



Policy Statement & Procedures

Attendance & Punctuality

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Attendance & Punctuality Policy Statement & Procedures



This document is applicable to the following:

✓	Parent/s & Carers	✓	Staff		Community
✓	Children	✓	Governors		Volunteers/Visitors
	Contractors				

Governor for Attendance & Punctuality	Mrs. Sharon Bennett Safeguarding Governor
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1. Values and Ethos

Henry Hinde Infant School will ‘Equip Children for a World of Possibilities’ by preparing pupils for the challenges and opportunities of their future lives through a world class curriculum, transformational learning experiences and the promotion of aspiration, innovation and excellence in all aspects of the school experience.

Our HHIS family aims to be:

1. Excellent in our provision of transformational learning experiences;
2. Excellent in our expectations for, and from, every pupil;
3. Excellent in the tending of our HHIS family relationships;
4. Excellent in our attention to detail in all that we do; and
5. Excellent in our recognition and celebration of all that our HHIS family does well.

Henry Hinde Infant School aims to create an environment which enables and encourages all members of the school community to reach for excellence. For pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day. The school will work together with parents/carers to support this aim. It is intended that through this policy awareness of good attendance will be raised and a coherent and consistent approach to promoting and securing good attendance is established across the school. Absence whether it is long term, frequent or occasional leads to missed learning experiences and may cause fractured social friendships which encourage an increased pattern of non-attendance.

Henry Hinde Infant School expects its pupils to aim to achieve 100% attendance. Staff have a responsibility to monitor the attendance of pupils and challenge absence where appropriate. The school has a variety of strategies to support pupils whose attendance is giving cause for concern. In addition, class teachers, the Home / School Support Worker, the Principal, the disadvantaged lead, the SENDCo and the School secretary will work with pupils and families to ensure all pupils have good attendance records.

2. Key Facts

- There are 190 school days each year and 175 other days for shopping trips, birthday treats and non-urgent appointments and holidays.

- One day a week absence is the equivalent over a school career of 2.5 whole years of education missed.
- 10 days holiday leave a year is the equivalent of two whole terms of education missed.
- 15 minutes of lateness a day equals one whole year of education missed.

Full attendance leads to the best educational outcomes – we therefore require parent/carers to give pupils the best chance of success by making their child is in school every day.

3. Aims and Objectives

The aims and objectives and policy are to:

- To emphasise the importance of maximum attendance at school to enable pupils to take full advantage of their educational opportunities;
- To make explicit to all relevant parties the school's expectations over attendance levels;
- To promote a consistent approach across the school to all matters relating to attendance;
- To clarify the roles and responsibilities of all parties with respect to attendance;
- To communicate to all relevant parties (teachers, parents/carers, pupils) the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- To stress the need for home and the school to work in close partnership to achieve high attendance.
- Record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism;
- Promote effective partnership with the Warwickshire Attendance Service (WAS) <https://apps.warwickshire.gov.uk/Wes/services/6511> and other services / agencies and follow their standard approaches in managing attendance issues.

4. Parental Responsibility and/or Day to Day Care

The Education Act 1996 section 7 defines the Duty of parents/carer to secure education of children of compulsory school age. The parent/carer of every child of compulsory school age shall cause him to receive efficient full-time education suitable: (a) to his age, ability and aptitude, and (b) to any special educational needs they may have, either by regular attendance at school or otherwise. The Education Act 1996 section 576 defines the meaning of "parent". (1) In this Act, unless the context of otherwise requires, "parent", in relation to a child or young person, includes any person- (a) who is not a parent of his but who has parental responsibility for him, or Page 3 (b) who has care of him, except that in section 499(8) it only includes such a person if they is an individual

5. Statutory Duty of Schools

Schools are responsible for recording pupils' attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all pupils of compulsory school age who are on the school's admission roll.

6. The Local Authority Responsibility

If a child of compulsory school age fails to regularly attend the school which they is registered at, then the parent/guardian is guilty of an offence under section 444 of the Education Act 1996. Since March

2001 there has been a further offence where a parent/carer, knowing that their child is failing to attend regularly at schools, fails without reasonable justification to cause him/her to attend can be prosecuted under Education Act 1996, section 444 1A (as amended by the Criminal Justice and Court Service Act 2000).

Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers in relation to issuing penalty notices for unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27 February 2004. Penalty notices must be issued in a manner which conforms to all requirements of the Human Rights Act and all relevant Equal Opportunities Legislation. To this aim each Local Authority has a Code of Conduct in relation to issuing Penalty Notices. The School subscribes to the Local Authorities Attendance Service (WAS). This service offers support to schools, families and young people in attendance matters.

7. School Day / Punctuality

The School day starts at 8.45am. Pupils must be on site by 8.40am when either the doors will open in Reception, Year 1 and 2. Pupils arriving after 8.45am must enter through the main reception where their attendance will be recorded alongside their arrival time and reason for lateness. Pupils arriving after 8.45 am will be marked as Late (L code) onto the SIMS system. We recognise that pupils arriving by school transport may on occasion arrive late and this is out of the control of parents/carers.

Registration will be called by the class teacher in each of the classes at 8.50am and 1.00pm. Registers will close at 9.00am and 1.10pm. (The School Administrator/class teacher will amend the register entry to read 'absent/late').

Reporting an Absence/First Day Absence. If a child is too unwell to come to school, parents/carers should contact the school office by 8.45am on the first day of absence, either by telephone: 01788 814848 or email to the office email address: infantoffice@henryhinde.tlet.org.uk Parents/carers or via the ParentMail App. Parent/Carers are expected to keep the school informed by doing this on a daily basis until their child returns to school. All absences are to be reported by the parent/carer (not family, friends or siblings.)

If the school does not receive any information, the absence will count as unauthorised and the school will continue to try to contact the parent.

In the case of illness for more than three consecutive days, in order to authorise this period of absence the school will require medical evidence such as the following: medical appointment card/letter; proof of a prescription (medication label/container) showing the date prescribed, or a receipt of medication purchased for their child. Once a child has recovered, parents/carers will be made aware that it is important their child returns to school as soon as possible to ensure they do not miss too much teaching – even if this means returning to school on the last day of the week or term.

To avoid disruption to your child's attendance, medical and dental appointments should not be booked during the school day whenever reasonably possible. When they are, the school office must be notified in advance and evidence needs to be provided such as: an appointment card, email or screen shot of a text. Parent/Carers should collect their child as close to the time of the appointment as possible and return them to school for the rest of the school day afterwards.

Parents whose first language is not English or who have literacy problems will be offered appropriate support from school in matters of communication, e.g. through a translator.

At the pre-school induction meetings held each year for children about to enter the Reception class the importance of regular attendance is discussed and explained. This talk also includes parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also stressed, especially for young children who can be very upset if they are the only ones left at the end of the school day.

Parents are asked to share any worries their child might have in school. Sometimes little things upset children which mean they become unhappy, and may not want to come to school. Parents need to be aware of this. This is why the school operates an open door policy and class teachers are available during the face-to-face handover of children at the start and end of every day providing a regular opportunity for parents and staff to communicate.

At this initial meeting parents are reminded to arrange their family holidays within the school holidays, rather than in term time so that their child's education is not disrupted.

Children are also admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to make an appointment with the Principal. At this meeting the importance of regular attendance is always highlighted along with other school routines.

8. Safe and Well Visits

The school may, in certain situations, conduct safe and well visits in order to fulfil the school's statutory duty to safeguard children. Where a well-being visit is required, two members of staff will visit the child's home address in order to check in and ensure they are safe and well. Well-being visits will always be conducted during school hours by two or more members of staff who will have their identity badges available for inspection. Staff are required to see a child whom the school have concerns about and may check in with neighbours or conduct any other reasonable checks to establish the whereabouts of a child. Wellbeing visits may be conducted in the following circumstances:

- In a situation where a pupil does not attend school and parents/carers have not given a valid reason for absence.
- Where a child has been absent from school for a period of three days or more.
- Where the school has reason to believe there may be safeguarding concerns for the child.
- Where the school have reason to believe the child may not be at home or that parents/carers may have not declared a holiday being taken during term time.

Contact will be made with any allocated Social Worker to inform them of a child's absence.

9. Authorising Absences

Only the Principal has the authority to authorise absences. The School will code all absences in line with the Department for Education School Attendance Coding Guidance. There are two types of absence:

- authorised - where the School approves pupil absence;
- unauthorised - where the School will not approve the absence.

Authorised absences are those which the school deem to be acceptable, such as genuine illness, attendance at an interview, religious observance or other legitimate off-site events and these are

coded accordingly in the School's attendance records and for monitoring purposes. An unauthorised absence is when a pupil is absent without prior authorisation from the School and/or when no justifiable reason for absence is provided by the parent/carer. The school may request medical evidence in order to authorise a period of absence where a parent/carer has advised a child is unwell.

10. Leave of absence during term time

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council’s Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.
- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Leave of Absence taken in the academic year 2024-25

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.

11. Medical Notes and supporting evidence

The school fully supports pupil’s welfare and medical conditions and if a child has a chronic, persistent or recurrent health issue, the SENDCo or Home School Support Worker can arrange for a meeting with parents/carers to discuss what additional support can be offered to help a child access school. If a child’s attendance falls to a level that is likely to adversely affect their long-term educational success the school will arrange to discuss this with parents /carer and may ask for medical evidence for any future absences. This will enable the school to provide suitable care in school and support our coding process.

Pupils with medical conditions should attend school as per normal and the school will make any reasonable adjustments required to meet their needs (depending on need / resource), however the school cannot simply accept parental information without the correct medical evidence. The school

policy is that parents/carers making medical appointments for their child should book them outside of school hours, early or late in the day, so pupils can be in school for at least half the day.

12. Roles and Responsibilities in Managing Attendance

Staff Responsibilities

- Marking the register accurately (a legal requirement).
- All staff will use the correct absence codes in line with DfE guidance.
- All staff will build a welcoming atmosphere within the class to encourage pupils to return after an absence.
- Teachers will monitor their classes' attendance.
- The Home/School Support Worker, Principal and School Administrator have a responsibility to track absences and then to liaise with parents/carers.
- The SENDCo and DAP leads will monitor attendance absence patterns of pupil groups such as PP and SEND.
- The School Administrator will report of attendance rates each week within the school newsletter.
- The School Administrator will check pupil absences daily and a call will be made home if no reason has been provided for absence.
- The Home/School Support Worker will record attendance concerns on the pupils CPOMs file if it is below 90% during the attendance meeting held every three weeks.
- Any child whose attendance is below 90% will be recorded onto CPOMs by the School Administrator each day.
- The Home/School Support Worker, The School Administrator and the Principal will contact parents of pupils with attendance concerns at the earliest opportunity.
- The School Administrator, the Home/School Support Worker and Attendance Lead will meet every three weeks to monitor attendance, the improvements and efforts made by individuals and any actions to be taken.
- The SENDCo and DAP lead will attend at least one attendance meeting each term

Staged Approach to monitoring

Stage 1 – Initial Concern

- If a child's attendance falls **below 96%**.
- Attendance Team investigates.
- **Message 1** will be sent to parents/carers via **Parentmail** expressing concerns and offering the parent/carer an opportunity to contact the school for support.

Stage 2 – Attendance continues to drop below 95%

- If a child's attendance falls **below 95%** - this will be **recorded on CPOMS**
- **Message 2** will be sent to the parents/carers via **Parentmail** to invite them in for a **meeting** with the **Attendance Lead and/or Home School Support Worker**. The purpose for this is to discuss attendance, agree an action plan of support, consider whether it is appropriate to involve outside agencies and set an internal school attendance target.
- Attendance will be **monitored** each Friday for a fixed period of **4 weeks**.
- A **review date** will be agreed

Stage 3 – Persistent Absence Letter

- If the child's attendance falls **below 90%** - this will be **recorded on CPOMS**
- A formal letter will be sent to the parent/carer with an **appointment to meet with the Principal/Vice Principal**. Any further absences will be recorded on CPOMS.
- The purpose for this is to discuss attendance, agree an action plan of support, consider whether it is appropriate to involve outside agencies and set an internal school attendance target.
- Attendance will be **monitored** each Friday for a fixed period of **4 weeks**.
- A **review date** will be agreed

Stage 4 – Referral to WAS

- Any child failing to show an appropriate level of improvement will be discussed with **Warwickshire Attendance Service (WAS)**. A referral to WAS for casework intervention or through to a pre-legal meeting, inviting parents/carers/pupil to discuss their attendance issues. A legal attendance target may then be set. Failure to achieve this target may result in some cases leading to penalty notices/prosecution.

- The School Administrator will collate attendance for pupil groups; SEND; Year Groups; Whole School; Pupil Premium eligibility;
- The Home/School Support Worker will instigate the Early Help Programme, involving outside agencies where and when appropriate.
- The school will ensure that parents/carers are fully aware of the importance of good attendance through regular communication.
- The Principal will analyse attendance data and compare to national averages and devise strategies to rectify concerns.
- The Home/School Support Worker will build good systems of communication with other agencies working within the school and a confidential form of exchanging information to support pupils.

13. Pupil Support in Long Term Absenteeism

There are of course, good reasons (especially illness), which make attendance at school sometimes difficult. Nevertheless, lessons missed cannot be repeated and "catching up" on work is never as good as the original learning experience. The School recognises the need to support pupils during and after long term absence of any kind and will:

- Endeavour to provide work for pupils to be completed off-site where appropriate and medical evidence has been received.
- Consider all strategies in partnership with WAS and other agencies, to encourage the return of pupils to the School. This may include negotiated timetables and/or gradual reintegration.
- Ensure that there is a positive atmosphere in which pupils are welcomed back to the School.
- Encourage parents/carers to be actively involved in re-entry programmes.

14. Truancy

All the staff at Henry Hinde Infant School are concerned about children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it a very rare occurrence for a child to truant, if there is a concern that a child might be truanting then action is taken straight away.

If truancy is suspected, the Principal is notified, who then contacts the parent and WAS. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent then the Principal talks to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend. If there are, then these are discussed with the class teacher and appropriate action is taken.

15. **Government Guidance, Warwickshire Attendance Service and Fixed Penalty Notices**

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013. The responsibilities of the school and Principal are summarised in Section 9 of this policy.

If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996. Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Deletions from the Register In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an leave of absence after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the school and local authority have tried to locate the pupil
- Left the school but not known where they has gone after both the school and the local authority have tried to locate the pupil Henry Hinde Infant School will follow Warwickshire County Council Children Missing Education Protocol when a pupil's whereabouts is unknown.

16. **School Attendance Target**

Henry Hinde Infant School's attendance target is 95% and PA target is to achieve below 10%. In September 2015 the DfE increased the PA levels from 85% to 90%. The methodology used to calculate

PA pupils has also been altered. In previous years a pupil would not be identified as a PA until they had amassed a set number of absences (e.g. 57 sessions in 2014/15). In September 2015 the threshold has been removed and a pupil is identified as PA once they miss 10% of their own individual sessions, this will mean all pupils below 90% will be PA.

Pupils within the bottom 10% attendance to be monitored and for schools to be aware of the reasons for their absence.

Monitoring and Review Achievement against Schools attendance targets will be reported upon to the AIM Board. The Principal with overarching responsibility for attendance will monitor the effectiveness of this policy and procedures and where necessary make recommendations to the AIM Board for improvement. The school will keep accurate records on file for a minimum period of three years.

17. Relationship to other Policies

The Attendance policy should be read in conjunction with:

- Guidance on admissions
- Equality Statement
- Keeping Children Safe in Education (otherwise known as safeguarding)
- The Behaviour Policy

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. You will receive information each term in your child's report. The suggestions of parents and children about how to encourage attendance are especially welcome.

Henry Hinde Infant School has a duty to make your child's time at school interesting and worthwhile. Parents have a duty to make sure that their children attend. This school is committed to working with parents as the best way to ensure as high a level of attendance as possible.