026
Date First Issued: June 2017	

We are part of the Outcomes First Group Family, by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world.

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