

Hook-with-Warsash Church of England Academy Attendance Policy



Signed:

Chair of Governors _____

Headteacher _____

Reviewed: May 2026

Date to be Reviewed: May 2027

Pupil Discipline Curriculum & Early Years Policy

"Let Your Light Shine"

To provide an inspirational environment based on Christian values where individuals can excel and flourish academically, socially and emotionally, preparing them for life's journey.

Attendance Policy

Aim

At Hook-with-Warsash C.E. Academy our core Christian values are at the heart of our school ethos. We aim to provide an inspirational, happy, safe and stimulating learning environment based on Christian principles. We provide positive role models, opportunities to explore social, moral, spiritual, cultural and religious issues and an engaging curriculum, which encourages responsible and active learners.

This policy aims to ensure that all pupils attend school regularly and arrive at school on time. It aims to clarify how the school will reward good attendance and punctuality and steps that will be taken if a child is often or persistently absent or if a child is regularly late in the mornings. It also clarifies procedures for requesting a leave of absence during term time. It is based on the premise that regular attendance at school, coupled with prompt arrival, has a significant effect on children's educational attainment.

Section 1:

Rationale/Statement of Intent:

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

At Hook-with-Warsash C.E. Academy, we are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

Parents/carers and pupils play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. Parents/carers and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

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

Good attendance is important because:

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

DfE Guidance – Working Together to Improve School Attendance:

This policy is written in accordance with the Department for Education's statutory guidance "**Working Together to Improve School Attendance**" (August 2024), which sets out the legal powers and duties that govern school attendance and explains how they should be used.

Schools ~~should~~ must:

1. Promote good attendance and reduce absence, including persistent absence;
2. Ensure every child has access to full time education to which they are entitled;
3. Act early to address patterns of absence;
4. Build strong relationships with families to understand and address the barriers of attendance.

Parents/carers must perform their legal duty by ensuring children of compulsory school age who are registered to a school attend regularly

All pupils must be punctual to their lessons.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Hampshire County Council. This Attendance policy is also consistent with the following school policies:

- Admissions
- Anti-bullying
- Child protection
- Safeguarding
- Special Educational Needs
- Teaching & Learning
- Behaviour

The level of attendance and punctuality expected from all our pupils is included in our school's home-school agreement which parents/carers must sign following their child's admission to a school.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this. This policy will be publicised in writing for all staff, parents/carers and pupils via the school website.

Hook-with-Warsash C.E. Academy believes in working with parents/carers to improve the already good levels of punctuality and attendance.

Section 2:

Promoting Good Attendance & Punctuality

Rights, Responsibilities and Roles

The rights, responsibilities and roles of the school, its pupils and their parents/carers are outlined below.

School

- Hook-with-Warsash C.E. Academy expects pupils to attend school regularly and to arrive on time in a fit condition to learn;

- Hook-with-Warsash C.E. Academy will encourage good attendance and will investigate all unexplained and unjustified absenteeism;
- Hook-with-Warsash C.E. Academy staff will set a good example in matters of attendance and punctuality and will promptly investigate all absenteeism and lateness;
- Hook-with-Warsash C.E. Academy will work closely with parents/carers should attendance or punctuality give cause for concern;
- Hook-with-Warsash C.E. Academy will maintain electronic records of the attendance and punctuality for all pupils and keep parents/carers informed of these records through the annual report to parents/carers or via letters/phone calls/meetings if attendance causes concern;
- Hook-with-Warsash C.E. Academy will contact parents/carers on the first day of absence if no contact by the parent has been received.

Pupils

- Pupils will ensure that they attend school regularly and on time;
- Pupils will attend all lessons punctually;
- Pupils will not leave the school without permission.

Parents/carers

- Parents/carers are legally responsible for ensuring their child's regular and punctual attendance;
- Parents/carers are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn;
- Parents/carers are responsible for immediately informing school of the reason for any absence by phone call on the first morning of any absence;
- Parents/carers will avoid arranging family holidays during term time;
- Parents/carers can expect the school to keep them fully informed of their child's attendance/punctuality record.

Section 2.1

Responsibilities of the School Attendance Leader and Senior Leadership Team

Our Attendance Assistant in conjunction with the School Attendance Leader (Headteacher) will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school.

The Attendance Leader will:

- Ensure that attendance is both recorded accurately (using the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance) and analysed;
- Ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- Monitor attendance data regularly and identify pupils at risk of persistent or severe absence;
- Arrange support meetings with families when attendance falls below expected thresholds;
- Work with external agencies where appropriate to support improved attendance;
- Report attendance and trends to the governing body termly

The Senior Leadership Team will:

- Support the Attendance Leader in implementing this policy;
- Meet with families where attendance is a concern;
- Make decisions about authorising absences;
- Work with the Attendance Leader to develop attendance action plans for pupils with persistent or severe absence.

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

Section 2.2

Responsibilities of classroom staff

- Ensure that all pupils are registered accurately;
- Promote good attendance at all appropriate opportunities;
- Liaise with the Attendance Leader on matters of attendance and punctuality;
- Communicate any concerns or underlying problems that may account for a child's absence.

Section 2.3

Responsibilities of Parents and Carers

Ensuring your child's regular attendance is a parent's/carer's legal responsibility (section 7 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

- Ring or email the school by 9.15 am on each day of all absences with the reason why your child is absent;
- Support the school with your child in aiming for 100% attendance each year;
- Avoid taking your child out of school for non-urgent medical or dental appointments;
- Make sure that any absence is clearly accounted for by phone;
- Only request leave of absence if it is for an exceptional circumstance;
- Keep school updated with current telephone numbers and contact details for at least two contacts;
- Work with the school to resolve any attendance issues and engage with support offered.

Section 2.4 - Responsibilities of Governors

The Governing Body will:

- Monitor the school's attendance data termly, including persistent and severe absence rates
- Ensure the school has a clear attendance policy that is implemented consistently
- Challenge and support the school's approach to improving attendance
- Ensure that attendance is a priority for the school and that resources are allocated appropriately
- Review the effectiveness of interventions and support for pupils with attendance difficulties

Section 3:

3.1. Recording and Monitoring Attendance:

Morning

Reception/ Key Stage 1: Classroom doors open at 8.40am and children are expected to be in class ready to learn by 8.50am.

Key Stage 2: Classroom doors open at 8.50am and children are expected to be in class ready to learn by 9am.

Registration is at 8.50 am (Reception and Key Stage 1) and 9:00 am (Key Stage 2). The registers are immediately sent up to the school office. Any child not in the classroom by 9.00am (Infants), 9:10 am (Juniors) will be marked late. The registers close at 9.20am (Infants) 9.30am (Juniors). Any child arriving after this time without an authorised reason will be marked late after the register closes (code U). This is marked as an unauthorised absence.

Afternoon

After lunch registers are taken. The registers are immediately sent up to the school office. The school administrative officer and attendance assistant manages the school registers. The school uses an electronic system (SIMs) to maintain attendance data and this is updated twice daily. Annual attendance returns are made to the DfE.

Informing parents/carers of attendance

Attendance information will be included in annual reports to parents/carers.

Parents/carers will also be contacted if their child's attendance falls below expected levels (see Section 3.4).

3.2. Lateness /Punctuality

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

- The school day begins at 8.50am (Reception and Key Stage 1) and 9:00am (Key Stage 2) and **all pupils are expected to be in school at the relevant times**. Morning registration takes place at these times and registers are closed at 9.20am (Infants) and 9:30am (Juniors).
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary
- Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.
- Where an appointment is not possible outside of school hours, medical information should be provided by the parent in the form of appointment cards, letter or email communications to show the pupil is attending a legitimate medical appointment. Text evidence is also acceptable.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action** (see section 6 for further detail).

Parents/carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents/carers will be invited to attend to discuss the problem and what support can be offered. If support is not appropriate or declined and a child has 10 or more sessions unauthorised absence due to lateness recorded within any 10 week rolling period, the School or Hampshire county Council will be required to issue parents/carers with a penalty notice in accordance with the national framework for penalty notices (See section 6 of this policy for further detail).

Please collect your child promptly at the end of the school day. Children who remain uncollected at the end of school time will be taken to the school office. Where late collection is persistent and/or significantly late, school is obliged to take your child to a place of safety and share concerns, if necessary, with other agencies.

3.3 What to do if my child is absent?

First day absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If your child is absent, you must:

- Contact us as soon as possible on the first day of absence by 9.15am explaining the reason for absence. This can be via e-mail or telephone.

If your child is absent, we:

- will telephone you on the first day of absence if we have not heard from you. This is because we have a duty to ensure your child's safety as well as their regular school attendance;
- will invite you in to discuss the situation with our Attendance Assistant if absences persist;
- may refer the matter to the Hampshire Attendance Legal Panels if absence is unauthorised and falls below 90%;
- If deemed appropriate, a home visit will take place and a letter delivered/email sent requesting the family contact the school.

Third day absence

If your child is not seen and contact has not been established with you or any named parents/carers after three days of absence, the school is required to start a "Child missing in education" procedure as set down by Hampshire County Council Guidance and the statutory guidance 'Children Missing in Education' (September 2016). We will make all reasonable enquiries to establish contact with parents/carers and the child including making enquiries to known friends and the wider family.

Ten-day absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named

parent/carer, then the Local Authority is notified that the child is 'at risk of missing'. Children's Services staff will visit the last known address and alert key services to locate the child. So please help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers.

3.4 Persistent and Severe Absence

The Department for Education defines two categories of absence that require additional monitoring and support:

Persistent Absence

A pupil is classified as a persistent absentee if they miss **10% or more** of their possible sessions across the school year for whatever reason (authorised or unauthorised). This means missing 19 days or more across the academic year.

Severe Absence

A pupil is classified as severely absent if they miss **50% or more** of their possible sessions across the school year for whatever reason (authorised or unauthorised). This means missing 95 days or more across the academic year.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such the school will keep a record of all persistently and severely absent children and their absence will be monitored regularly.

When attendance falls below 90% (persistent absence):

- We will write to you to make you aware of our concerns
- We will continue to monitor attendance closely
- If deemed necessary we will invite you to a meeting with the Headteacher or Attendance Assistant to discuss the reasons for absence and what support can be offered
- We will work with you to create an **Attendance Action Plan** with clear targets and review dates
- We may involve external agencies such as Early Help if appropriate
- Any future absences will need to be supported by substantive evidence (e.g. a letter from the doctor, hospital specialist, social worker, official legal documents) in order to be authorised

When attendance falls below 50% (severe absence):

- An urgent meeting will be arranged with the Headteacher
- A formal Attendance Action Plan will be put in place
- We will make a referral to Hampshire County Council's Legal Intervention Team
- External agency support will be sought as a matter of urgency
- All absences will require medical or other appropriate evidence

All attendance data is shared with the Local Authority and the Department for Education.

Children at this school are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school, and whilst being encouraged to attend well and on time, will not carry blame and be made to feel unhappy if their parents/carers are not supportive or effective in these areas.

3.5 Attendance Action Plans

Where a pupil's attendance is a cause for concern, the school will work with families to develop an Attendance Action Plan. This plan will:

- Identify the barriers to attendance;
- Set clear attendance targets;
- Outline the support the school and other agencies will provide;
- Specify what is expected from the family;
- Include regular review dates to monitor progress;
- Be reviewed and updated as needed.

The plan will be created in partnership with parents/carers and, where appropriate, the pupil themselves. We will involve external agencies where additional support is needed.

3.6 Medical Evidence and Illness-Related Absence

The school understands that children will occasionally be unwell and unable to attend school. Parents/carers should contact the school on the first day of illness to explain the nature of the illness.

When medical evidence may be requested:

The school **cannot** require medical evidence for every illness absence. However, we **may** request medical evidence (such as appointment cards, prescriptions, or a letter from a medical professional) when:

- Absence is frequent (e.g., a pattern of regular short absences);
- Absence follows a pattern (e.g., always on certain days of the week);
- Absence occurs immediately before or after school holidays or weekends;
- Absence occurs immediately before or after a refused request for leave of absence;
- There are safeguarding concerns;
- We have reason to believe the absence may not be genuine.

If medical evidence is requested and not provided, the absence may be recorded as unauthorised.

Mental health-related absence:

We recognise that mental health is as important as physical health. If your child is unable to attend school due to mental health difficulties, please contact us as soon as possible so we can:

- Understand the situation and offer appropriate support
- Work with you and, where appropriate, mental health professionals to create a plan to support your child's return to school
- Make reasonable adjustments to support your child's wellbeing

The school will consider authorising mental-health related absences when families have engaged and worked proactively with the school to ensure pupils receive the support they need to attend school regularly.

Section 4:

Request for Leave of Absence

Leave of Absence Regulations

The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2013) state that **headteachers may not grant any leave of absence during term time unless there are exceptional circumstances**. The fundamental principles for defining 'exceptional' are **rare, significant, or unavoidable**.

It is important to note that, in rare, extenuating circumstances where absence may be authorised, headteachers can determine the length of the authorised absence. **Absence from school for holidays will not be approved.**

What are 'exceptional circumstances'?

The school will consider each request individually, but exceptional circumstances are likely to include:

- Bereavement (e.g., funeral of a close family member);
- Serious illness of a close family member where the child's presence is essential;
- Religious observance (where the day is exclusively set apart for religious observance by the religious body to which the parents belong);
- Significant family emergencies.

Exceptional circumstances are **unlikely** to include:

- Family holidays or trips;
- Availability of cheap holidays;
- Overlap with a new term at another school;
- Family events such as weddings or birthdays (unless there are additional exceptional factors).

How to request leave of absence:

Parents/Carers wishing to apply for leave of absence need to fill in an Exceptional Circumstances Absence Request Form, available from the school office or school website (appendix one of this policy).

Requests should be submitted **at least two weeks** prior to the requested absence date wherever possible.

You are **strongly advised not to make any travel arrangements** until the request has been approved.

You must provide full details of the exceptional circumstances and why the absence cannot be taken during school holidays.

If term time leave is taken without prior permission from the school, the absence will be unauthorised which will result in parent/carers being issued with a penalty notice in accordance with the national framework for penalty notices (see Section 6).

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents/carers to help us by not taking children out during school time.

Section 5:

Understanding types of absence – Authorised & Unauthorised:

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

Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. This is an absence that has been authorised by the headteacher or deputy headteacher. Examples of authorised absence include:

- Genuine illness (where the school is satisfied the child is too unwell to attend);
- Unavoidable medical or dental appointments (with evidence);
- Religious observance;
- Exceptional circumstances approved by the Headteacher;
- Exclusion from school.

Unauthorised Absence: This is an absence that has not been authorised so includes absences for which no reason has been given and absence requests that have been refused because the reasons given did not constitute exceptional circumstances. This includes:

- Parents/carers giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings or parents/carers who are unwell;
- taking relatives to the airport;
- truancy before or during the school day;
- holidays (unless the circumstances are exceptional and have been approved in advance);
- absences which have not been explained;
- day trips and outings with the family;
- arriving at school after the register has closed without a valid reason.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

Absence due to illness either side of unauthorised absence will require evidence to support the absence being authorised.

Medical Evidence for Illness Absence

Where absence is frequent, follows a pattern, or there are other concerns, the school may request medical evidence to support absence being authorised (see Section 3.6 for full details). This is not a blanket requirement for all illness absences, but a proportionate response to specific attendance concerns.

Section 6 Penalty Notices and Legal Measures

In circumstances where it has not been possible to resolve attendance issues through the use of supportive measures it may be deemed in the best interests of the child to apply legal sanctions.

Penalty Notices for Non-Attendance and other Legal Measures

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Legal Measures for tackling persistent absence or lateness

Hook-with-Warsash C.E. Academy along with Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

- Support from any agency to improve the attendance has been unsuccessful;
- The child has 10 or more sessions of unauthorised absence in a 10-week rolling period;
- A Penalty Notice has previously been issued but further unauthorised absences continue to happen.

The following legal measures for pupils of compulsory school age who are registered at a school may be implemented:

- Parenting contracts set at Education Planning Meetings;
- Parenting orders;
- Penalty notices;
- Education Supervision Orders;
- Prosecution.

National Framework for Penalty Notices (August 2024)

From August 2024, a **national framework** for penalty notices came into effect. This ensures consistency across all local authorities in England.

When penalty notices will be issued:

A penalty notice **will** be issued where a pupil has:

- **10 or more sessions (5 school days) of unauthorised absence within a 10-week rolling period**

This includes:

- Unauthorised term-time holidays;
- Persistent lateness after the register has closed (code U);
- Unauthorised absence for any reason.

The penalty notice structure:

First penalty notice (per parent/carers, per child): • £80 if paid within 21 days • £160 if paid between 22-28 days.

Second penalty notice within 3 years (per parent/carers, per child): • £160 flat rate (no early payment discount) • Must be paid within 28 days.

Third instance of unauthorised absence within 3 years: • No further penalty notice will be issued • The case will be referred for prosecution or another legal intervention.

Important information about penalty notices:

- A penalty notice is issued **per parent/carers, per child**. This means that if two parents/carers have two children with unauthorised absence, **four penalty notices** may be issued (one for each parent/carers for each child);
- Parents/carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence either via a letter, through the Exceptional Circumstances Absence Request Form, or through the school's attendance policy and website;
- If the fine remains unpaid, Hampshire County Council will consider prosecution for non-attendance at school;

- Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council;
- Revenue resulting from payment of penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Please note: If a Penalty Notice has previously been paid and your child has further unauthorised absences, additional legal action **will** be taken. For example, if a Penalty Notice has previously been issued to a parent/carer due to unauthorised term-time absence and unauthorised absence occurs again, it will result in further legal action being taken such as a second penalty notice, prosecution, or an Education Supervision Order.

Please note: If a Penalty Notice has previously been paid and your child has further unauthorised absences additional legal action will be taken. For example, if a Penalty Notice has previously been issued to a parent/carer due to unauthorised term time absence and unauthorised absence occurs again it will result in further legal action being taken such as prosecution or an Education Supervision Order.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Councils website at: <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents#step-7>.

Section 7:

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

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

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

We are here to support you and your child. Early intervention is key to preventing attendance from becoming a more serious issue.

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

- Make sure your child gets enough sleep and gets up in plenty of time each morning.
- Ensure that he/she leaves home in the correct clothes and properly equipped.
- Show your child, by your interest, that you value his / her education.
- Be interested in what your child is doing in school, talk to them about the things they have learnt, what friends they have made and even what they had for lunch!
- Establish a good morning routine
- Talk positively about school
- Contact school immediately if your child is worried or anxious about anything.

For many parents/carers, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.

7.2 Leavers

If your child is leaving our school (other than when transferring to the secondary school or leaving at the end of Year 11) parents/carers are asked to:

1. Give the senior admin officer comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education' under the statutory guidance 'Children Missing Education' (September 2016). This requires schools and Local Authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

7.3 Absence through child participation in Public Performances, including theatre, film or TV work & Modelling.

Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded as C an authorised absence.

7.4. Absence through competing at regional, county or national level for Sport.

Parents/carers of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the headteachers discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching.

7.5 Gypsy Roma Traveller Showman and Showman families

Absence of a child from a traveller family that has left the area may be authorised if the absence is for **work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school.

Section 8 Data Protection and Privacy

Hook-with-Warsash C.E. Academy is committed to protecting the privacy and security of pupil attendance information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

How we use attendance data:

- To monitor and improve attendance across the school;
- To identify pupils who may need additional support;
- To meet our statutory obligations to report attendance data to the Department for Education and Local Authority;
- To support safeguarding and child protection procedures;
- To inform decisions about authorising absences;
- To take appropriate action, including legal measures, where necessary.

Who has access to attendance data:

- School staff who need the information to carry out their duties;
- The pupil's parents/carers;
- The Department for Education (for statutory returns);
- Hampshire County Council (for statutory purposes and to support attendance improvement);
- External agencies where we have a legal obligation or legitimate reason to share information (e.g., Children's Services).

How long we keep attendance records:

Attendance registers are legal documents. We will keep attendance records for at least **3 years** in accordance with statutory requirements. Computer registers will be preserved as electronic back-ups. All records will be preserved in line with the school's Data Protection and Retention policies. For more information about how we use pupil data, please see the school's Privacy Notice available on our website.

Reviewed by Full Governing Body: May 2026

Date for Review: May 2027

Pupil Discipline, Curriculum and Early Years Committee**Appendices**

The following pages contain appendices relevant to this policy.

Appendix 1: Example leave of absence request form

Request to authorise absence from school due to exceptional circumstances

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

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

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

Office Use Only
% Attendance

Child's name: _____ Class: _____

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Child's name: _____ Class: _____

()

Child's name: _____ Class: _____

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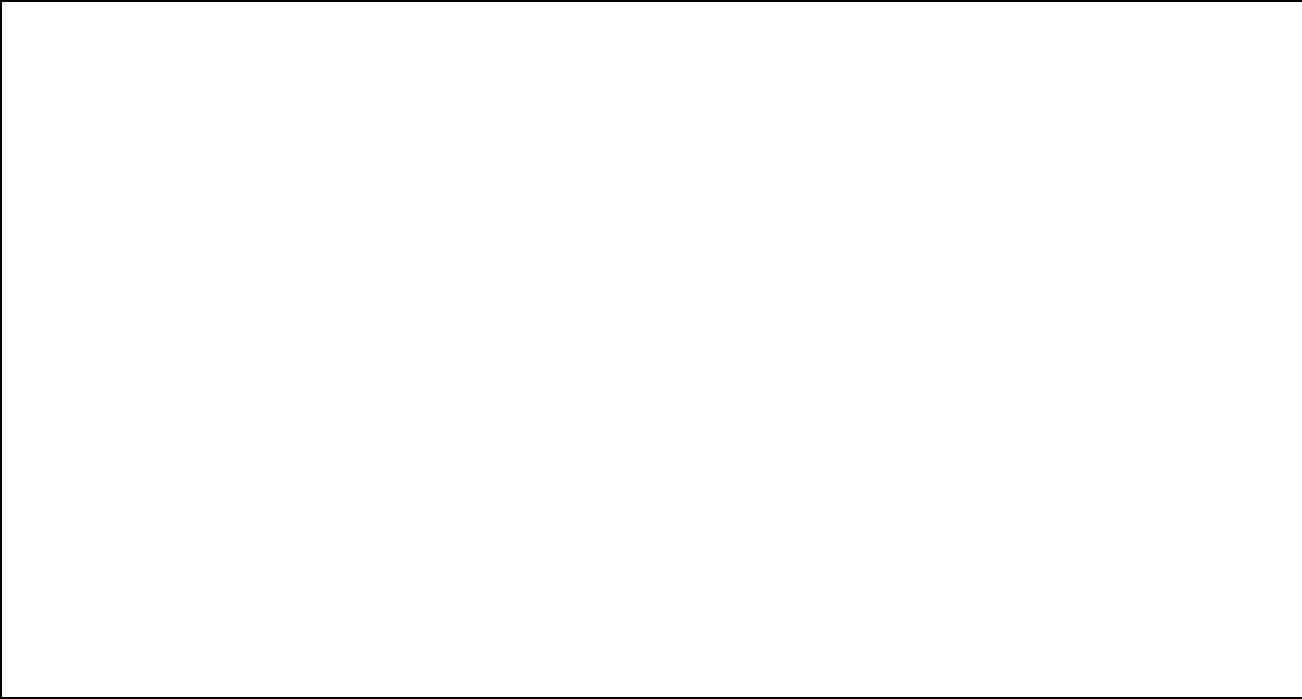
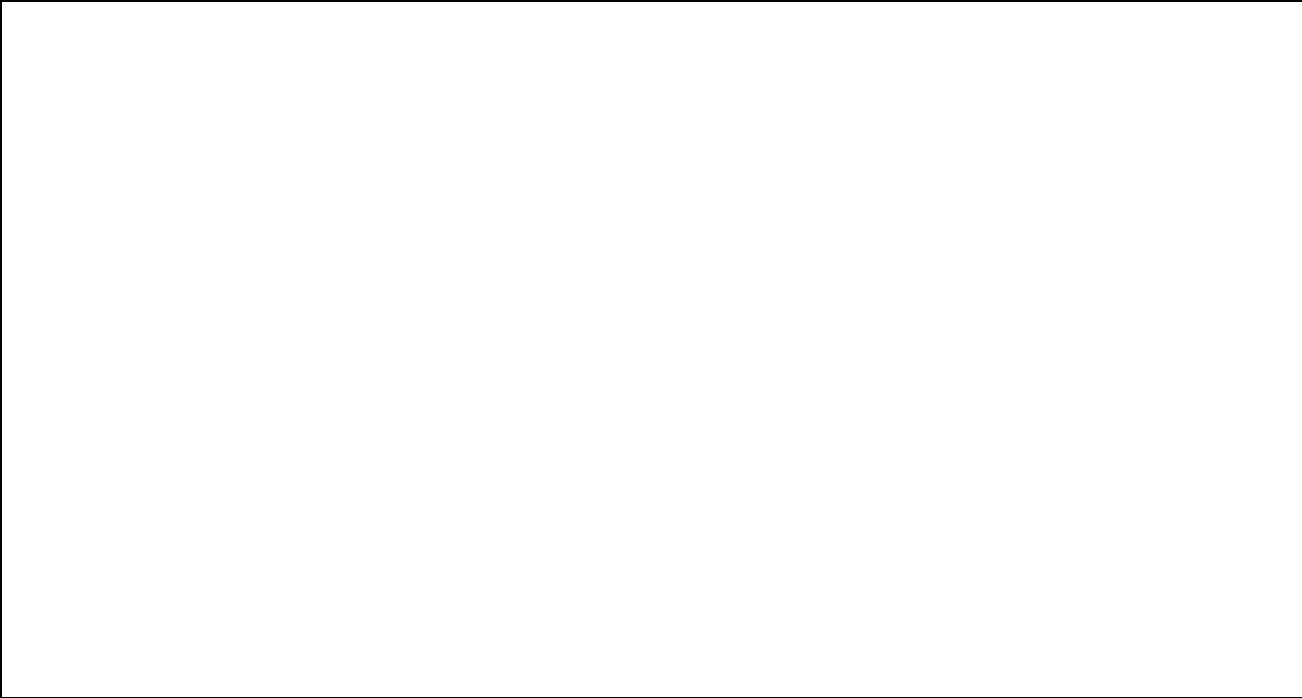
to be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates) Total no. of days _____

If your child / children have siblings that attend another school and you are also applying for a leave of absence for them, please enter their name and school below:

Child's name: _____ School: _____

Child's name: _____ School: _____



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

If you require additional space please continue on the other side of this page.

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

Signature (parent/carer): _____ Date: _____

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

Section D – for school use only.

Tick as appropriate.

☐ Request approved for _____ days (no. of days) NB. 1 Day = 2 sessions
from _____ to _____ (inclusive dates)

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

PLEASE NOTE: *This leave of absence form serves as a Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a Penalty notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period*
A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents/carers have two children this may result in four Penalty Notices- two Penalty Notices per parent/carer)

<http://documents.hants.gov.uk/code-of-conduct-issuing-penalty-notices-for-unauthorised-absence-from-schools.pdf>

Headteacher: _____ Date: _____

☐ No meeting necessary

☐ Telephone Call: Date: _____

☐ Meeting arranged for: _____

Continuation of section B (if required):

Office Use Only

Sims ☐

Aspens ☐

Diary ☐

Attendance ☐