

Hodge Hill College

Attendance Policy

Approved On/By: Full Governing Body 23rd September 2026
Next Review Due By: Autumn Term 2027
Monitoring & Review: Annually
Staff Member(s) Responsible: R Stewart

Importance of having good attendance and punctuality

At Hodge Hill College, we expect high levels of attendance from all pupils. Pupils with high levels of attendance get the most out of their school experience, including their attainment, wellbeing and wider personal development.

It is the legal responsibility of parents/carers to secure education for their children of compulsory school age, whether at school or otherwise, and, if they are at school, to send them to school regularly.

Hodge Hill College has a responsibility to support the attendance of all its pupils. This includes daily monitoring of attendance, investigating reasons behind non-attendance and implementing interventions to remedy barriers to school attendance.

Hodge Hill College and parents/carers collectively need to ensure that pupils' attendance is high and work together to reduce the number of persistently and severely absent pupils. This policy outlines the strategies and practices used at Hodge Hill College to promote, monitor and reward good attendance, as well as the process that will be followed with pupils who do not meet our expected attendance targets.

Through our attendance procedures, we aim to meet a whole-school attendance target of 96%.

Statutory Guidance

This policy is aligned with:

1. 'Working Together to Improve School Attendance', Department for Education, July 2026
2. 'Support First: School attendance framework and guidance', Birmingham City Council, September 2026

Both documents can be found online.

Staff in charge of attendance at Hodge Hill College

Pupils' attendance and punctuality at Hodge Hill College is monitored by the following staff members:

Mr Stewart – Associate Assistant Headteacher – strategic lead for attendance and punctuality (Senior Attendance Champion)

Mrs Nazir – Assistant Achievement Coordinator for Year 7

Mrs Savic - Assistant Achievement Coordinator for Years 8 and 11 and operational lead for attendance and punctuality

Miss Patel - Assistant Achievement Coordinator for Year 9

Miss Maleady - Assistant Achievement Coordinator for Year 10

AM and PM registration opening and closing times

By law, Hodge Hill College is required to keep an attendance register. All pupils attending Hodge Hill College must be placed on this register. The attendance register is taken at the start of the first session of the day (morning registration is completed during tutor time) and once during the second session of the day (during Period 4, which encompasses the split-lunch procedure).

School gates open at 8.30 am and close at 8.37 am. Pupils must be in their tutor rooms for tutor time at 8.40 am.

Any pupil arriving at school after the gates have closed but between 8.37 am and 8.40 am will not be marked late, but a record will be kept that they have missed the identified gate opening times. Any pupil who arrives after 8.40 am will be marked late (L code) and receive a 30-minute detention.

The morning register closes at 9.10 am. Pupils arriving after this time receive a U code, which marks the arrival as late after the register has closed. This counts as an unauthorised absence.

The afternoon register is taken during Period 4, between 12.40 pm and 1.20 pm, depending on the year group's lunch period. The register is taken at the start of the lesson and closes 30 minutes later.

The finishing times for pupils are as follows:

Monday - 4.10 pm

Tuesday, Wednesday and Thursday - 3.10 pm

Friday - 1.40 pm

Late Procedures

Punctuality is an important life skill that will serve our pupils well during their time at Hodge Hill College, after leaving for further and higher education and into the workplace. For this reason, we expect pupils to meet our punctuality expectations. Pupils are rewarded for good punctuality and sanctioned for poor punctuality.

Punctuality rewards:

- Pupils who arrive at school on time receive five positive achievement points each day.
- Pupils who arrive at school on time every day during the week receive an additional 25 positive achievement points. This is awarded weekly.

Pupils can 'spend' their positive achievement points on a range of rewards via our ClassCharts Reward Shop.

Punctuality sanctions:

- Pupils who arrive late to school (L and U codes) are issued with a 30-minute after-school detention. Where possible, this is completed on the same day as their lateness.
- During the day, if a pupil with an L or U code is late to another lesson, this is deemed persistent lateness. This results in a 60-minute after-school detention. Where possible, this is completed on the same day as their lateness.
- If a pupil is late to school more than once in a week, they will receive a 60-minute after-school detention. Where possible, this is completed on the same day as their second lateness.
- In addition to detentions, late arrivals at school and lessons are logged on ClassCharts. These deduct points from the pupil's ClassCharts profile and reduce the number of points they have to spend on rewards. The deductions are listed below:
  - Late to School (L and U code) = -5 points.
  - Late to Lesson = -5 points.
  - Persistent Lateness = -10 points.

Absence Reporting Process

It is important that parents/carers inform Hodge Hill College of their child's absence. This can be communicated via:

1. Phone call – follow the in-call instructions.
2. IRIS.

Absences should be communicated as soon as practically possible and no later than 8.30am.

An exception to daily reporting applies where medical evidence is provided for a longer-term absence. This evidence should state a defined period of absence, including an end date. After providing this evidence, parents/carers are not required to report the absence daily. However, they should still expect a phone call from Hodge Hill College to check on the pupil.

Where there has been no contact from parents/carers regarding a pupil's absence, Hodge Hill College will investigate the reason for the absence. This can include, but is not limited to:

- A phone call.
- Communication via text message/IRIS.
- Email.

- Home visit
- Liaison with CME/CASS/Police

Absence due to Medical or Dental Appointments

Medical and dental appointments should not be made during school hours. Where this is not possible, Hodge Hill College should be informed in advance of the absence and provided with evidence of the appointment. This will result in the absence being authorised. However, it is important that pupils are out of school for the minimum amount of time necessary.

Other valid reasons for authorised absence

Valid reasons for authorised absence include:

- Hospitalisation, hospital treatment or genuine illness - evidence is required where the absence is long-term or recurring, or where clarification is reasonably required.
- Religious observance (absence may be authorised on a day exclusively set apart for religious observance by the religious body to which the parent/carer belongs).
- Attending a college, sixth form or apprenticeship interview.
- Bereavement (following individual consideration of the circumstances).

This is not an exhaustive list. Hodge Hill College considers each application for term-time absence on an individual basis, taking account of the circumstances surrounding the request. Leave of absence for other reasons not listed can be granted at the headteacher's discretion.

The following reasons for absence will result in an unauthorised absence:

- Trivial illnesses such as a cold, headache or stomach ache.
- Uniform issues.
- Transport/traffic issues.
- Holidays.
- Friendship issues.
- Being unhappy in school/lessons that day.

This is not an exhaustive list. Decisions about whether other absences are unauthorised are made at the discretion of the headteacher.

Illustrative impact of absence on attendance

	Days missed at 98%	**Days missed at 95%**	**Days missed at 93%**	**Days missed at 90%**
Half Term 1	0.5 days	2 days	3 days	4 days
Half Term 2	1.5 days	4 days	6 days	8 days
Half Term 3	2 days	5 days	8 days	10 days
Half Term 4	2.5 days	6 days	10 days	14 days
Half Term 5	3 days	8 days	12 days	17 days
Half Term 6	4 days	10 days	15 days	21 days

These figures are approximate due to the varying lengths of each half term.

Addressing Poor or Declining Attendance

Hodge Hill College will work and communicate regularly with parents/carers to ensure high levels of attendance at school. This includes providing support and implementing strategies designed to overcome barriers to good attendance. Part of this process will involve seeking pupils' views to understand the reasons for their poor or declining attendance. This will be in line with the methods suggested in the statutory guidance.

If attendance is poor or declining, we use a graduated response. This ensures that timely intervention and support are provided to prevent pupils from becoming classed as 'Persistent Absence' (below 90% attendance) or 'Severe Absence' (below 50% attendance). This graduated approach is in line with our statutory responsibilities.

Stage	**Threshold**	**Description**
Daily Absence	Pupil not in school for one day	The AAC will contact parents/carers by telephone or through text message/IRIS and, where deemed appropriate, conduct a home visit.
Informal Attendance Meeting with AAC (Early Help)	Pupil attendance below 94% or identified pattern of poor attendance	This meeting will be arranged by telephone, with a supporting letter sent to confirm the meeting. Attendance will be reviewed after the agreed monitoring period. The meeting will explore barriers to attendance and identify agreed actions, which may include the involvement of relevant external agencies.
Informal Attendance Meeting with AAHT (Early Help)	No improvement in attendance following the first Informal Attendance Meeting with the AAC within the monitoring period, or six unauthorised sessions within the monitoring period	This meeting will be arranged by telephone, with a supporting letter sent to confirm the meeting. Attendance will be reviewed after the agreed monitoring period. The meeting will review previously discussed barriers and agreed actions, which may include the involvement of relevant external agencies. The agreed actions will be updated as appropriate to improve attendance.
Formal Attendance Meeting	No improvement in attendance following the second Informal Attendance Meeting with the AAHT within the monitoring period; six unauthorised sessions within the monitoring period; or parents/carers have refused or not engaged with the support provided, such as by not attending an Informal Attendance Meeting with the AAC despite reasonable adjustments being made to accommodate them	This meeting will be arranged in accordance with Birmingham City Council's 'Support First: School Attendance Framework and Guidance'. The Formal Attendance Meeting and any actions agreed during it will comply with the requirements of the framework.

If there is no improvement in attendance after the Formal Attendance Meeting monitoring period, Hodge Hill College will continue to offer support to improve attendance following statutory guidance. This can include:

- 'Notice to Improve' - a legal document and final opportunity for parents/carers to engage with support to improve attendance. This is normally issued where support has not worked or has not been engaged with.
- Refer the case to Education Legal Intervention Team (ELIT) for legal intervention, which may result in a penalty notice.

Penalty Notices

A penalty notice may be considered when a pupil has 10 sessions (equivalent to 5 full school days) of unauthorised absence within a rolling period of 10 school weeks. This includes unauthorised holidays. Absences do not need to be consecutive and may span different terms or school years. Reaching this threshold does not mean that a penalty notice is automatically issued. Hodge Hill College will consider each case individually before deciding to refer the case to ELIT. ELIT will decide whether a penalty notice or another form of legal intervention is appropriate.

If a penalty notice is issued, it may be issued to each parent who is legally responsible for the pupil's attendance.

The first penalty notice issued to a parent is £160 if paid within 28 days. This is reduced to £80 if paid within 21 days.

If a second penalty notice is issued to the same parent for the same child, the penalty is £160, with no reduced rate.

A third penalty notice cannot be issued to the same parent for the same child within a three-year period. In this case, alternative action will be taken. This may include, but is not limited to, prosecution.

Equality, SEND and Medical Needs

Hodge Hill College has high expectations for the attendance of all pupils. However, we recognise that some pupils may find it more difficult to attend school because of special educational needs and/or disabilities (SEND), physical or mental health needs or other individual circumstances.

We will work with pupils, parents/carers and relevant professionals to understand barriers to attendance and provide appropriate support. This may include reasonable adjustments in accordance with the Equality Act 2010.

Where a pupil has an Education, Health and Care Plan (EHCP), Hodge Hill College will ensure that the plan is reviewed in line with statutory requirements and that the provision remains suitable for the pupil's needs. Where a pupil has SEND or a SEND support plan, the support in place will be reviewed regularly, particularly where attendance is poor or declining.

Having SEND, a disability or a medical condition does not automatically mean that absence will be authorised. Each absence will be considered individually, taking account of the pupil's circumstances, the evidence available and the relevant statutory guidance. Hodge Hill College will work with families to support pupils to attend school as regularly as their individual circumstances allow.

Emotionally Based School Avoidance and Non-Attendance

Emotionally Based School Avoidance (EBSA) and Emotionally Based School Non-Attendance (EBSNA) describe difficulties attending school where emotional distress, anxiety or other psychological factors are significant barriers to attendance. The terms do not suggest that a pupil is simply choosing not to attend school.

Where Hodge Hill College identifies possible EBSA or EBSNA, we will listen to the pupil and work with parents/carers to understand the reasons behind the difficulty. We will consider factors within and outside school, including anxiety, mental health, bullying, friendship difficulties, SEND, family circumstances and difficulties with particular lessons or parts of the school day.

An appropriate support plan will be agreed with the pupil and parents/carers, which may include involvement from relevant external agencies.

Where parents/carers and the pupil are actively working with Hodge Hill College to address EBSA or EBSNA, the school will continue to focus on support and review the impact of agreed interventions. This may mean that Hodge Hill College does not move further along its graduated approach to addressing poor or declining attendance.

Safeguarding

If Hodge Hill College cannot establish a reason for an absence or believes an attendance issue may also represent a welfare issue, a safeguarding referral will be made in line with the school's Safeguarding and Child Protection Policy. A safeguarding referral will be made particularly for pupils who are severely absent (attendance of 50% or less). More information on this process can be found in our Safeguarding and Child Protection Policy.