

Managing Absence at Ashley Junior School

Our Attendance Officer is Mrs. Cheesman.



First day of absence

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

If your child is absent you must:

- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence - you must do this even if you have already telephoned us;
- Or, you can call into school and report to school office.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you. This is because we have a duty to ensure your child's safety as well as their regular school attendance

If your child is not seen and contact has not been established with you or any of the named parent/carers after three days of absence the school is required to start the "child missing in education" procedures as set out in the Hampshire County Council Guidance.

Third day of absence

Parents/Carers wishing to apply for leave of absence need to fill in an application form available from the school office or can be downloaded from the school's website in advance and before making any travel arrangements.

Leave of Absence

We notify parents termly of their child's attendance and absence rates.

If your child has absence below 95% we will make contact with you and monitor to see if there are improvements.

If your child has absence below 90% they are classed as a **Persistent Absentee**. The Attendance Officer will meet with you to discuss reasons for absence and develop a plan for improvement.

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 out in Hampshire's Code of Conduct parent/carers will be issued with a fixed-penalty fine, or other legal action.

School Intervention and Trigger Points

Where a child has unauthorised absence the school must enforce Hampshire's Code of Conduct for issuing Penalty Notices 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. Hampshire Schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to Hampshire's Attendance Legal Panels where:

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.

Local Authority Intervention

