



Sharps Copse Primary School
Prospect Lane
HAVANT
Hants
PO9 5PE

Attendance Policy

2019-2020

Date:	10 th July 2019
Review Date:	July 2020
Responsibility:	Headteacher
Statutory, recommended or additional:	Yes
Checked against Equalities Policy:	Yes
Linked Documents: Admissions, Anti-bullying, Child Protection Exclusion, , Safeguarding, Special Education Needs (SEN), Teaching and Learning, Behaviour and Rewards, Behaviour Policies, and Behaviour Statement and Home/School Agreement Documents	

Chair of Governors: Mrs J. Towers	Date: 10 th July 2019
Headteacher: Mr M. Elsen	Date: 10 th July 2019

1. RATIONALE/STATEMENT OF INTENT

Sharps Copse Primary School has produced and created this personalised Attendance Policy using national documents and the model and guidance provided by Hampshire County Council (HCC).

At Sharps Copse Primary and Nursery School, we believe that good school attendance gives individual children the opportunity to realise their potential enabling them to fully participate in the life of the school.

Attendance at school is subject to various education laws, and the schools' attendance policy is written to reflect these laws and the guidance produced by the department for Education (DfE) and HCC.

The level of attendance and punctuality expected from all our children is included in our home-school agreement, which all parents and carers sign following their child(ren)'s admission to our school and is a statutory requirement.

It is therefore very important that all parents and carers ensure that their child(ren) attends regularly and this policy sets out how together we will achieve this. This policy will be annually publicised in writing for all staff, parents, carers and children via our school website located at www.sharpscopse.hants.sch.uk and included in the schools brochure issued to all new admissions.

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

At Sharps Copse Primary School we are committed to providing an education of the highest quality for all our children and endeavor to provide an environment where all children feel valued and welcome. Parents, carers and children play a part in making our school so successful. Every child has a right to access the education to which he or she is entitled. Parents, carers and school staff share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance and punctuality for all children. Every opportunity will be used to convey to children and their parents and carers the importance of regular and punctual attendance.

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

Good attendance is important because:

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

This policy is issued in draft form to all staff and governors for review, consultation, advice and whole school ownership purposes before ratification, approval and finalisation by the Full Governing Body.

Once finalised, the document will be made available to all staff and parents or carers via the schools website located at www.sharpscopse.hants.sch.uk and in hard copy format, on request, located in the policy folder outside the admin office and on 'teachers pool' in the current policies file.

Parents and carers will be informed and signposted to this document via the schools twice termly newsletter.

All staff at Sharps Copse Primary School have a duty of care to follow and co-operate with the requirements of this policy.

Monitoring

Responsibility for managing and monitoring this Attendance Policy at Sharps Copse Primary School is held by Mr Mike Elsen, Headteacher who is the responsible manager. Information will be reported and shared by him with the Full Governing Body each term.

Information will also be shared with parents and carers once a term with an accompanying letter detailing the impact lost on education and learning due to absence.

2. OPERATING THE POLICY

2.1 Promoting Good Attendance and Punctuality

The foundation for good attendance and punctuality is a strong partnership between the school, parents, carers and the child. The home-school agreement contains details of how we will work with parents and carers and our expectations

of what parents and carers will need to do to ensure their child(ren) achieves good attendance and punctuality.

To help us **all** focus on this we will:

- Provide information on all matters related to attendance in the school newsletter when appropriate to keep parents up to date
- Report to parents and carers on their child(ren)'s performance in school, including their attendance and punctuality rate and how this relates to their attainment
- Celebrate good attendance through 'Smarty' a shark that is awarded weekly during the celebration assembly to the class who has achieved the highest weekly attendance
- Celebrate good punctuality through 'Skippy' a shark is awarded weekly during the celebration assembly to the class with the lowest number of children late that week
- Reward all children from Year 1 to Year 6 who have attended school every day on time by entering them into a weekly raffle to win a prize in the celebration assembly.
- Reward all children in Year R who have attended school every day on time with a 100% attendance sticker each week in class.
- Reward children with 100% attendance for each full term with a certificate.
- Reward children with 100% attendance for the whole year during the end of year celebration assembly.
- Monitor pupils whose attendance is a cause for concern closely and contact parents on a half termly basis via letter to set targets for individuals to improve attendance.

2.2 Roles and Responsibilities:

Mrs Lorraine Setterfield, Business Manager is responsible for ensuring the Attendance Policy is consistently applied throughout the school and that attendance is both recorded accurately and analysed. Miss Elizabeth Williams, Attendance Officer is responsible for directing and co-ordinating the school's work

in promoting regular and improved attendance. Miss Elizabeth Williams, Attendance Officer and Mrs Linda Cutting, Children & Families Support Worker will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Responsibilities of Classroom Staff:

- Ensure that all children are registered accurately
- Promote and reward good attendance and punctuality at all appropriate opportunities in class

- Liaise with Miss Elizabeth Williams, Attendance Officer and/or Mrs Linda Cutting, Children & Families Support Worker (C&FSW) regarding any concerns or underlying problems on matters of attendance and punctuality
- Communicate any messages that may account for a child's absence to the office as soon as possible to ensure absences recorded accurately.

Responsibilities of Children:

- All pupils are expected to attend all of their lessons every day and punctually.
- If late pupils are expected to register at the office where they are expected to give a reason and ensure their lunch choice has been recorded.
- Pupils leaving the school site during school hours are required to leave via the office to ensure that this is recorded accurately.
- Poor attendees will be monitored closely and where there are difficulties, support will be offered in school to help them improve their attendance.

Responsibilities of Parents and Carers:

A pupil is required by law (under Section 444 of the 1996 Education Act and Regulations of 2006 and 2010) to attend regularly at the school where they are registered and on time. Permitting absence from school that is not authorised by the school creates an offence in law.

Parents or carers will:

- Notify the school promptly on the first day of absence via the school telephone number if their child cannot attend.
- Be contacted by school staff on the first day of absence if no reason has been provided by them. .
- Be visited by a member of staff if they have not provided the school with a reason for their child's absence and the school have been unsuccessful in contacting them. This is to ensure that every child is accounted for and safe during school hours.
- Ensure their child arrives to school on time; if their child is parents must accompany them to the office where the time of arrival and the reason for being late can be recorded for monitoring purposes.
- Avoid making medical/dental appointments during school time where possible; and only remove their child from school for the minimum period of time required to attend to reduce the impact on their attendance.
- Provide proof of any unavoidable appointments during school hours (card, letter, text) to enable the school to authorise the absence.
- Ensure that the absence or illness of a child does not affect the education of their brothers and sisters by making suitable child care arrangements to get them to and from school

- Discuss with the most appropriate member of staff any planned absences well in advance and complete a leave of absence form, available from office, for any planned absences from school during term time; providing any appropriate evidence to support the exceptional circumstances to enable the school to consider its authorisation.
- Support the school with their child in aiming for 100% attendance each year by keeping absences to a minimum and working with us if attendance becomes a concern.

3. Our School Day and Register Procedure

At Sharps Copse Primary School our day starts at 8.55am. The school bell will be rung at 8.50am every morning to ensure that all children have enough time to get to class and are ready for registration at 8.55am. It is really important that children are in school, ready for these times as this will help them settle into the school day routine and get the most out of their education. The school bell will be rung again in the afternoon at the end of lunchtime for afternoon registration.

- 12.50pm for Year R Registration at 12.55pm
- 13.05pm for Year 1, Year 3 and Year 5 Registration at 13.10pm
- 13.20pm for Year 2, Year 4 and Year 6 Registration at 13.25pm

The close of registration at Sharps Copse Primary School is at **9.25am** for the morning session and **1.15pm** for Year R children, **1.30pm** for Year 1, Year 3 and Year 5 children and **1.45pm** for Year 2, Year 4 and Year 6 children for the afternoon session.

Legally the register must be marked twice daily by the class teacher or supervising adult. Children who are present at registration will receive for the morning session the **present am code (I)** and for the afternoon the **present pm code (V)**. Children who are absent at commencement of the registration sessions will receive an **unauthorised absence code (O)** which will be updated and authorised accordingly if a reason has been received by the office.

3.1 Understanding types of absence:

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 that affect a child's attendance:

Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in

- advance for such an absence. If no explanation is received, absences cannot be authorised and will be recorded as unauthorised.
- **Unauthorised Absence:** is when the school has not received a satisfactory reason for absence, has not received the medical evidence if required or has not approved a child's leave absence from school after a parent's request.

This includes parents or carers giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings, days out, parental illness, truancy before or during the school day and any absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents and carers. An example of this would be where a parent or carer states a child is unwell but on return to school there is evidence they have been on holiday. Any absences reported as illness when on holiday, unless medical evidence is provided upon their return to school will be unauthorised and could incur a fixed penalty notice.

3.2 Lateness and Punctuality

We understand that sometimes things happen which result in lateness. In these exceptional circumstances, we ask that children come into school with an adult and sign in with the office team. This is to make sure that the legal register is filled in correctly and appropriately. If parents do not accompany their children to the office then they will be asked to explain why they are late to school.

Before Registration Closes

Children who arrive in school between 8.55am and 9.25am after signing in at the office will receive a late mark (L) on the register with the time of arrival and reason recorded.

After Registration Closes

Whilst we understand that in exceptional circumstances, things can happen that prevents a punctual arrival to school, these circumstances should be extremely rare. As soon as possible parents should call the office to inform the school when they are expected to arrive and if a school dinner is required. Children who arrive after 9.25am will be marked as unauthorised (U) unless there are exceptional circumstances that have already been discussed and agreed with staff which will be recorded accordingly. Unfortunately a (U) mark will affect your child's attendance as an unauthorised absence for that session. These codes reflect

Hampshire County Council Policy.

If a child is late due to a medical appointment, they will receive an **authorised absence code (M)** once they have arrived in school and evidence of appointment has been provided. This will be inserted into the **unauthorised absence code (O)** given due to the child's absence at registration time.

If a medical appointment falls within the school day we ask that, where possible, that children still attend school before and after the appointment. This is to avoid unnecessarily missing important learning time and medical appointments affecting the child's attendance records. Where parents have other children in the school it is expected that they make alternative arrangements if possible, allowing them to be in school as normal for the duration of the school day.

Persistent Lateness

Lateness at the beginning of the day is recorded by the office team and monitored by the Attendance Officer and Child & Family Support Worker. If there are reasons why their child/children may be struggling to attend school on time parents should discuss this with their child's class teacher in the first instance as they may be able to help make their child's arrival at school enjoyable and more positive.

If a child continues to arrive to school late the Attendance Officer and/or Child & Family Support Worker will contact the parents/carers to discuss any issues that may be preventing them from coming to school and offer support where appropriate.

If support is not appropriate or is declined and a child continues to be persistently late (coded U) for 10 or more sessions (five days) after the register has closed or persistently late before the close of the register (coded L), for 10 or more sessions then we are legally obliged to follow Hampshire County Council guidance policy for issuing Penalty Notices for lateness.

End of the Day – Lateness

Children should be collected promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected child to a place of safety and share concerns as necessary with other agencies.

Sharps Copse Primary School has an After School Activities Club, where if there is an available space, the uncollected child will be temporarily placed and the parents or carers will be provided with the bill.

In the interest of your child's safety it is our expectation that **all** children in the lower school (Years R - 2) are brought to and collected from school by a parent, carer, guardian or other authorised adult/teenager. Please advise us in writing, if you wish to change regular collection arrangements for your child by nominating another adult other than the legal parent or guardian to collect your child from school. On occasions, older brothers or sisters are sent to collect the younger children at their parents' request. This is unacceptable and certainly not encouraged due to safety reasons and the huge responsibility placed upon the older sibling. If this practice is observed, parents will be contacted to discuss the arrangement further.

3.3 Absence Procedure

A child not attending school is considered a **safeguarding** matter and is why information about the cause of any absence is always required to avoid any unnecessary legal action or other agency involvement.

First Day Absence

Parents Responsibility to:

- contact the school promptly on the **first day** of absence with a reason for their absence this can be in person or over the phone
- keep the school informed of when they expect to return to school
- provide any medical evidence upon the child's return to school to support its authorisation
- be aware that if no reason received the absence will be recorded as unauthorised
- be aware that school will continue to make attempts to obtain a reason for absence by contacting you on the numbers provided to school

Schools Responsibility:

- if we have not heard from parents regarding their child's absence by 10am school will text them asking them to contact the school to inform us why their child is not in school
- it is for the school to judge whether the explanation given is satisfactory justification for the absence and will update the register accordingly with the appropriate authorised or unauthorised code
- if by the afternoon no explanation has been received for a child's absence the school will contact the parent on the numbers provided and/or visit your home to ensure that your child is safe

Three Day Absence

Parents Responsibility

- inform the school when they expect their child to return and update them on the continuing absence
- if child is absent for **3 days** or more parents are expected to provide medical evidence, where possible, upon their return to enable school to authorise the full absence period.

School Responsibility

- due to safeguarding if a child is absent for more than **3 days** with no contact made with school from parents school will continue to do what is necessary to establish the whereabouts of that child
- request medical evidence where necessary to continue authorising an absence

Five Day Absence

If contact has not been returned by the parent or carer and the child's absence remains unknown after **five days**, the school is required to start '**a child is missing in education**' procedure as set down by HCCs Guidance. We will make all reasonable enquires to establish contact with parents or carers and the child including making enquires to known friends, wider family and our Children and Families Support Worker and/or Attendance Officer will visit the child's home to try to establish contact.

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 or 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. It is a legal requirement that the school is kept updated with correct telephone numbers for parents or carer and other named emergency contacts. The school will carry out regular checks on telephone numbers and changes in circumstances throughout the year.

3.4 Monitoring Irregular Attendance

A child's attendance will be monitored regularly throughout their time at school. We understand that sometimes children are unable to attend school, however the expectation is, that if a child is well enough, the law states that children have to attend all the days and all the times that the school require it.

We start to become concerned with your child's attendance when the overall percentage of attendance falls below 90%. If a child misses 10% or more schooling across the school year for whatever reason, authorised and unauthorised, they are defined as a **persistent absentees (PA)**.

The school will inform parents/carers if their child's attendance becomes a concern through the following 3 stage warning process.

Stage 1

If a child has been absent and their attendance level falls below 90% we will contact the parent or carer at the end of each half term by letter. This will inform them that their attendance is being monitored closely with the expectation that it will improve.

Stage 2

If, by the end of the following half term, their attendance has fallen further despite the initial warning we will write to parents again to request a meeting with the relevant staff so we can fully understand the reasons behind the falling attendance and create a plan to improve attendance. It is at this stage that we may request that all future absences are unauthorised unless medical evidence is provided. It is important that if support is offered and parents do not engage legal action will be considered due to non-engagement. School is there to provide support and can offer a wealth of knowledge, expertise and strategies to help improve attendance to avoid us taking legal action.

Stage 3

If a child's attendance continues to fall and sufficient evidence is not provided despite previous warnings and/or meetings, a third letter will be sent informing parents that the matter will be referred to the local authority to consider a fixed penalty warning or support from outside agencies.

Children at Sharps Copse Primary School are dependent on their parents and carers, who are legally 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.

3.5 Returning to School

It is important that on return from an unavoidable absence all children are made to feel welcome. This should 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 the other children. This will be organised by the C & FSW with the appropriate teaching staff who will ensure that it is sent home to the child.

4. Leave of Absence During Term Time :

Amendments to school attendance regulations were updated and enforced from September 2013. The **(Pupil registration) (England) regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.** It is important to note that Headteachers can determine the length of the authorised absence as well as whether the absence is authorised at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time.

There are no rules on this as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off in school time to go on holiday **and in the majority of cases holidays during term time will not be authorised and a penalty notice will be requested upon their return to school.**

Parents and Carers wishing to apply for leave of absence need to fill in a leave of absence application form available from the school office in advance and before making any travel arrangements. School will confirm in writing whether the leave of absence request has been authorised. If term time leave is taken without prior permission from the school, the absence will **be automatically unauthorised** and if the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct parent/carers will be issued with a fixed-penalty fine or other legal action in accordance with the conduct.

If an absence is reported as an illness and information is brought to our attention that the child is actually on holiday the school will contact parents to

request medical evidence. If this is not received the absence may become unauthorised.

5. Penalty Notices for Non Attendance and other Legal Measures:

In Education law, parents and 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.

5.1 Legal Measures for tackling persistent absence or lateness

HCCs Schools and HCC will use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to HCCs 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.

The following legal measures are for children of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty Notices
- Education Supervision Orders
- Prosecution

5.2 Legal Measures for absence taken when the Headteacher has declined parent and carers request for a leave of absence

Where a child has unauthorised absence due to either:

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

and the unauthorised absence is for 10 or more sessions (**5 days**) in any 100 possible school sessions (**10 weeks**) then a penalty notice for non-attendance will be issued.

Where a child has **unauthorised absence** the school must enforce HCCs 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.

The code of conduct states that schools of Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the child 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
- persistently late (**coded U**) for 10 or more sessions **after** the register has closed
- persistently late (**coded L**) for 10 or more sessions **before** the close of the register
- 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,

If a child's unauthorised absence meets any of the above criteria 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. Ten sessions of unauthorised absence or lateness in any 10 week school period
2. One or more sessions of unauthorised absence during a public exam, formal school assessment or 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 either via a letter, through the leave of absence request form, or through the schools attendance policy and website. The penalty notice is a fine that is issued to each parent or 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 parent or carers for each child**. **N.B** This could mean the issue of two penalty notices per family with children who have taken unauthorised absence for holiday i.e. one PN for each parent or carer, or one PN for each child

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 the 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.

6. OTHER RECOMMENDED POLICY SECTIONS

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

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents 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 immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem with support in school. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

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 they leave home in the correct clothes and have the proper equipment i.e. PE Kit, reading diary etc.
- Show your child, by your interest in what your child is doing in school, that you value their education, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

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

6.2 Leavers

If a child is leaving our school permanently (other than when transferring to the secondary school) parents or carers are asked to:

- Give the school office comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known.

If children leave and we do not have the above 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 as soon as possible, these investigations can be avoided.

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

Parents or carers of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance license and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded under the Circumstances code **(C)** an authorised absence. The regulations related to children participating in public performances are separate to those around authorising leave of absence. Headteachers can authorise this absence.

For further advice and guidance on child employment and performance licenses visit Hantsweb at:

<http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/child-employment.html>

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

Parents and carers of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the Headteachers discretion whether to authorise this and they will discuss with you the nature and frequency of the absence and how learning will continue if absence occurs regularly.

Permission for a child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education

tutor as part of their coaching.

6.5 Gypsy Roma Traveller Showman and Showman families

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

Please note pupils must have attended 200 sessions in a rolling 12 month period to be able to request leave for work purposes. Further support & Guidance is available from Hampshire's EMTAS Service

8. Record preservation

- School registers are legal documents.
- We will ensure compliance with attendance regulations by keeping attendance records for 3 years.
- Computer registers will be preserved as electronic back-ups or microfiche copies