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Anton County Junior School

Attendance Policy

Date created: July 2025	Head Teacher: Kerri Culver
Review period: Annual	Next due for review: May 2026
Chair of Governors: Dharmesh Mistry	

Section 1

Rationale/statement of intent

The purpose of this policy document is to set out ways in which attendance and punctuality is managed in our school and to ensure the school and parents work together to achieve and maintain high standards in this area.

Parents and teachers share the responsibility for supporting and promoting excellent attendance and punctuality for all. It is our duty to consistently strive to achieve 100% attendance for all children. Every opportunity will be used to convey to children and their parents or carers the importance of regular and punctual attendance.

For our children to take advantage of the educational opportunities offered, it is a parent's responsibility to ensure their child is at school, on time, every day the federation 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 96%
- Regular attenders make better progress, both academically and socially
- 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, employment or training



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Effective attendance practice and protocols also support safeguarding – see section 3.3.

Section 2

2.1 Promoting good attendance and punctuality

The basis for good attendance is a strong partnership between school, parents and the child. The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

The school will:

- Promote a welcoming and positive atmosphere in school, where children feel safe and that their presence is valued.
- Enable parents to feel their support of this policy is recognised by the school as a vital contribution towards their child's education.
- Create attitudes towards high standards of attendance and punctuality which pupils should retain throughout life.
- Ensure that attendance is maintained effectively and absences are followed up promptly by our Community Support Leads, Attendance Team and DSLs.
- Meet legal requirement, with particular reference to identifying unauthorised absence.
- Check registers regularly to note unexplained absences and identify patterns of absence and lateness, if they are occurring.
- If absence/punctuality becomes a matter for concern, use strategies devised in order to raise parental awareness of the importance of attendance and punctuality, through phone calls, letters/pamphlets and meetings so that they make more effort to ensure their child attends school punctually and regularly.
- Involve other agencies when difficulties arise and the school needs extra support or help as appropriate – including Locality Team, parent Support Adviser, Education Psychology Service, Social Services and Police.
- Ensure all staff are aware of school policy and deal consistently with absence and punctuality.
- Ensure information on attendance /punctuality is available for Governors, as required.
- Ensure good liaison when a change of school occurs.
- Keep accurate registration documents to include authorised/unauthorised absence.

2.2 Roles and responsibilities

Responsibilities of the School's Attendance Team, Headteacher, Assistant Headteachers, SENDCo and Community Support Leads



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The Attendance Team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school.

They will also ensure that attendance is both recorded accurately and analysed and that attendance issues are identified at an early stage so that support is put into place to deal with difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, a member of the Attendance Team 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, email or explanation from a child's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

Responsibilities of Admin Team

- Record all absences accurately twice per day on the school's online register portal
- Record any contact from parents about absence on the school's online register portal
- Ensure that the school's attendance procedures are followed and the relevant member of the Attendance Team is updated daily
- Produce individual and group reports as required by the Attendance Team

Responsibilities of Classroom Staff

- Ensure that all children are registered accurately on the school's online register portal
- Promote good attendance at all appropriate opportunities
- Liaise with the Attendance Team on matters of attendance and punctuality
- Communicate any concerns or underlying problems that may account for a child's absence

Responsibilities of Parents and Carers

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

Parents/carers will ensure their child:

- Attends every day unless they are ill or have an authorised absence
- Arrives at school on time



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- Attend all registrations and lessons on time
- Is registered at the school office by an adult if they are late

Parents/carers will:

- Inform the school on the first day of absence by 10am that day and any subsequent days
- Discuss with the Leadership Team any planned absences well in advance
- Support the school with their child in aiming for 100% attendance each year
- Make sure that any absence is clearly accounted for by phone or email on the first and subsequent days of absence, or by letter if a phone is unavailable
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request leave of absence if it is for an exceptional circumstance

Section 3

3.1 Recording attendance

The register is a legal document and may be used in a court of law.

Morning registration will take place at 8.40am – 8.50am. Children arriving after this time will be marked late and will need to sign in at the school office. Children who arrive half an hour after this time will be marked as an unauthorised absence for that session. Afternoon registration is at 1.15pm. A list of absence codes is recorded on the school's online registration portal.

Registers will be checked for regular attendance by the office. Teachers will report any concerns they have to the Headteacher.

Consultation will take place with the Locality Team when:

- a) Attendance is less than 85%
- b) Contacts with home have not brought about any improvement in attendance
- c) There is poor communication with home regarding explanations for absence/lateness.

3.2 Lateness/punctuality

It is extremely important that children arrive at school on time so that they can begin their learning alongside their peers. The start of lesson is often a time when new learning takes



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place and activities are explained. Lateness can be detrimental, not only to the child, but also to the rest of the class who can become distracted from their learning.

The school day begins at 8:50am and register closes at 9:00am (Doors open at 8:35am)

- All children are expected to be in school for registration; 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 Local Authority and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence
- If a child 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

On-going and repeated lateness is considered as unauthorised absence and is subject to legal action (see section 6 for further detail).

Parents of children 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 will be invited to attend the school and discuss the problem. Support may be offered as appropriate.

If the support offered is declined or not taken seriously and a child has 10 or more sessions (equivalent to 5 days) of unauthorised absence due to lateness recorded in any 10 week period, Hampshire County Council will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance (See section 6 of this policy for further detail).

3.3 What to do if my child is absent?

First Day Absence

A child not attending school is considered to be 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 - messages can be left at any time on either of the admin office's answerphone
- Or, you can call into school and report the absence directly to office staff



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- If no contact is made, then this will be recorded on the school attendance system

If your child is absent we will:

- Contact you 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. The school may carry out a home welfare call if we have concerns if we cannot raise the family
- Invite you in to discuss the situation if absences persist
- Refer the matter to the Hampshire's Legal Intervention Team (LIT) if your child's attendance becomes a concern and is not improving

Second Day Absence

If your child is not seen and contact has not been established with you or any of the named parent/carers on the second day of absence the school will contact other adults named by you on their Emergency Contact Form. If your child's welfare is still in question we will attempt a home visit. If we are not able to make contact, we will then undertake a Risk Assessment and contact emergency services accordingly. This is a 'Safeguarding First' approach recommended by the Multi-agency review.

Third Day Absence

Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start *child missing in education* procedures as set down by Hampshire County Council guidance. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquires to known friends and wider family.

Ten Day's 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 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 throughout the year.

Continued or Ongoing Absence

If your child misses 10% (3 weeks/30 sessions) or more across the school year for whatever reason they are defined as **persistent absentees**.

Where this absence is authorised the school will:

- Monitor the attendance and punctuality of each of these children during the following academic year and speak with parents if individual attendance has fallen



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below 95% or lateness to school has had a detrimental impact on the child or the child's class

- Send follow up letters where attendance and punctuality do not show signs of improvement
- Arrange regular meetings (either face to face, or telephone calls) with parents when the attendance continues to be below the 90% expectation
- We monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education. If your child has had absence and their attendance level is falling, we will contact you and support you to take steps to improve this ongoing situation. Community Support Leads will contact you to discuss concerns. It is at this point that Early Help Hub support may be offered

We reserve the right to not agree any sickness absence without a doctor's note when attendance is below 90%. If absence falls below 90% we may make a referral to the Legal Intervention Team.

Children at school are dependent on their parents, 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 are not supportive or effective in these areas.

Further advice can be found on the NHS website for when your child is not feeling well: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Welcome Back

On return from an unavoidable absence all children are made to feel welcome. This will include ensuring that the child is helped to catch up on missed work and brought up to date on any information that has been passed to other children by their class teacher.

Section 4

Request for leave of absence

Regulations state that Head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

Exceptional circumstances are principally defined as rare, significant, or unavoidable and that the event could not reasonably be scheduled at another time. E.g. A parent is in the armed forces and is on tour during the school holidays.



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The Head teacher can determine the length of the authorised absence as well as whether absence is authorised at all.

Anton Junior School have adopted Hampshire County Council's documentation when requesting an absence which states:

"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 and if you take your child out of school without permission the absence will be unauthorised and we may refer the matter for consideration of legal action."

By following this procedure, Anton Junior School is following government and local authority advice and therefore the school is complying with any statutory obligations.

There is no legal entitlement for time off in school time to go on holiday and in the majority of cases holiday will not be authorised.

Parents/Carers wishing to apply for leave of absence need to fill in an application form in advance and **before making any travel arrangements**. As authorised absence will only be approved in very exceptional circumstances then as much detail needs to be recorded. Parents may be asked to submit supporting evidence. If needed, parents will be asked to attend a meeting to discuss the request.

If term time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct, parents will be issued with a fixed-penalty fine, or other legal action in accordance the code (see section 6 for detail).

The school expects parents to support us by not taking children out during school time.

Annual Pupil Reports

All authorised and unauthorised absences and lateness will be noted on the annual pupil report to parents.



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Section 5

Understanding types of absence – authorised and unauthorised

Children 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 federation 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, an absence cannot be authorised
- **Unauthorised Absence:** is when the federation has not received a reason for absence or has not approved a child's leave absence from school after a parent's request

The Head teacher 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.

Section 6

Penalty Notices for non-attendance and other legal measures

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

Legal measures for tackling persistent absence or lateness

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

- 1 The child or family do not require the support from any agency to improve the attendance
- 2 The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

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

- parenting contracts set at Education Planning Meetings



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- parenting orders
- Penalty Notices
- Education Supervision Orders
- prosecution.

Where a child has **unauthorised absence** the school must enforce Hampshire County Council's *Code of conduct: issuing Penalty Notices for unauthorised absence from schools* or follow its guidance on other legal measures for non-attendance.

The *Code of conduct* is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents#step-8>

Penalty Notices for non-attendance – Hampshire's *Code of conduct*

The *Code of conduct* states that:

Schools or Hampshire County Council will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive (codes *G*, *U* or *O* on the register)
- persistently late (coded *U*) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded *L*), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code *O*), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance

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

Legal measures for absence taken when the headteacher has declined parents/ carers' request for leave of absence

Where a pupil has unauthorised absence due to either:

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

and the unauthorised absence (coded *G*) is for 10 or more sessions (five days) in any 100 possible school sessions/10-week period then a Penalty Notice for non-attendance will be issued.



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If a child has other types of unauthorised absence (coded *O* and *U*) and the family or child do not require any agency support to improve the attendance, then a single Penalty Notice is issued for either:

- 1 10 sessions (five days) of unauthorised absence or lateness in any 100 possible school sessions/10-week school period
- 2 one or more sessions of unauthorised absence during a public exam, formal school assessment of testing where dates are published in advance.

Parents and carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through the school's attendance policy and website. The Penalty Notice is a fine that is issued to each parent/carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence, the school or Hampshire County Council will decide whether a Penalty Notice is issued **to one or more parents/carers** for each child.

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

Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

Please note: If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, 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 Council's website at: <https://documents.hants.gov.uk/code-of-conduct-issuing-penalty-notices-for-unauthorised-absence-from-schools.pdf>

Section 7

7.1 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.



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- Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

For many parents, 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.

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

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child.

If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's class teacher to 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.

7.2 Leavers

If your child is leaving our school (other than when transferring to secondary school) parents are asked to give the school comprehensive information about their plans including any date of a move, your child's new school and the start date when known. This should be submitted to our school in writing.

7.3 Missing in Education

If pupils leave and we do not have the above Leavers information, then your child is considered to be a 'Child Missing in Education'. 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.

A child becomes defined as *at risk of missing in education* when the child has missed 40 consecutive sessions (20 days) but is still on roll at a school, the school has been unable to contact the family; and the reason for absence has not been established by the school. This would apply to a pupil:

- granted leave of absence by the headteacher, who then fails to return to school within 10 days immediately following the expiry of the agreed period



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- that has been continuously absent from school for 20 school days and there is no reason to believe that they have been prevented from attending due to sickness or any other unavoidable reason
- where both the school and the local authority have failed, after reasonable enquiries, to ascertain their whereabouts
- who has accepted a place on roll but does not attend for the first day or subsequent 20 days (40 consecutive sessions in total).

In all these circumstances, the school will download the electronic ***Child at risk of missing in education tracking form*** and ensure they record, in detail, all actions they have taken to try and locate the child. The tracking form is accessible from the admissions section of the Education intranet (EDDIE), at <http://education.hants.gov.uk>

The school will:

- make on-going attempts, beginning on the first day of any unexplained absence, to contact the pupil's parents either by telephone or text messaging
- make further attempts to contact the parents, either by letter or by home visiting
- contact any other schools where the pupil or their siblings are known to have been pupils
- check with the pupil's peer group to ascertain if they are aware of any change in the pupil's place of residency
- contact any relevant agency, for example the family welfare officer in the relevant armed forces in the case of a service child.



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For pupils known to be at risk or where safeguarding is a concern the school should action the above **and** contact the child's social worker at the relevant social care team directly. If the child does not have a social worker then the school should action the above **and** contact the central reception team on:

Tel: 01329 225322.

If, despite these efforts, the pupil's absence continues and his/her whereabouts remains unknown, the school will (by day 11):

1. code the absence as an unauthorised *O* code
2. return the completed *Child at risk of missing in education tracking form* (Appendix 1) to the Children Missing in Education (CME) Officer in the Admissions Team:

E-mail: cme@hants.gov.uk

Tel: 03707 798165

3. the CME Officer will make contact with the locality team manager for the district where the child lives, for them to follow up using the details from the completed CME tracking form. They will treat the child as missing and put in place appropriate actions to try to locate the child
4. if a child lives out of county, the children's services department for that authority must be contacted by the school.

If the child/family are located

(Regardless of whom the family are located by) that agency will:

1. ensure that the family is aware of their legal responsibilities regarding attendance and make contact with the school
2. inform the CME Officer of the whereabouts of the child – the CME Officer will contact the school and then monitor a return to school through the usual admission processes
3. inform the Children's Services Department of another county of the family's whereabouts if the family is located outside of the county and has no intention of returning to the school.

Once confirmation has been received that the home council is aware of the family, the school should expect to follow normal procedures for an in-year transfer unless otherwise



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informed. The expected procedure is that the school will keep the child on roll, code the absence as C, authorised, until the child has a new school place and the Common Transfer File (CTF) is requested. The school would also follow normal off-roll procedures and not return the CTF to Hampshire County Council's CME Officer.



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If, despite these efforts, the pupil's absence continues and his/her whereabouts remains unknown, the school will (by day 11):

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E-mail: cme@hants.gov.uk

Tel: 03707 798165

7. the CME Officer will make contact with the locality team manager for the district where the child lives, for them to follow up using the details from the completed CME tracking form. They will treat the child as missing and put in place appropriate actions to try to locate the child
8. if a child lives out of county, the children's services department for that authority must be contacted by the school.

If the child/family are located

(Regardless of whom the family are located by) that agency will:

4. ensure that the family is aware of their legal responsibilities regarding attendance and make contact with the school
5. inform the CME Officer of the whereabouts of the child – the CME Officer will contact the school and then monitor a return to school through the usual admission processes
6. inform the Children's Services Department of another county of the family's whereabouts if the family is located outside of the county and has no intention of returning to the school.



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Once confirmation has been received that the home council is aware of the family, the school should expect to follow normal procedures for an in-year transfer unless otherwise informed. The expected procedure is that the school will keep the child on roll, code the absence as C, authorised, until the child has a new school place and the Common Transfer File (CTF) is requested. The school would also follow normal off-roll procedures and not return the CTF to Hampshire County Council's CME Officer.

Action for school staff if the child/family is not located

The school will remove the child from roll and upload the Common Transfer File to the lost pupil section of the s2s (school2school) website, using the following procedure:

- upload the Common Transfer File (CTF) via the Schools Information Management System (SIMS), as usual
- use the destination code: **XXXXXXX** (seven Xs) – this seven Xs code will ensure the CTF is uploaded to the lost pupil section of the s2s website.

The child is officially missing in education and the local authority follows the internal *child known to be missing in education* procedures.

7.4 Absence through child participation in public performances, including theatre, film or television work and 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 head teacher 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. It is, however, down to the head teacher's discretion as to 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. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

7.5 Gypsy, Roma, Traveller 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.



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

<http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-Section6.pdf>

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

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

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions.

It is, however, down to the head teacher's 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 is also at the discretion of the head teacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

7.7 Record preservation

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



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Appendices

The law

The Education Act 1996, Part I, Section 7 states:

“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- a) to his age, ability and aptitude and*
- b) to any special needs he may have*

either by regular attendance at school or otherwise.”

For educational purposes the term *parent* is used to include those that have parental responsibility and/or those that have the day-to-day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part VI, Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and admission roll keeping

The legal requirements are found in: The Education (Pupil Registration) (England) Regulations 2006.

Guidance documents on attendance

The following Department for Education documents are used to guide attendance recording:

- *Absence and attendance codes* (guidance for schools and local authorities)
- *Keeping pupil registers* (guidance on applying the Education Pupil Registration Regulations).

These and other guidance documents are available on the Department for Education website.

Hampshire County Council guidance is available on Hantsweb at:

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