



Balksbury Federation

Attendance Policy

Autumn 2026

Review Due: Autumn 2027

Purpose and aims

At Balksbury Federation, regular attendance is a foundation for children's learning, wellbeing, belonging, development and safeguarding. We want every child to attend school regularly, arrive on time and be ready to learn. We recognise that barriers to attendance are often complex and individual. Our approach is therefore relational, child-centred and supportive, while being clear about parental responsibilities and the legal framework.

This policy sets out how the Federation promotes good attendance, identifies and responds to emerging patterns of absence, works with families and partner agencies, fulfils its safeguarding responsibilities, and uses formal or legal intervention where necessary.

Our approach: Expect • Monitor • Listen and understand • Facilitate support • Formalise support • Enforce

This graduated approach reflects the DfE's July 2026 statutory attendance guidance. Legal intervention is not the starting point where support is appropriate, but the Federation will act decisively where absence is unauthorised, support is not working or is not engaged with, or safeguarding concerns require statutory action.

Our aims are to:

- promote a whole-school culture in which regular attendance is valued and understood as everyone's responsibility;
- set high expectations for attendance and punctuality for all children, while recognising individual circumstances;
- build strong, respectful and trusting relationships with children and families;
- identify barriers to attendance at the earliest opportunity and work with families to remove them;
- recognise that absence can be a symptom of wider need and consider learning, behaviour, bullying, SEND, physical and mental health, wellbeing, family circumstances and safeguarding together;
- provide reasonable adjustments and additional support where a child's health, disability or special educational needs affect attendance;
- use accurate attendance information to identify individual children and cohorts requiring support, including those at risk of persistent or severe absence;
- work effectively with Hampshire County Council and other agencies when additional or multi-agency support is required;
- respond promptly to unexplained or unexpected absence because absence can be a safeguarding warning sign;
- meet all statutory requirements for attendance and admission registers, attendance data, information sharing and legal intervention.

2. Legal and statutory framework

This policy is written with regard to the legislation and statutory guidance in force in England at the time of approval, including:

- Education Act 1996, including sections 7, 19, 444 and related provisions concerning school attendance and education;
- Education Act 2002, including safeguarding duties;
- School Attendance (Pupil Registration) (England) Regulations 2024, in force from 19 August 2024;
- Education (Information About Individual Pupils) (England) Regulations 2013, as amended, including statutory attendance data requirements;
- Children Act 1989 and Children Act 2004;
- Equality Act 2010 and the duty to make reasonable adjustments where applicable;
- Working together to improve school attendance, Department for Education, July 2026 (statutory guidance);
- Keeping children safe in education, Department for Education, September 2026 (statutory guidance);
- Working together to safeguard children, Department for Education, March 2026 (statutory guidance);
- Children missing education: statutory guidance for local authorities and schools, Department for Education, September 2025;
- Supporting pupils at school with medical conditions, Department for Education;
- Education for children with health needs who cannot attend school, Department for Education;
- Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, Department for Education;
- relevant Hampshire County Council attendance, safeguarding and legal intervention procedures.

This policy should be read alongside the Federation's Safeguarding and Child Protection Policy, SEND Policy, Behaviour Policy, Supporting Children with Medical Conditions Policy, Admissions Policy, Children Missing Education procedures and any Hampshire County Council attendance procedures.

3. Roles and responsibilities

3.1 Governing Body

- recognise the importance of attendance and promote it through the Federation's ethos, strategic planning and policies;
- ensure the Federation has an effective attendance policy and systems which meet statutory requirements;
- hold the Executive Headteacher and senior leaders to account for the effectiveness of attendance arrangements;
- identify a governor with responsibility for attendance;
- regularly review and challenge attendance data, including trends, persistent and severe absence, vulnerable cohorts and the impact of interventions;
- ensure leaders focus improvement efforts on children and cohorts who need support most;
- ensure staff receive appropriate training and have sufficient resources to manage attendance effectively;
- ensure attendance data is reported to the governing body and submitted to the DfE and local authority as required;
- ensure the policy is reviewed at least annually and sooner where statutory requirements change.

3.2 Executive Headteacher / Senior Attendance Champion/Community Support Lead

- provide strategic leadership for attendance across both schools in the Federation;
- set a clear vision and high expectations for attendance and punctuality;

- ensure attendance is integrated with safeguarding, SEND, behaviour, wellbeing, inclusion, curriculum and school improvement;
- ensure effective day-to-day attendance systems are implemented consistently;
- ensure attendance data is accurate, analysed and used to target support;
- ensure children and families receive appropriate support and that support intensifies when absence does not improve;
- liaise with the Local Authority School Attendance Support Team and other partners;
- ensure legal intervention is considered in line with statutory guidance and local procedures;
- ensure safeguarding concerns linked to attendance are referred promptly to the DSL and, where appropriate, to children's social care or the police.

3.3 Attendance Leads / administrative staff

- maintain accurate admission and attendance registers using the national attendance codes;
- follow up unexplained and unexpected absence on the first day and subsequently as required;
- maintain clear records of contact, decisions, support and outcomes;
- monitor attendance and punctuality daily and identify emerging patterns before they become entrenched;
- work with the DSL, SENDCo and Community Support Leads on individual cases;
- communicate sensitively and consistently with parents and carers;
- provide attendance information and reports for leaders, governors and statutory returns;
- refer safeguarding concerns immediately in accordance with the Federation's safeguarding procedures.

3.4 Designated Safeguarding Lead (DSL)

- ensure attendance information is considered as part of the Federation's safeguarding arrangements;
- support staff to recognise that persistent, severe, unexplained or repeated absence may indicate neglect, abuse, exploitation or other safeguarding concerns;
- ensure attendance concerns involving children already known to children's social care, a social worker, a child protection plan or other safeguarding processes are shared and considered within those plans;
- ensure safeguarding concerns are recorded accurately on the Federation's safeguarding recording system and acted upon without delay;
- work with attendance staff and external agencies to assess risk where absence is linked to safeguarding concerns.

3.5 All staff

- promote the importance of regular attendance and punctuality;
- know the Federation's attendance procedures and apply them consistently;
- notice and report patterns or changes in attendance, punctuality, presentation, behaviour or wellbeing which may indicate a child needs help;
- follow safeguarding procedures where absence or changes in attendance raise a concern;
- avoid making assumptions about the reason for absence and seek appropriate support from the Community Support Lead or DSL.

3.6 Parents and carers

- ensure their child attends school regularly and punctually where the child is registered at the school;
- notify the school on the first day of absence, giving the reason and expected date of return;
- provide further information where reasonably requested to understand the reason for absence;
- avoid arranging routine appointments during school time wherever possible;

- make applications for leave of absence in advance and understand that approval is only possible in exceptional circumstances or where another statutory reason applies;
- work positively with the Federation when attendance concerns arise and attend meetings where requested;
- tell the Federation about changes in circumstances which may affect attendance or wellbeing.

3.7 Children

- attend school regularly and on time, with support from their parents/carers;
- talk to a trusted adult if something is making it difficult to attend;
- follow the Federation's arrangements for late arrival and registration;
- take part, as appropriate to age and understanding, in conversations about barriers to attendance and plans to improve it.

4. Attendance and punctuality expectations

Regular attendance means attending all sessions, for the full duration of those sessions, unless there is a statutory reason for absence or leave of absence has been granted. The Federation expects every child to attend every day that the school is open and to arrive on time.

School	School starts	Registration closes	First-day notification	absence
Infant School	8:45am	8:50am	By 8:45am	
Junior School	8:40am	8:45am	By 8:40am	

Parents should notify the relevant school office using the Federation's established reporting route. The child's full name, class/year group and specific reason for absence should be provided.

4.1 Late arrival

- A child arriving after the start of the school day but before the register closes is recorded with code L.
- A child arriving after the register has closed is recorded with code U unless another attendance code applies.
- Repeated lateness will be monitored as an attendance concern and may require support and/or formal intervention.
- Parents/carers must sign children in using the Federation's InVentry system and give a reason for the late arrival.
- Where lateness becomes a pattern, the Federation will work with the family to understand and remove barriers rather than treating lateness simply as a disciplinary issue.

5. Attendance as a safeguarding responsibility

Safeguarding is everyone's responsibility. The Federation recognises that absence from education can be a warning sign of a range of safeguarding concerns. Changes in attendance may indicate neglect, abuse, exploitation, mental or physical ill health, family difficulties, bullying, anxiety, or other unmet needs. Persistent and severe absence therefore forms part of the Federation's safeguarding monitoring.

A child who is absent is not simply an attendance statistic.

Staff should consider what the attendance pattern may be communicating about the child's safety, wellbeing, relationships and access to education. Attendance concerns must be considered alongside other information known to the school.

5.1 Unexpected or unexplained absence

1. The attendance register is checked promptly and unexplained absence is followed up in line with the Federation's first-day calling procedure.
2. If the parent/carer has not contacted the school, the school will attempt to establish the reason for absence using the contact information held.
3. Where appropriate, emergency contacts will be contacted.
4. If absence remains unexplained or there are concerns about the child's safety, the Community Support Lead and DSL will consider the appropriate next action. This may include a home visit, contact with other professionals, or referral to children's social care or the police.
5. Where there is immediate concern about a child's safety, safeguarding procedures will be followed without waiting for attendance processes to be completed.

5.2 Children already known to safeguarding services

Where a child is subject to a child protection plan, is a child in need, has a social worker, is looked after or otherwise has known safeguarding vulnerabilities, attendance information will be considered as part of the wider safeguarding picture. Attendance concerns will be shared with the relevant professionals where this is necessary to safeguard the child.

5.3 Children Missing Education (CME) and Pupils Missing Out on Education (PMOOE)

The Federation recognises that children who are absent from education for prolonged periods, or whose whereabouts are unknown, may be at increased risk of harm. We follow Hampshire County Council's procedures for identifying and responding to Children Missing Education (CME) and Pupils Missing Out on Education (PMOOE). Where a pupil is absent without explanation, the Federation will make reasonable and timely attempts to contact the parent/carer and establish the reason for absence, beginning from the first day of unexplained absence. This may include telephone calls, texts, emails, letters and, where appropriate, a home visit. The Federation will consider any safeguarding concerns alongside attendance concerns and will liaise with relevant agencies where necessary.

Where a pupil meets Hampshire County Council's criteria for CME or PMOOE, including where a pupil has been absent for 20 consecutive school days (40 sessions) without an appropriate explanation, or fails to return following an agreed period of absence, the Federation will make a referral to Hampshire County Council's Children Missing Education Team and continue to work with the Local Authority to establish the child's whereabouts and educational circumstances. A CME referral does not replace the Federation's safeguarding or attendance procedures, which will continue alongside the referral. The Federation will not remove a pupil from the admission register simply because they are absent or their whereabouts are unknown and will follow the statutory requirements and Hampshire County Council guidance before any deletion from the admission register is considered.

6. Supporting attendance: a graduated approach

The Federation follows the DfE's graduated approach. The response will be proportionate to the individual circumstances of the child and family. Attendance is monitored from the beginning of the school year and support is offered before absence becomes entrenched.

Stage	What this means at Bawksbury Federation
1. Expect	Set clear, high and consistent expectations. Communicate why attendance matters and reinforce the benefits of being in school.

2. Monitor	Use accurate daily and weekly attendance data to identify patterns, including individual children, cohorts, punctuality and particular days or sessions.
3. Listen and understand	Talk with the child and family to understand barriers. Consider school-based, family, health, SEND, emotional wellbeing, transport and wider circumstances.
4. Facilitate support	Agree practical actions and provide or broker support. This may include pastoral support, reasonable adjustments, SEND support, health services, early help or other agencies.
5. Formalise support	Where voluntary support is not effective or is not engaged with, formal support such as an attendance contract may be considered with the Local Authority.
6. Enforce	Where appropriate and proportionate, and in line with the National Framework and local arrangements, legal intervention may be used.

6.1 Children with SEND, disability or health needs

- The Federation will consider whether a child's special educational needs, disability, physical health, mental health or other individual needs create barriers to attendance.
- Where appropriate, the school will consider reasonable adjustments and additional support.
- Attendance difficulties will not automatically be treated as non-compliance or poor parenting where there are underlying needs which require support.
- Where appropriate, the Federation will work with parents, the child, SEND professionals, health professionals, the Local Authority and other agencies.
- Where a child cannot attend school because of health needs, the Federation will consider its duties under the relevant medical needs and education for children with health needs guidance.

6.2 Mental health and emotionally based school avoidance

Where anxiety, emotional distress or other mental health needs are contributing to absence, the Federation will seek to understand the underlying causes and agree an appropriate support and reintegration plan. This may involve pastoral support, reasonable adjustments, SEND processes, health professionals, early help or other services.

6.3 Part-time timetables

All children of compulsory school age are entitled to a full-time education. A temporary part-time timetable will only be used in very exceptional circumstances where it is in the child's best interests. It will be time-limited, recorded, regularly reviewed and supported by a clear plan for increasing attendance back to full time. It will not be used as a routine response to poor attendance or as a long-term alternative to appropriate support.

6.4 Remote education

Remote education will only be used as a last resort and, where appropriate, as part of a reintegration plan. It will not be used routinely as a substitute for addressing barriers to attendance or securing the child's return to school.

7. Authorised and unauthorised absence

Only the school can authorise an absence. A parent or carer explaining why a child is absent does not, by itself, make the absence authorised. The Federation will apply the national attendance codes and the statutory guidance consistently, while considering the individual circumstances of each case.

7.1 Illness

Where a child is genuinely too unwell to attend, parents should notify the school on the first day of absence and on subsequent days where requested. The Federation will follow national and local public health advice when determining whether a child should attend school.

The Federation will normally work on the basis that parents are able to explain their child's absence. Where there is a genuine and evidenced concern about the authenticity of illness or an emerging pattern of illness-related absence, the school may ask for appropriate supporting information. Medical evidence will not be routinely required as a condition of recording illness.

7.2 Medical and dental appointments

Parents should arrange routine medical and dental appointments outside school hours wherever reasonably possible. Where this is not possible, the child should attend school for as much of the session as possible and be absent only for the minimum time necessary. The absence should be recorded using the appropriate medical appointment code.

7.3 Religious observance

The Federation may authorise absence where a child is absent on a day exclusively set apart for religious observance by the religious body to which the child's parent(s) belong, in accordance with the statutory guidance.

7.4 Leave of absence in term time

Leave of absence during term time will only be granted where the Federation considers that the circumstances are exceptional. There is no general entitlement to leave for a family holiday or other leisure or recreational purpose.

Each application will be considered individually, taking account of the specific circumstances and relevant background. The Federation will not operate a blanket rule that automatically grants or refuses leave in particular categories. Applications should be made in advance wherever possible and before arrangements are confirmed.

Where leave is not granted and the child is absent, the absence will normally be recorded using code G where the absence is for a holiday not granted by the school. Other unauthorised absences will be coded according to the circumstances.

7.5 Other circumstances

The Federation will use the national attendance codes for circumstances including approved educational activity, exclusion, regulated performance or employment, temporary reduced timetables, parent travelling for occupational purposes, and unavoidable causes. Where the statutory criteria for a code are not met, the Federation will use the appropriate alternative code.

8. Attendance and admission registers

The Federation will maintain electronic admission and attendance registers in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and DfE guidance. Attendance registers are legal records.

- Registers will be taken at the required sessions and, in accordance with the 2026 guidance, the school will take the register at the same time for all pupils in the relevant session.
- Every pupil on the admission register will receive an appropriate attendance or absence code for each session.

- Where the reason for absence is not known, code N may be used temporarily but must not remain indefinitely. The school will make reasonable enquiries and update the code when the reason becomes known; where no reason is established after a reasonable period, code O will normally apply.
- Any amendment to the register will retain the original entry, the amended entry, the reason for amendment, the date of amendment and the name of the person making the amendment.
- The Federation will retain attendance and admission register entries for the statutory retention period.
- The Federation will comply with statutory requirements for daily attendance data sharing with the Department for Education.

8.1 Attendance codes

The full national attendance and absence code set is maintained in Appendix 1. Staff responsible for registration must use the codes only for the circumstances for which they are prescribed.

9. Monitoring, analysis and intervention

The Federation will monitor attendance daily and analyse it at least weekly, half-termly, termly and annually. Analysis will go beyond whole-school headline percentages.

- individual children and their attendance trajectories;
- persistent and severe absence;
- punctuality and late marks;
- year groups and classes;
- children with SEND and/or disabilities;
- children with health needs or mental health needs;
- children with a social worker and other safeguarding vulnerabilities;
- looked-after and previously looked-after children;
- children eligible for pupil premium/free school meals where relevant;
- young carers;
- patterns by day, session and reason/code;
- children whose attendance is deteriorating even where it remains above the persistent absence threshold;
- the effectiveness of attendance interventions and whether actions are improving attendance.

Attendance information will be shared appropriately with relevant staff, including the DSL, SENDCo, pastoral staff and senior leaders, so that attendance is considered alongside other information about the child.

9.1 Persistent absence

Persistent absence is defined nationally as missing 10% or more of school. The Federation will not wait until a child reaches 90% attendance before responding. Children whose attendance is deteriorating or who are at risk of becoming persistently absent will be identified and supported at the earliest opportunity.

9.2 Severe absence

Severe absence is defined nationally as missing 50% or more of school. Severe absence requires a particularly strong and coordinated response. Where absence is severe, the Federation will consider safeguarding, health, SEND, education and family circumstances and will work with the Local Authority and other agencies. Where safeguarding concerns exist, statutory children's social care involvement will be considered.

10. Attendance legal intervention

The Federation follows the support-first approach in the DfE statutory guidance. Legal intervention will be considered on an individual basis and in partnership with the Local Authority.

10.1 National threshold for penalty notices

The national threshold for considering a penalty notice is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. This may include any combination of unauthorised absence, including holidays and arrival after the register has closed.

Meeting the threshold does not automatically mean a penalty notice must be issued. The school and Local Authority must consider whether support is appropriate, whether it has been provided or engaged with, whether a penalty notice is the best available tool to change parental behaviour, and relevant legal obligations including the Equality Act 2010.

10.2 Notice to Improve

Where the national threshold is met and support is appropriate but has not worked or has not been engaged with, a Notice to Improve may be used as a final opportunity for the parent to engage with support before a penalty notice is issued. Where used, the improvement period will be between 3 and 6 weeks and the notice will specify what improvement is required.

10.3 Penalty notice escalation

- A first penalty notice for a particular parent and child is £160 if paid within 28 days, reduced to £80 if paid within 21 days.
- A second penalty notice to the same parent for the same child within a rolling 3-year period is £160, with no reduced rate.
- A third penalty notice cannot be issued to the same parent for the same child within the 3-year rolling period. Alternative legal action should be considered, which may include prosecution or another statutory intervention.
- The Federation will follow Hampshire County Council's current Local Code of Conduct and procedures.

10.4 Other legal interventions

Depending on the circumstances, legal intervention may include an attendance contract, Education Supervision Order, attendance prosecution, parenting order or penalty notice. The Federation will work with the Local Authority to determine the most appropriate intervention.

11. Working with parents and carers

The Federation believes that positive communication with families is central to improving attendance. Communication will be clear, respectful, proportionate and focused on the child's needs. We will explain what we are concerned about, why attendance matters, what support is available and what will happen next.

- Attendance information will be accessible to parents through the Federation's information systems, including Arbor where available.
- Parents will receive information about attendance expectations and how to report absence.
- Where attendance becomes a concern, the Federation will communicate early rather than waiting for absence to become persistent.
- Meetings will focus on understanding barriers and agreeing practical actions.
- Where formal or legal action is being considered, parents will be told clearly what is expected, what support has been offered and what the potential consequences are.

- The Federation will take account of accessibility, language, disability and other communication needs when working with families.

12. Recognition and celebration

The Federation may celebrate good attendance, punctuality and improvements in attendance. Recognition will be used sensitively and positively and will not disadvantage children whose attendance is affected by illness, disability, safeguarding concerns or other circumstances outside their control.

Attendance improvement is more important than simply rewarding high attendance. The Federation may therefore recognise individual progress and effort as well as overall attendance.

13. Equality, information sharing and confidentiality

The Federation will apply this policy fairly and consistently and will consider the Equality Act 2010 when making decisions about attendance support and legal intervention. Reasonable adjustments will be considered where appropriate.

Attendance information will be shared where necessary to support a child's education, welfare or safeguarding. Data protection requirements will not be treated as a barrier to proportionate information sharing where this is necessary to safeguard a child. The Federation will follow its privacy notice, safeguarding procedures and statutory data-sharing requirements.

14. Monitoring and review of this policy

The Executive Headteacher and Community Support Team will monitor the effectiveness of this policy throughout the year. The governing body will receive attendance information and will challenge the impact of the Federation's attendance strategy.

This policy will be reviewed at least annually and sooner if there are changes to legislation, statutory guidance, Hampshire County Council procedures or the Federation's attendance arrangements.

Appendix 1 – National attendance and absence codes

The following codes are based on the national attendance codes in Working together to improve school attendance (July 2026). Staff should consult the full DfE guidance where a situation is unusual or the correct code is unclear.

Code	Meaning	Use
I	Present – morning	Present at morning registration.
\	Present – afternoon	Present at afternoon registration.
L	Late before register closes	Arrives after the start of the session but before the register closes.
B	Approved educational activity	Attending an approved educational activity; the nature of the activity must also be recorded.
D	Dual registered	Attending another school at which the pupil is registered.
K	Education arranged by the Local Authority	Attending education provision arranged by the Local Authority; nature of provision must be recorded.
P	Approved sporting activity	Attending an approved educational activity that is a sporting activity.
V	Educational visit or trip	Attending an educational visit or trip arranged by or on behalf of the school.
W	Work experience	Attending approved work experience where applicable.
C	Leave of absence – exceptional circumstances	Leave granted by the school for exceptional circumstances.
C1	Regulated performance/employment	Leave for regulated performance or regulated employment abroad, where statutory conditions are met.
C2	Temporary reduced timetable	Compulsory school-age pupil subject to a temporary reduced timetable in very exceptional circumstances.
E	Excluded	Suspended or permanently excluded and no alternative provision is made.
I	Illness	Unable to attend because of physical or mental illness; not for medical/dental appointments.
J1	Interview	Attending an interview for employment or admission to another educational institution.
M	Medical appointment	Attending a medical or dental appointment.
R	Religious observance	Absent on a day exclusively set apart for religious observance by the relevant religious body.
S	Public examination study	Studying for a public examination where applicable.
T	Parent travelling for occupational purposes	Mobile child travelling with a parent in the course of the parent's trade or business, where statutory conditions are met.
X	Non-compulsory school-age child not required to attend	Child is not required to attend for the session.

Q	Unable to attend – lack of access arrangements	Unable to attend because required access/transport arrangements are not available in circumstances specified by the regulations.
Y1	Transport normally provided unavailable	Normally provided transport is unavailable.
Y2	Widespread travel disruption	Widespread disruption to travel caused by a local, national or international emergency.
Y3	Part of premises closed	Part of the premises is unavoidably unavailable and the pupil cannot practicably be accommodated elsewhere on site.
Y4	Whole site unexpectedly closed	School unexpectedly closed when it was due to be open.
Y5	Criminal justice detention	Unable to attend because the pupil is in criminal justice detention.
Y6	Public health guidance or law	Attendance or travel would be contrary to relevant public health guidance or prohibited by law.
Y7	Other unavoidable cause	An emergency or other unavoidable cause affecting the pupil prevents attendance; the nature of the cause must be recorded.
G	Unauthorised holiday	Holiday not granted by the school.
N	Reason not yet established	Temporary code while the reason for absence is being established; must be resolved.
O	Unauthorised / unknown	No reason established or school is not satisfied that the reason provided meets the criteria for authorisation.
U	Arrived after registration closed	Arrived after the register closed but before the end of the session.
Z	Prospective pupil not yet on roll	Administrative code used before a pupil's start date; not a possible attendance.
#	Planned whole-school closure	Administrative code for planned whole-school closure such as holiday, INSET or polling; not a possible attendance.

Appendix 2 – Attendance response pathway

The following is a practical Federation framework. Individual cases may move more quickly or slowly depending on need, risk and safeguarding considerations.

Stage	Typical action
Daily monitoring	Register checked; unexplained absence followed up; safeguarding concerns considered.
Emerging concern	Attendance or punctuality begins to deteriorate. Community Support Team and Senior Leadership Team reviews pattern and contacts family where appropriate.
Support meeting	Child and parent/carer are invited to discuss barriers and agree actions. Relevant staff/agencies may be involved.
Targeted support	Plan reviewed regularly; support intensifies if attendance does not improve. Reasonable adjustments and SEND/health needs considered.
Persistent absence / significant concern	Attendance is formally monitored. Local Authority involvement and/or Targeting Support Meeting considered.
Formal support	Attendance contract or other formal intervention may be used where voluntary support is unsuccessful or not engaged with.
Legal intervention	Penalty notice, Education Supervision Order, prosecution or other legal intervention may be considered with the Local Authority, depending on circumstances.

Appendix 3 – Parent/carers quick guide

Regular attendance helps your child to learn, build relationships, feel part of school life and access support when they need it.

- Make sure your child attends school every day unless they are genuinely too unwell to attend or the school has agreed an absence.
- Make sure your child arrives on time.
- If your child is absent, contact the school by the published deadline on the first day and explain the specific reason.
- Continue to update the school if the absence continues.
- Arrange routine appointments outside school hours wherever possible.
- Do not assume that a family holiday during term time will be authorised. Leave is only granted in exceptional circumstances.
- If something is making school attendance difficult, tell us. We would much rather understand the problem and work with you than allow the absence to become entrenched.
- If you are invited to a meeting about attendance, please attend so that we can agree the best support for your child.
- If your child is worried about school, anxious, being bullied, struggling with learning or experiencing difficulties at home, please tell a member of staff.

Appendix 4 – Key statutory sources

- Department for Education, Working together to improve school attendance, July 2026.
- Department for Education, Keeping children safe in education, September 2026.
- Department for Education, Working together to safeguard children, March 2026.
- School Attendance (Pupil Registration) (England) Regulations 2024.
- Department for Education, Children missing education: statutory guidance for local authorities and schools, September 2025.
- Department for Education, Supporting pupils at school with medical conditions.
- Department for Education, Education for children with health needs who cannot attend school.
- Relevant Hampshire County Council attendance and legal intervention procedures.