



School Attendance Policy 2025/2026
For all
Havering Schools and Academies including
Independent Schools & AP's

***This policy reflects the Local Authorities responsibility for safeguarding
and promoting the welfare of children and their educational attainment
and achievement***

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Version Control

Changes	Page
2024/2025 – In compliance with DfE Working Together to Improve Attendance Statutory Guidance (August 2024)	Version 1
2025/2026 – No Changes	

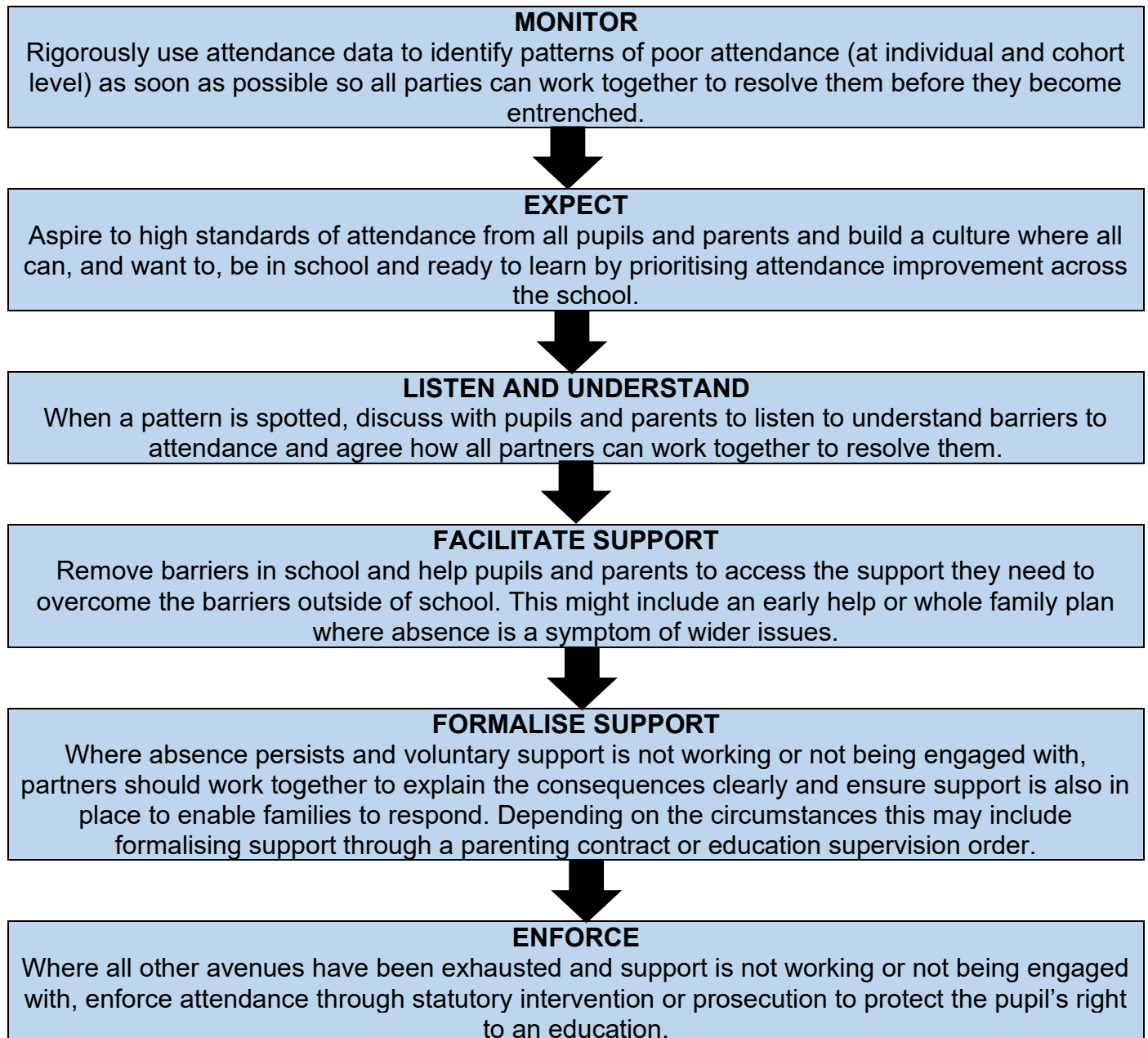
1. Vision

- 1.1 Havering's School Attendance Policy is focused on the statutory duty that has been placed on Local Authorities to 'Work together to Improve Attendance' 2024.
- 1.2 The Local Authority will adopt a strategic approach to school attendance to maximise the life chances and choices for all children attending Havering schools by providing:
 - a. School Attendance Support Team
 - b. Communications and Advice
 - c. Support Meetings
 - d. Multi-disciplinary support for families
 - e. Legal Intervention

2. Introduction

- 2.1 The Department for Education requires all Local Authorities to have in place a framework that enables a strategic oversight for school attendance for all schools including academies and independent schools. This guidance has been introduced to ensure schools are embracing a whole school approach to early help and interventions to promote and support School Attendance in line with:
 - *DfE Guidance 2024 'Working together to improve school attendance'*
- 2.2 Working together to improve attendance is based around successfully treating the root causes of absence and removing barriers to attendance, at home and in school. More broadly it requires schools and local partners to work collaboratively with families.

The Local Authority and its education providers should work together to ensure the following:



3. The importance of school attendance

- 3.1 Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm,

orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

- 3.2 The Local Authority in collaboration with schools and partner agencies will work together to remove barriers and encourage early intervention where required to promote high levels of attendance across every school in Havering.
- 3.3 Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.
- 3.4 The law entitles every child of compulsory school age to have an efficient, full time education suitable to their age, aptitude, ability and any special educational need they may have.

4. Parents are expected to:

- 4.1 Ensure their child attends every day the school is open except when a statutory reason applies.
- 4.2 Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- 4.3 Only request leave of absence in exceptional circumstances and do so in advance
- 4.4 Book any medical appointments around the school day where possible

5. Schools are expected to:

- 5.1 Share data and information electronically with the local authority, using schools MIS to ensure pupils who are not attending are monitored and tracked for safeguarding purposes.
- 5.2 Have a clear school attendance policy which all staff, pupils and parents understand.
- 5.3 Develop and maintain a whole school culture that promotes the benefits of high attendance in line with the school's attendance policy.
- 5.4 Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence in line with DfE legal guidance.
- 5.5 Have robust daily processes to follow up absence including safeguarding visits when a child has not been seen and parental contact has been unsuccessful.
- 5.6 Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- 5.7 Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.

- 5.8 Work collaboratively with other schools in the area, sharing good practice and strategies and involve the local authority, and other partners when absence is at risk of becoming persistent or severe.

6. Academy Trustees and Governing Bodies are expected to:

- 6.1 Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
- 6.2 Ensure school leaders fulfil expectations and statutory duties. Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
- 6.3 Provide school staff with comprehensive training on attendance procedures.

7 The Local Authorities Education Welfare Officers and other Council Services

- 7.1 Senior Education Welfare Officers will arrange regular meetings offering support, advice and guidance. Officers will work with schools using data to identify any barriers to learning.
- 7.2 The local authority will rigorously collect, analyse and track local attendance data from schools to devise a strategic approach to improving attendance and set out an attendance plan of action for schools based on the:
- Analysis of whole school attendance
 - Targeting those schools who are most vulnerable
- 7.3 All Havering head teachers will be contacted annually where the local authority will share data analysis findings that fall within the key themes outlined below:

a. Local area themes (identify barriers)

- Staff Training
- Attendance Network
- School to school collaboration

b. Multiagency work

- Education (Inclusions Gateway Referral Form - IGRF)
- Virtual School
- Adolescent Safeguarding Service
- Health (CAMHS)
- Early Help (MARF)
- Social Care (MARF)
- Police
- Youth Justice Service

c. Attendance legal Interventions

- Parent Contracts
- Education Supervision Orders
- Attendance Prosecution
- Parenting Orders
- Fixed Penalty Notices

d. Contribute to other multi agency legal plans

- Personal Education Plan (PEP's for LAC)
- Education Health Care Plan (EHCP) Annual Review
- Early Help (Outcome Star & Plan)
- Child in Need (CIN)
- Child Protection (CP)
- Youth Justice Service (Court Order)

e. Attendance support for groups to address wider poor attendance

- Identifying themes to deliver interventions across Havering

8. Adding and deleting pupils from School and Academies register

- 8.1 All schools must comply with the Education (Pupil Registration) (England) Regulations 2006 to notify the Local Authority when adding and deleting pupils from their school registers.
- 8.2 The Local Authority coordinates the admissions of children transferring into Havering schools, where our systems automatically track and record all joiners.
- 8.3 For pupils being deleted from school registers the Local Authority automatically obtains this information from schools who have a data sharing agreement in place with the LA.
- 8.4 Schools who **do not** have a data sharing agreement **MUST** advise the Local Authority each time they remove a pupil from the school register via the on line form www.havering.gov.uk/DeletionFromSchoolRegister

9. Adding and deleting pupils from Independent School registers

- 9.1 Independent schools must inform the LA within 1 school day each time a child is added or deleted from their school register using the link below:
www.havering.gov.uk/Independentschoolsreturn

10. Attendance Traded Service

- 10.1 In addition to the LA's duty to operate a strategic attendance approach, they offer packages of support that enable and promote good attendance.
For more information please visit www.hes.org.uk