

# PARSLOES PRIMARY SCHOOL



## Attendance & Punctuality Policy

**Submitted for approval by Governing Body: Autumn Term 2024**  
(effective from 19<sup>th</sup> August 2024 in line with new statutory DFE document, 'Working Together to Improve Attendance')

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School Attendance Officer

Anne Colloff  
External Attendance Officer (Partnership Learning)

**Overall Vision / Aims:**

- Maintain an attendance rate of a minimum of 96.5%.
- Maintain parents' and pupils' awareness of the importance of regular attendance.
- Maintain good punctuality.

**Good attendance is important because:**

- Statistics show a direct link between underachievement and poor attendance.
- 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 settle into school more easily.

**Roles and Responsibilities:****Parents:**

- Parents can check our Attendance policy and procedures via our website. The policy is also within our School Admissions documentation and is raised every year at our 'Meet the Teacher' meetings.
- Parents will sign our Home School Agreement on enrolment and will receive annual reminders
- Ensure their child attends school regularly. Absence should only happen when the child is significantly ill and therefore unfit to attend school, or if there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty/period of difficulty.
- Parents should inform the school on the first morning of any absence to provide the reason for the absence. This can be done via our ParentMail App or by leaving a message on our dedicated absence line on 020 8270 4925, Option 1
- Arrange all non-emergency medical appointments out of school hours or during school holidays.
- Frequent absence claimed as illness must be supported by medical evidence.
- Keep us updated daily by ParentMail message or phone call
- Inform the school if there is a problem that might lead to absences.
- Make sure we always have current contact numbers; this includes all telephone numbers, child-minders and at least one emergency contact

**Pupils**

- Attend school regularly.
- Be in school on time.

Nursery – 8.40am – 11.40am

Reception to Year 2 – 8.40am – 3.10pm

Years 3 to 6 – 8.40am – 3.15pm

At Parsloes Primary School whilst every pupil has a right to a full-time education and high attendance expectations will be set for all pupils, specific needs of certain pupils and pupil cohorts will be taken into account. Our policy is applied fairly and consistently but in doing so we always consider the individual needs of pupils and their families who have specific barriers to attendance. This will include any physical and mental health issues.

**Parsloes will:**

- Remind parents of the importance of regular attendance and punctuality in letters, the school brochure, open evenings, Home-School Agreement and pupil annual reports.
- Report our attendance results to parents in weekly newsletters.
- Acknowledge and reward good attendance and punctuality. Good attendance is promoted in weekly assemblies and using a range of incentives such as termly certificates, end of year rewards.
- Publish your child's attendance rate on her/his annual school report.
- Send letters and or meet with parents of pupils where attendance becomes a concern

**School Office:**

- Contact parents daily on each and every day of absence if the parent has not informed the school of the reason for absence
- Refer any Safeguarding concerns to the Safeguarding team
- Report any concerns/information to School Attendance Officer (see below for non-contact which could be less days for specific pupils)

**Class Teachers will ensure that:**

- They are aware of the attendance policy and their role within the process
- They build and promote good relationships with parents and families and are aware of any barriers to attendance and refer as necessary
- Support pupils and families following attendance meetings with SLT Attendance Champion/SAO as required / after prolonged periods of absence
- Pupils are registered accurately and efficiently (Registers open at 8.55am and close at 9.05am)
- Pupils' attendance is recorded for each session
- Any concerns around attendance are reported to their line manager who will act accordingly and escalate as necessary to SLT Attendance Lead / Attendance Officer.
- They inform parents of the importance of attendance and punctuality at 'Meet the Teacher' meetings, termly parents' evenings, induction meetings etc
- They report on attendance and punctuality in end of year reports.
- They follow up with parents about absence / welcome back and ensure parents are made aware where the impact on their education is being affected. For example, they are regularly missing a lesson / impact on education

**School Attendance Officer:**

- Monitor Attendance and punctuality regularly
- Oversee the accurate registration of pupils.
- Set attendance targets.
- Follow up on any absence concerns and meet with parents
- Analyse individual attendance and address pupils whose attendance is of a concern.
- Keep a monitoring spreadsheet and update regularly with details of all pupils whose attendance is of a concern
- Hold regular meetings with the External Attendance Officer and prior to these meetings check all pupils' attendance and add to the monitoring spreadsheet, where applicable

- A pupil may also be added to the spreadsheet at any time, i.e. when a concern is raised or identified through the daily phone calls
- The percentage level for adding to the spreadsheet will be below 93%, although this may vary at different times of the year and if there are particular patterns of absence, e.g. absent on a certain day of the week or any other concerns
- When a pupil's attendance initially becomes a concern, a letter will be sent from school expressing our concerns
- If poor attendance persists following the letter a school meeting will be held with the parent(s). The meeting will be minuted with outcomes for future reference and relevant staff made aware of their role.
- If the poor attendance is not usual for a particular child a phone call may initially be made to enquire if there are any issues the school need to be aware of
- If the attendance does still not improve the parent will be invited in to meet with the SLT Attendance Champion/School Attendance Officer when the barriers to attendance will be discussed. The meeting will be minuted with outcomes for future reference and relevant staff made aware of their role.
- Support parents in liaison with External Attendance Officer / appropriate agencies where attendance is an issue
- If after 3 days school staff do not receive notification of a child's absence and staff are unable to contact the parent or emergency contact, the school or the External Attendance Officer will carry out a home visit.
- If the School/EAO cannot locate the child after carrying out a home visit, a tenancy audit will be processed and the LA's Child Missing Education officer will be informed.
- There may be times when a vulnerable pupil is referred earlier than the three days
- If there is social care involvement the social worker will be informed as necessary
- The School's Attendance Officer will also analyse attendance data half-termly for groups of pupils and use this to target attendance performance and inform the governing body of themes and trends.

#### **External Attendance Officer (Partnership Learning):**

- Fortnightly meetings will take place with the External Attendance Officer where pupils' attendance of a concern will be discussed
- The parent may be sent a letter stating that all absences must be accompanied by 'medical evidence' for the school to authorise the absence
- The EAO will either write or arrange a home visit, depending on the circumstances and the concern
- If the poor attendance persists the pupil will become an official referral to the EAO who will carry out regular home visits with a view to taking further action if no improvement,
- Support and guidance will be offered and plans put in place to assist with improving the attendance
- If the attendance remains an issue the school and/or the EAO will consider making a referral to Early Help / Social Services.
- If following this there is no improvement or a referral to Early Help/Social Services is not applicable, the EAO may issue a Notice to Improve letter.
- Following this if there is no improvement a Fixed Penalty Notice or court action will be considered, following guidance for issuing penalty notices in 'Working Together to Improve Attendance August 2024.
- FPNs can be issued if there are 10 unauthorised absences in a 10 week period
- A parenting contract will be discussed with the parent in liaison with External Attendance Officer.

### **Working with the Local Authority:**

- Where absence intensifies, so will the support provided, which will require the school to work in tandem with the local authority and other relevant partners especially where absence becomes severe (below 50% attendance). This may result in an attendance contract.

### **Authorised Absence**

- Some absences may be authorised at the discretion of the school.

### **Unauthorised Absence**

- There are times when children are absent that the school will not authorise. These are known as “unauthorised absences”.

### **Request for leave of absence, inclusive of holidays in term time**

Head Teachers are no longer permitted to grant leave of absence during term time, unless there are exceptional circumstances. All leave of absence will be considered in line with the guidance in [Working Together to Improve Attendance](#) and [School attendance and absence: Legal action to enforce school attendance - GOV.UK \(www.gov.uk\)](#)

If this absence is not authorised, the school may request local Authority to issue a penalty notice to each parent of £80 for each child to be paid within 21 days unless there are exceptional circumstances for the absence. If the fine is not paid within the time scale, the penalty will increase to £160. If the higher penalty notice is not paid within 28 days, the local authority will consider legal proceedings.

If a second FPN is issued within 3 years from the first one, the option to pay the lower amount within 21 days will be removed and the fine will be for £160.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will include considering prosecution.

**‘A PERMISSION TO REMOVE YOUR CHILD FROM SCHOOL’ FORM MUST BE SUBMITTED TO THE HEAD TEACHER AT LEAST 14 DAYS BEFORE THE PERIOD OF ABSENCE.**

**The form is available from the school office.**

**Tickets etc. should not be booked before permission is granted by the Head Teacher.**

The Department of Education issue guidance relating to absences during term time. For further information please refer to:

[School attendance and absence: Legal action to enforce school attendance - GOV.UK \(www.gov.uk\)](#)

**If a child has unauthorised absences without good reason legal action can be taken in regard to these, this can be either a Penalty Notice fine and / or Prosecution through the courts.**

**Penalty notices will be issued in line with guidance in, ‘[Working Together to Improve Attendance](#)’ and will follow the same rules as with FPN for Leave of Absence as above**

**Fixed Penalty Notices can be issued if there are 10 unauthorised absences in a 10-week period no matter the reason for the absence and including unauthorised lates**

## **Punctuality**

- It is important for children to be on time for school so they do not miss valuable independence time, targeted intervention groups and reading groups.
- Pupils should arrive at school at 8.40am (Nursery to Year 6). The gate closes at 8.50am. Morning registration opens at 8.55am and is completed by 9.05am.
- Pupils arriving after 8.50am should enter through the school office. Pupils arriving after 9am will receive a late mark.
- Arrival 30 minutes after the start of registration will be marked as unauthorised absence code 'U' in line with attendance codes. This is effectively an unauthorised absence.
- All lateness is recorded daily. This information is reviewed at attendance meetings and appropriate action will be taken.
- Children should be collected at 3.10pm (Reception to Year 2) / 3.15pm (Years 3-6) at the end of the school day. Where late collection is persistent, parents will initially be invited to a meeting
- If late collection continues parents will be invited to meet with the Safeguarding Lead, who may refer to Social Services, should the late collection not be resolved.
- If a child is not collected from school and we are unable to contact parents, the school will share concerns with Safeguarding agencies.

## **Leavers**

- Deletion of pupils from the admissions register will follow guidance as set out in, Working Together to Improve Attendance
- When a child leaves our school (other than at the end of Year 6 to go to Secondary School) parents are asked to give the school comprehensive information about their plans including any date of a move and the new address and telephone numbers, their child's new school and the start date when known. A form is available from the school office to complete this information.
- When a pupil leaves and we do not have information about where they have gone, the child is considered to be a 'Child Missing Education'. The school will endeavour to locate the child but failure to do so means the child will be reported to the attendance Officer and the LA.
- The Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services (formerly Social Services), the Police and other agencies, to try and locate the child.
- If the child is not located after investigation, following DFE guidance in 'Working Together to Improve Attendance' and 'Children Missing Education', after 20 school days the child will be removed from the school roll and the LA notified via their online form.

## **School Attendance and the Law**

- Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.
- The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session. From August 2024, schools are required to use the amended statutory registration codes (see appendix A).

## Appendix A

# Attendance Codes – September 2024

<b>Attending the school</b>	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
<b>Absent – Leave of absence</b>	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
<b>Absent – other authorised reasons</b>	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
<b>Absent – unable to attend school because of unavoidable causes</b>	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
<b>Absent – unauthorised absence</b>	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
<b>Administrative Codes</b>	
Z	Prospective pupil not on admission register
#	Planned whole school closure