



Hambling View Attendance Policy

A handwritten signature in blue ink, appearing to read 'Guy Hooper', is positioned to the right of the 'Signed by' text.

Ratified by Chair of Govs.

Signed by

Date 22nd January 2026

Date	07.01.2026
Review Date	07.01.2027

(Managing the attendance and absence of students)

This document is informed by:

- The Education Act 1996, 2002 & 2011
- [Working Together to Improve School Attendance](#)
- [Working Together to Safeguard Children Guidance](#)
- The Education (Student Registration) (England) Regulations 2006
- The Education (Student Registration) (England) (Amendment) Regulations 2010, 2011, 2013 & 2016
- The Education (School Day and School Year) (England) Regulations 1999
- The Education and Inspections Act 2006
- The Education (Penalty Notices) (England) (Amendment) Regulations 2007, 2012 & 2013; 2024
- Children Act 1989 & 2004
- [Children Missing Education](#)
- Keeping Children Safe in Education Statutory Guidance
- Local Authority Penalty Notice Protocols; Early Help Pathways
- Behaviour and Safeguarding Policies.
- Supporting Students at school with Medical Conditions DfE Guidance
- Ensuring a good education for children who cannot attend school because of health needs DfE Guidance

Introduction/rationale:

- Hambling View recognises the importance of excellent school attendance and punctuality to ensure excellent outcomes for children. Excellent attendance helps students to participate in the life of the school and more widely, in the local community. This means students will have optimum life chances enabling them to achieve a high level of attainment and enter adulthood successfully - high attainment is dependent on excellent attendance.
- All staff (teaching & support) employed by the Hambling View have a key role to play in supporting and promoting excellent attendance and will work to provide an environment in which all of our students are eager to learn, feel valued and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.
- All absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. All absence disrupts teaching routines, so may also affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parent/carer legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

Hambling View:

- Is committed to working in partnership with families and other agencies in order to achieve the best outcomes for children via the early help pathways available in each Local Authority.

- Provide a welcoming and caring environment where all members of the School community feel secure and valued.
- Have an effective system of communication with students and parents/carers to support excellent attendance and punctuality and to provide appropriate information and advice.
- Will use an appropriate system of rewards and incentives to recognise the effort students make in achieving excellent attendance and punctuality.
- Follow Department of Education (DfE) Guidance and best practice in the use of penalty notices as a deterrent to absence during term time. Each school's Local Authority (LA) has the statutory duty to issue penalty notices and/or process legal action upon submission of appropriate evidence by a School.
- Expect students to aspire to achieve 100% attendance at school with a minimum of 96%, unless there are exceptional reasons for absence, which would then be authorised.

The Isle of Wight Council v Platt case considered by the Supreme Court makes it clear that regular attendance shall mean attendance in accordance with the school rules. Therefore, any non-attendance which is not in accordance with the school rules, will be deemed unauthorised. The school rules are the days the school is open for students to attend. Under this judgement, a child should attend 100% of the time unless there are exceptional circumstances that prevent this. It is for the Headteacher or other authorised person to determine what constitute exceptional circumstances, not parents/carers or children themselves.

1. Definition of a 'Parent/Carers

The term 'Parent/Carer' is used to address those with responsibilities for children. For the purposes of education and attendance matters and identifying those with legal responsibilities for student care and attendance, 'Parents' are determined as per Section 576 of the Education Act 1996 which defines a parent as:

- *the natural parents of a child, whether they are married or not;*
- *anyone who although not a natural parent, has parental responsibility for a child;*
- *any person who has care of a child or young person i.e. lives with and looks after the child.*

2. The Law relating to attendance and safeguarding:

- a. Section 7 of the Education Act 1996 states is clear that it is the responsibility of the parent/carers of a child to ensure they attend school.
- b. **Absence from school is a safeguarding concern.** A student may be at risk of harm if they do not attend school regularly. *Section 175 of the Education Act 2002* places a duty on Local Authorities and School Governing Bodies to have regard to guidance issued by the Secretary of State relating to safeguarding and promoting the welfare of children and students under the age of 18 - **The child's welfare is always paramount.**

- c. Hambling View have access to attendance guidance and can discuss their concerns to the Local Authority Officers or Local Authority employed Education Welfare Officers.
- d. Hambling View have a duty to work together with parents/carers and other agencies (see paragraph 5c) to prevent a prosecution being necessary, however if the level of attendance continues to be unsatisfactory, schools will be required to collate evidence of non-attendance and report the information to the Local Authority. The Local Authority will then be required to fulfil their statutory duty of prosecution under **Section 444(1) or (1a) of the Education Act 1996**.
- e. A Referral to the Attendance and Welfare Support Service which may result in legal action may be made if:
The level of unauthorised absence leads to an unauthorised absence rate of **10%** or above overall, or within a minimum period of 10 school weeks (this equates to a level of 90% attendance, or below).
 - i. Persistent late arrival at school after the register has closed (coded as U), will constitute unauthorised absence. Where this is at **10%** or above, legal action will be taken in our mainstream schools.
 - ii. Hambling View is a special school settings which can mean at times that attendance may be lower due to medical issues or other associated challenges. The HT/Attendance Officer will work with families and medical professionals where it is felt that the general target cannot be met due to disability and individual targets may be identified and regularly reviewed. These will only be done on advice from medical professionals.
 - iii. Students identified in a public place whilst externally suspended from school (during the first five days of the suspension period) without reasonable justification, may also result in parents/carers being subject to a referral

3. Guidance relating to attendance:

- a) The Government expects all schools to fulfil their responsibility to proactively manage and improve attendance across their school community. Hambling View will promote the benefits of excellent attendance as part of a whole-school culture and has a clear attendance procedure; we set high expectations for every student, communicate those expectations clearly and consistently to students and parents/carers, regularly and systematically analyse attendance data to identify patterns to target improvement efforts and identify students who require support or strategies, ensure registers are accurate, build strong relationships with families to enable barriers to education to be removed; we share information and work effectively with the Local Authority and other local partners to address barriers to attendance and prevent students becoming persistently absent (where absence is 10% or more).
- b) A named member of the Senior Leadership Team is responsible for promoting excellent attendance.
- c) Our **Attendance Procedures** incorporate integrated working process with respective Local Authorities and other agencies using an early help pathway relevant to their Local

Authority. This process assists in the assessment of need, using an **Early Help Assessment** (EHA (formerly known as CAF)) for appropriate support to be given, or referrals to be made. We aim to assist parents and students in the removal of any barriers preventing regular attendance by offering support in respect of safeguarding, attendance, behaviour and welfare within the early help pathway.

- d) We will track and monitor student attendance to identify, action and highlight concerns that may require the above preventative interventions pathway. Initial concerns will be discussed with parents/carers by telephone, email and/or letter; this will be followed up with discussions with students; and then meetings with parents/carers if concerns continue.
- e) We will support the re-integration of students where necessary after an absence and involve all appropriate staff. In some cases, this may involve certain reasonable adjustments e.g. a reintegration timetable, counselling and/or mentoring, etc.
- f) If a student is on a bespoke timetable due to other appropriate provision being provided, or a reduced reintegration or support plan, their official registration session times may be different than stated in Paragraph 6 below.
- g) All altered timetables will be agreed and staged appropriately to support a student to increase their attendance over time. We will use a **Reduced Timetable Agreement** to ensure a clear plan is agreed and in place. This plan will be time limited and regularly reviewed. It will also detail responsibilities for safeguarding the child when they are not on the school site and what education is being provided. A copy of which will be submitted to the Local Authority where required.

6. Registration & Punctuality

- Hambling View will keep registers in accordance with government regulations. The legal registration will be taken twice during the school day; morning session and afternoon session.
- Morning registration takes place during the first half an hour of the school day (this may be during a tutor time, class reading time or a lesson session). There is a legal requirement for students to attend registration sessions.
- **Poor punctuality is not acceptable.** Any student arriving within 30 minutes of the register opening in the morning or 15 minutes after the register opens in the afternoon, will be deemed as 'late' and therefore will be coded as 'L' on the register. However, we are aware that punctuality may be affected by therapist or medical appointments and these instances the Late attendance will not be sanctioned.
- Any student arriving after the register closes without a verified reason will be marked as '**unauthorised late**' and coded as '**U**'. A 'U code' constitutes an unauthorised absence for the whole AM or PM session. Legal action may be taken for continued U code absences.
- Parents/carers are **required to notify the school of their child's absence on each morning** of absence. Parents/carers must also give a specific reason for the absence. If schools do not receive notification of a student's absence, it must be assumed that the child is on their way to school and if they do not arrive, the absence will be followed

up accordingly. Schools will call parents/carers on the telephone if a student fails to arrive at school after the register has closed.

- When a child is absent and the school cannot contact parents, those leading schools/responsible for attendance matters or safeguarding, will continue to try and make contact and where necessary (in the timeframe of 1-5 days), will make a welfare visit to confirm the safety of the child. In some circumstances, a welfare check will be made on the first day if no contact can be established with a child's parent or carer.

7. Definitions of absence, types of absence and persistent absence:

- Every half-day = one session. One whole day = two sessions. Absence from school is classified by the school (not by parents/carers) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing and supported by evidence wherever possible.
- An **Authorised** absence may be for illness, medical/dental appointments (which unavoidably fall within the school day), emergencies or another unavoidable cause. However, the school reserves the right to decide whether an absence should be authorised, or not. Although reasons given for absence will be recorded, the absence may not be authorised if the reason is not deemed appropriate, reasonable, or if there are ongoing attendance concerns. This may also include where absences for illness or other circumstances become too frequent. Schools may then wish to further explore the reasons for absence.
- An **Unauthorised** absence is where the school does not consider it reasonable to be absent due to the reason given, or overall level of concern, and/or for which no "Term Time Absence Request" has been received. This includes but is not limited to: parents/carers keeping children off school unnecessarily, truancy before or during the school day, unexplained absences, late arrival at school after registration has closed, shopping, looking after other children, birthdays, day trips, cheap holidays, shopping trips, visiting or being visited by family and friends or absence that has no exceptional circumstances. Unauthorised absence can lead to the school submitting evidence to their Local Authority for financial penalties/sanctions and/or legal proceedings to be considered using the Police and Criminal Evidence Act 1984 (PACE).
- **Persistent Absence (PA)** is where a student misses 10% or more of their education within a specific period of time (e.g. whole academic year, term or half-term) for whatever reason (authorised or unauthorised). Absence at this level may cause considerable damage to a child's education and well-being. Any case that is at risk of moving towards becoming categorised as a Persistent Absence, is given priority and these students are tracked and monitored carefully through each school's attendance and welfare systems (see paragraph 5d); this can also be combined with academic mentoring, as absence affects attainment.
- **Medical Evidence** can be helpful in demonstrating why legal action should not be considered. However, it will be required to authorise absences **IF** attendance concerns have reached a **Parental Attendance Agreement (Parent Contract)** meeting level, or if a child's attendance is already of concern and subject to an official written warning.

The cost of providing evidence will be the responsibility of the parent/carer however, support to request the evidence in the interests of 'working together to safeguard children' can be given by the school, if required. Where a student has a long-term medical condition, reference should be made to the Supporting Students at School with

- Medical Conditions. Naturally, as a special school settings we may need to operate with a wider definition given the complexities of issues faced by some children in their settings.
- **The Attendance and Welfare Support Service** are informed by school when the location of a child is unknown (address no longer confirmed or no contact can be made). Section 10 of the Children Act 2004 places a duty on Local Authorities and schools/academies to follow procedures designed to carry out reasonable enquiries to establish the location and welfare of a missing child. This may including doing one or some of the following: making telephone and email contact, conducting a home visit/ 'safe and well' check, sending a letter to the last known address along with checking with friends, relatives, neighbours, landlords (private or social housing providers) and other local stakeholders who are involved with the family. Each enquiry should be recorded to show completion of the action to locate a child and should be undertaken in a timely manner. **A child absent or missing education are serious safeguarding concerns** and if there is reason to believe a child is in immediate danger or at risk of harm, a referral to Children's' Social Care (or the Police if appropriate) will be considered.
- Where it is suspected that a child may be absent or missing education, reasonable enquiries must be carried out within the first 5 days of a child being absent from education. Schools must attempt to locate the child using the above suggestions in the first instance. After 5 days of unauthorised absence where no contact has been established with parent/carer, a child **will** be reported to the Local Authority as a child absent or missing education.

8. Requests for absence during school term

- Hambling View actively discourages absence during term time. It is considered that each student should attend all sessions regularly and punctually to avoid disruption and maximise their educational achievement.
- Parents/carers are required to complete a **Term Time Absence Request Form** in advance of planned absence taking place. We ask that this is at least three weeks before the required absence, where possible, to enable the school to consider and respond to the request. Parents must detail and evidence the **exceptional circumstance** of the request.
- In accordance with The Education (Student Registration) (England) Regulations 2006 & subsequent Amendments, we are unable to authorise any period of absence unless it is for exceptional circumstances, and in advance, as per the following extract from the above mentioned regulations:

Leave of Absence

(1) Leave of absence may only be granted by a person authorised in that behalf by the Headteacher.

(2) *Leave of absence shall not be granted unless-*

- I. an application has been made in advance to the Headteacher by a parent with whom the student normally resides; **and***
- II. the Headteacher in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.*

- The Headteacher will determine whether the request for leave meets “exceptional circumstances” criteria. However, guidance suggests that Headteachers should not consider as exceptional circumstances the examples listed in paragraph 7c) of this policy. Parents/Carers may be required to attend a meeting to discuss the request in more detail with the Headteacher (or other designated/authorised person).
- Where the leave of absence request, or part thereof is **authorised**, parents/carers will be notified in writing detailing any restrictions set e.g. adhering to the dates requested. If restrictions are not adhered to, the leave granted will revert to being **unauthorised**
- Where leave of absence is unauthorised, parents/carers will be notified in writing and it will be addressed in line with the Local Authority penalty notice code of conduct and the Anti-Social Behaviour Act as per Paragraph 4 of this policy.
- Where an absence is **suspected** of being for the purposes of leave and a request was not made, it is the parents/carers responsibility to disprove the suspicion by providing evidence that the absence was for an alternative exceptional reason. The absence will be recorded as unauthorised and addressed as per Paragraph 4 of this policy.
- Where leave of absence is stated as **‘for the purpose of religious observance’** we will follow the guidance from the Local Authority. As a general rule, **only one individual day**, exclusively set aside by a religious body will be accepted as a religious observance absence and there will be a maximum of three single days within a year that would be acceptable. Evidence from the religious body may be required.
- **Children Who Have Not Returned from Overseas** – This constitutes a safeguarding concern and will be addressed quickly and robustly. Hambling View will notify the Local Authority of their concerns. The school will fully investigate the reason for travelling overseas in the first instance (if they are not already aware of the reason) and consider potential barriers preventing return travel that may be a result of government guidance in the UK or another country.
 - I. Following the investigation, if the reason for the initial travel was deemed, by the Headteacher, to be for an exceptional circumstance and evidence has been provided; the Headteacher will determine a reasonable return date and advise the parent/carer of their decision. The school will keep in touch with the parent/carer on a regular basis to ensure that their return date to school remains on schedule and there is a smooth reintegration back into full time education.
 - II. If following the investigation, the reason for initial travel is not deemed, by the Headteacher, to be an exceptional circumstance, then the school will inform the parent/carer of the decision and the date which the child must return by also advising the absence will be recorded as unauthorised. The school will explain the risks and criteria used to determine if their child should be removed from the school roll after 20 days of continuous unauthorised absence.

- III. If there is no communication from the parent/carer or there is no specified return date, the school will refer its concern to the Local Authority. If the parent/carer has requested leave, but their child fails to return to school and is absent for 10 days or more, a referral to the Local Authority will be made. If a child is absent and there has been no request for leave or a return date agreed, the school will refer its concerns to the Local Authority after 20 days of unauthorised absence. After 20 days of absence where there is no contact from parents/carers or an agreed return date for the child, the school will contact the LA and call an Emergency Annual Review where the placement of the child on the school roll will be reviewed.

9. Deletions from Register

1. Under Section 8. (1) (h), (i), (ii), (iii) of the Education (Student Registration) (England) Regulations 2006, should a child fail to return to school by the time that registration ends on the 20th day of absence, the school is permitted to delete the child's name from their roll. However, as all of the students at Hambling View have an EHCP the Local Authority will work with the school to support the child to return to the school or support the family in getting a school placement agreed with another school/Local authority. Deletions from the register can only take place when the following applies:
 - I. at no time was the absence during that period authorised by the Headteacher or other authorised person in accordance with regulation 6 (2);
 - II. the Headteacher does not have reasonable grounds to believe that the student(s) is/are unable to attend the school by reason of sickness, or any unavoidable cause;
 - III. both the Headteacher of the school and the Local Authority have failed, after reasonable enquiry, to ascertain where the student is.
 - IV. The Emergency Annual Review has been held and the placement has been deemed unsuitable/broken down and the LA informed of the decision
2. if a child has not returned by the date specified and if the following applies:
 - I. at no time was the absence during that period authorised by the Headteacher or other authorised person in accordance with regulation 6 (2);
 - II. the Headteacher does not have reasonable grounds to believe that the student(s) is/are unable to attend the school by reason of sickness, or any unavoidable cause;
 - III. both the Headteacher of the school and the Local Authority have failed, after reasonable enquiry, to ascertain where the student is.
 - IV. The Emergency Annual Review has been held and the placement has been deemed unsuitable/broken down and the LA informed of the decision

By following this policy, Hambling View will be working in partnership with parents/carers, Local Authorities and other agencies to promote maximum attendance as a priority in order to secure successful outcomes for all students.

Appendices

Attendance Policy Supporting Documents in relation to individual school settings

Appendices are subject to change without official ratification of the whole

Appendix A	Additional Absence and Legal Information
Appendix B	Term Time Absence Request Form

Appendix A – ADDITIONAL ABSENCE & LEGAL INFORMATION

Planned Absence

Term Time Absence Request forms are available from reception. The Headteacher (or designated/authorised person) **cannot grant leave** of absence for a student unless the absence has been received in **advance** (we request a minimum of **three weeks** prior to travel where possible, to allow for administering the request) and it is considered to be of

exceptional circumstances. Additional evidence may be requested in order to consider authorising the absence request. A meeting may be arranged to discuss the request further.

Once the request has been considered, parents/carers will be notified of the **decision in writing** (prior to the absence being taken where correct notice has been given by parent/carer) which will be posted and emailed. The reason supporting the decision will also be detailed within the letter. If the absence is unauthorised the letter will contain a legal warning. If the requested absence is **unauthorised** as it is not deemed exceptional circumstances, it will be recorded as such on the students' attendance record (coded **G**).

If the requested period of absence is **authorised**, as it is deemed exceptional circumstances, it will be recorded as such on the students' attendance record (a code of **H** or **C** depending on circumstances). However, **failure** to travel on the given dates, i.e. additional absences before and/or after the dates given, will result in an **unauthorised** (coded **G**) absence being recorded.

In the event of the above, parents/carers will be requested to provide evidence such as delayed travel arrangements or supporting medical documentation at their own cost. If this request is not met, the school may refer to the Attendance and Welfare Support Service.

Upon the student's return to the school following a period of unauthorised absence (whether requested or not), the school may refer to the Attendance and Welfare Support Service. An exception to this will be if a student's attendance is already of concern and therefore the period of absence may be incorporated into a wider prosecution period, via the school attendance welfare procedures, or there has been a referral already in place and the attendance is being monitored for a 30-day period already.

Unplanned Absence

Most absence will be addressed via the specific school procedures which include daily absence tracking and regular monitoring. Where absence is unauthorised and there are no defences, this may lead to legal action via Section 444(1) of the Education Act 1996, or by way of a penalty notice warning and potentially a fine.

There is always a significant amount of time prior to any legal action for a child to improve their attendance or for parent/carers to address issues of concern to the school. This allows the child and parents/cares to make improvement before legal action is taken.

Please ensure you discuss all absence from school, whether planned or unplanned, with appropriate staff so that support or preventative measures can be put in place to avoid escalation. **We want referral and legal action to always be a last resort.**

PRIOR TO APPLYING FOR TERM TIME ABSENCE PLEASE READ THIS IMPORTANT INFORMATION

1. Parents/carers have a legal duty to ensure that their children, if they are of compulsory school age, receive a suitable full-time education through regular attendance at school or otherwise (e.g. elective home education) (Section 7 Education Act 1996).
2. If a child of compulsory school age fails to attend regularly at the school they are registered at, the parent/carer will be guilty of an offence (Section 444(1) Education Act 1996).
3. School attendance is vital for educational progress and Hambling View strongly discourage term-time absence.
4. There is no entitlement to have leave of absence during term time and Headteacher/or other authorised person, are unable to authorise absence unless it is **evidenced** that the request constitutes an **exceptional circumstance** in line with The Education (Student Registration) (England) Regulations 2006 & subsequent amendments.
5. The expectation is that all students aspire to achieve 100% attendance at school, with a minimum of 96%, unless there are exceptional authorised reasons for absence.
6. **A Parent/carer is defined** under Section 576 of the Education Act 1996 as: the natural parent of a child, whether they are married or not; anyone who although not a natural parent, has parental responsibility for a child; any person who has care of a child or young person i.e. lives with and looks after the child (e.g. partner, step-parent, sibling over the age of 18 or grandparent).
7. Department of Education (DfE) Guidance states good attendance should be promoted, and absence should be challenged and addressed early to ensure every student has access to full-time education to which they are entitled.
8. All requests for leave will be considered on an individual basis and **must be received in advance** - (we ask for at least 3 weeks advance notice of any absence where possible, to allow for administering the request). Details of other school age siblings and where they attend school should be provided, as we are required to liaise with schools where siblings are on-roll.
9. **If a request is refused the absence will be recorded as unauthorised.** All unauthorised absence will carry a warning that legal action may be taken. Whether this action takes place will depend on the amount of sessions/days absence requested. Each Local Authority will determine if a penalty notice should be issued based on information received from the school.
10. If the period of absence requested is **authorised**, the requested dates must be adhered to. Failure to travel and return on the requested dates, will cause additional absences to be recorded as unauthorised and may lead to a legal sanction being imposed.
11. If absence is **not requested in advance** and it is suspected that absence from school is due to unauthorised reasons e.g. holiday or unexplained absence, you will be required to

provide evidence to prove the absence was for legitimate authorised and exceptional reasons. failure to do so may result in a penalty notice being issued.

12. Your child may also be registered as a 'Child Missing Education' with the Local Authority and their place at the School may be at risk if they have unauthorised absence for 20 days or more and we cannot establish your child is definitely returning.

Appendix B – Absence Request Form

Hambling View

REQUEST: ABSENCE FROM SCHOOL DURING TERM TIME PLEASE REMEMBER

The Headteacher will not grant any absence unless they are content that there are exceptional circumstances that warrant leave for a child. It is for the Headteacher to determine what constitutes exceptional circumstances, not the parent/carer.

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to request leave of absence for my child.

School Name:			
Child's Name:		Class/Tutor Group:	
Child's main home address:			
Dates			
From		to	
This leave of absence must be in term time because:			

Where possible, both parent/carer details should be completed in full

<i>Parent/Carer 1: (Details to be used in the event that legal action becomes necessary)</i>			
Full Name:			
Relationship to child			
Address (if different to child's main address)			
Date of Birth		Signed	

<i>Parent/Carer 2: (Details to be used in the event that legal action becomes necessary)</i>	
Full Name:	
Relationship to child	

Address (if different to child's main address)			
Date of Birth		Signed	

Date of form completion	
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This form must be completed and returned to the school no less than 3 weeks before the planned absence.