

High View Primary School



Opportunities to Thrive

Attendance and Punctuality Policy

Autumn Term 2024

Date of review: Autumn Term 2025

Statement of Intent

At High View Primary School your child's health and well-being are at the forefront of our concerns and so we completely understand that some absences cannot be helped. We have a statutory duty to ensure that all of the pupils have good attendance and punctuality at school and by working in partnership with parents we can strive to achieve the best for our pupils.

It is the aim that every pupil at High View Primary School understands the importance of attending regularly and is working towards achieving a 100% attendance rate.

Good attendance is important because:

- Research shows that the brain develops faster in the pupil's first few years.
- Statistics show a direct link between under-achievement and poor attendance.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines and school work easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders have an easier transfer to secondary school.

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils (Appendix A)
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising assistant headteacher to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed

- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Working with EWO and Sutton Attendance team to tackle persistent absence

The designated senior leader responsible for attendance is Nickisha Archer and can be contacted via email on assistanthead@highview.school

3.4 The admin assistant

The school admin assistant is responsible for:

- Ensure all registers are correct, completed and input on SIMs.net in a timely manner
- Monitor pupil absences
- Contact parents requesting reasons for unexplained absences
- Providing regular attendance updates to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Keep records of term time leave liaising with the headteacher/assistant headteacher regarding authorisation.

The administrative assistant responsible for attendance is Esther Webb and can be contacted via office@highview.school

3.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office within 30 minutes of the start of registration.

Pupils arriving by 8.55am will be marked as Present (/ \). Any pupil arriving after 8:55am but before 9.25am will be recorded as a code of L which is 'late before registration is closed' and any child arriving after 9.25am (the closing of the morning register) will be recorded as a code of U which is 'late after registration is closed' for that session which will impact on the pupil's attendance rate.

3.6 School Office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the attendance champion where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- ensure that children of compulsory school age attend on a regular and full-time basis
- Parents/carers should ensure that their child arrives at school in time for the start of registration (8.55am). If a pupil arrives after this time the parent/carer will need to electronically register their child via the school office.
- Parents/carers should ensure that if their child is to be absent from school for any unavoidable reason, such as sickness, they should contact the school before 9.25am on the first morning of absence and advise when they are expected to return. This may be done by telephone, email, letter or in person.
- Parents/carers may not authorise their child's absence – only the school can do this on the basis of the explanation provided (should a parent/carer fail to provide a satisfactory reason

for their child's absence the school will record such absence as unauthorised until a valid reason is provided).

- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Miss Archer/ Attendance Champion, who can be contacted via email on assistanhead@highview.school

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Early Years - Nursery

Morning Nursery - 8.30am - 11.30am

Afternoon Nursery - 12.30pm - 3.20-3.30pm

All Day Nursery - 8.30am - 3.20-3.30pm

Early Years - Reception

Gate opens at 8.30am and closes at 8.50am

School finishes at 3.20-3.30pm

Collection via the nursery gate.

(Older siblings in KS1 and KS2 must be collected first)

Key Stage 1 (Year 1 & 2) & Key Stage 2 (Years 3-6)

Gates open at 8.35am and close at 8.50am

School finishes at 3.20pm

Total hours in a typical school week are 32.5hrs

Pupils must arrive in school by 8:50am on each school day.

The register for the first session will be taken at 8:55am and will be kept open until 9:25. The register for the second session will be taken at 12:30 for EYFS, 12:45 for KS1 and 1:15 for KS2.

Attendance Procedures (Appendix B)

- Parents are expected to contact the school on each day of their child's absence, with the exception of vomiting or diarrhoea where the 48hr rule applies. In the event that no contact has been made, we will call on the 3rd day to check the welfare of the child.
- When a pupil is absent from school and no contact has been made by parents/carers, administration staff will telephone, text and email a parent/carer to determine the reason for absence. They will then log the appropriate absence code. This will be classed as a FIRST INTERVENTION and will be recorded on register.
- If parents/carers do not respond and no reason for absence is provided, a code of N ("No reason yet provided for absence") will be recorded. If no contact has been made by 10:30am, they will receive a call to determine the reason for absence and it will be recorded as unauthorised absence.
- If by the end of the week in which the pupil was absent and no reason provided by parents/carers, a letter will be sent home with a return slip for parents/carers to be able to provide the reason for the absence (appendix 3). Parents/carers will also be given a number of alternative ways of contacting school to provide a reason for absence.
- If after 1 week, parents have still not provided a reason for absence, a permanent code of unauthorised absence will be recorded which will permanently affect the pupil's overall rate of attendance. A referral to the attendance lead will also be made.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:30am or as soon as practically possible, by calling the school office staff, who can be contacted via 02086883563 or office@[highview.school](mailto:office@highview.school).

It is reasonable for the school to ask the nature of the illness and the expected length of absence. The school has the right to consider whether to accept the parent/carer's position with regard to medical absence and to address incidents of recurring absences where illness is given as a reason.

The school may ask the parent/carer for additional evidence such as sight of a prescription, medication or an appointment card. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance. 10 sessions or more of illness where there are concerns can result in a referral to the school nurse, with the parents' permission, for their opinion on the issue.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Parents should, as soon as practically possible, call the school office staff, who can be contacted via 02086883563 or office@[highview.school](mailto:office@highview.school) to notify them of absence.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Lateness is monitored on a termly basis and the attendance champion will contact parents directly if there are ongoing punctuality concerns.

3 late marks in any week will result in parents/carers being contacted via text message to share the school's concern regarding the repeated lateness.

Continued registration of lateness will result in a letter of information (appendix 6) being sent to parents/carers.

If lateness persists or lateness tallies to more than 60 minutes in any half-term, parents/carers will be invited into school to discuss their child's punctuality.

4.5 Following up unexplained absence

Should a class teacher have particular concerns about an individual pupil's attendance or punctuality, the attendance lead should be notified.

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the local authority.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer:
 - Where relevant, report the unexplained absence to the pupil's youth offending team officer
 - Where appropriate, offer support to the pupil and/or their parents to improve attendance
 - Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
 - Where support is not appropriate, not successful, or not engaged with we may issue a penalty notice or other legal intervention (see section 5.2 below), as appropriate.

As part of staff Pastoral duties and duty of care, all members of staff are encouraged to contact parents/carers when they are concerned about a pupil's attendance. Staff should record on CPOMs when they take such action so it can be recorded.

4.6 Reporting to parents

Parents are given a written report of their child's attendance record at 3 points during the school year. During Autumn and Spring parent's evening and in the End of Year School report.

Attendance falling below 96%:

- If a pupil's absence falls below 96%, office staff will then contact parents/carers via a text message to share the school's concern regarding their child's attendance.
- If a pupil's attendance becomes of concern, parents will be sent a letter of information. (Appendix 4) This FIRST LETTER will be classed as a SECOND INTERVENTION.
- Failure for attendance percentage to improve will mean a SCHOOL ATTENDANCE – ESCALATION NOTICE (1.3) (appendix 5) will be sent to parents/carers. This letter will be classed as a THIRD INTERVENTION and could result in a referral to the local authority.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

When a leave of absence is absolutely unavoidable and only in extenuating circumstances, parents/carers will be asked to complete an 'Application for Special Leave of Absence Form' (appendix 1).

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with the 'Application for Special Leave of Absence Form' accessible via the school website. The headteacher may require evidence to support any request for leave of absence.

In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Fixed Penalty (all absences for the week before and after a school holiday will be unauthorised unless medical evidence for that period is provided).

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience

- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far

- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

The school recognises and rewards good attendance in weekly assemblies and individual certificates and rewards are given to pupils termly for 100% attendance.

The role of the School Attendance Committee

The School Attendance Committee meets every term to discuss strategies to reduce levels of unauthorised absence and promote whole school attendance. When there is a serious concern about a pupil's attendance and after several steps for support no improvement is recorded (without acceptable reason for this), the School Attendance Committee has a duty to consider a referral to the Local Authority Borough Attendance Service. The Local Authority acts in enforcing a parent/carer's duty to ensure their child receives an appropriate education. Attendance committee comprises of:

N. Archer - Assistant Head Teacher

R. Claxton - Head Teacher

J. Woodcock - Vice Chair of Governors

E. Webb - Admin assistant

We also work in partnership with Sutton Local Authority to offer attendance contracts, if applicable.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

We are committed to our whole school approach in supporting and encouraging pupils to attend. We operate an open door policy and will always address individual needs to the best of our ability. We work collaboratively to identify barriers of individual pupils, including pupils who show signs of emotional based school avoidance, to create action plans to improve attendance.

7.2 Pupils absent due to mental or physical ill health or SEND

Where pupils are absent from school due to mental or physical ill health or their SEND, we work closely with families, to understand needs, create interventions and make reasonable adjustments.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that are related to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

Pupils be given individualised support from our Nurture/ELSA team or our Family support team and/or parents may also be directed to specialist support.

8. Attendance monitoring

Attendance is monitored daily by the Attendance Champion and unexplained absences are followed up as explained in section 4.5.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level by the attendance champion.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board termly at the Resources and Curriculum governor meeting.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to SLT, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by N. Archer/ Assistant Headteacher. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> ● In police detention ● Remanded to youth detention, awaiting trial or sentencing, or ● Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		

G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

APPENDIX 2 - Application for Special Leave of Absence Form



High View Primary School

Application for Special Leave of Absence Form

Important Information for Parents/Carers

The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 only allow Head Teacher to authorise leave of absence (for any purpose) in **exceptional circumstances**

If the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised

Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed

If Leave of Absence is granted, please contact the school to discuss measures to minimise the impact of the absence on your child's academic progress

This form MUST be completed by the resident parent(s)/carer(s) before requests will be considered

Please complete a Leave of Absence form for each child

Failure to make a request for Leave of Absence in advance will result in the absence being recorded as unauthorised

This form should be used to request a period of absence from school for your child in exceptional circumstances. Parents will be expected to justify taking their child away from their education.

Name of Child/ren: _____ Class/es: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to school: _____ Total days requested: _____

(For siblings) I have also applied to School/Academy _____

for leave of absence for _____ (Insert child/children's name)

Justification for requesting special leave of absence:

I understand that special authorised absence is given at the discretion of the Head Teacher within the guidelines issued by the School Governors. I understand that if my child is not able to return to school on the agreed date I must contact the school. Failure to contact the school or return within 2 school days of the agreed date may result in the loss of the school place for my child.

I understand that in line with the school Attendance Policy I may be referred to Sutton Borough Attendance Office and could be served with a fine.

I understand that if the leave will include my child/children travelling abroad, I will provide the school with a copy of the travel confirmation showing the date of return to the UK before taking leave.

Signed: _____ Date: _____

Print Name: _____

FOR OFFICIAL USE ONLY

Application for Special Leave of Absence Confirmation

Current Attendance:	Last Year's Attendance:	
Was a request made in the previous year? Give details.		

Authorised absence is granted / is not granted

Signed: _____ Head Teacher Date: _____

Any comments to be added to the letter:

Proof of travel with return dates provided and added to file .

APPENDIX 3 – Reason for Absence Letter

PARENTAL ADDRESSEE

ADDRESS BLOCK DATE

FORENAME SURNAME REG

Dear PARENTAL SALUTATION

I am writing to ask if you could provide a reason for FORENAME’S absence on the dates listed below as a reason has not yet been provided. Please note that registers are taken in the morning and after lunch, therefore if your child was off for the whole day, both AM and PM sessions will appear on the list below.

DATES

I would be very grateful if you could complete the attached slip at the bottom and return it to the school office as soon as possible. Alternatively, you can telephone High View Primary School on **020 8688 3563** or email the office at office@highview.school

If no reason is provided for absence by DATE – 1 WEEK FROM THIS DATE, unfortunately a permanent mark of unauthorised absence must be recorded and this will affect FORENAME’S percentage attendance for the school year.

Yours sincerely

Miss N Archer
Assistant Head Teacher

FORENAME AND SURNAME

REG GROUP

Absence
DATEs

FORENAME was absent on the dates above for the following reason:

.....
.....
.....
.....
.....
.....

Signed: (Parent/Guardian) Date:

APPENDIX 4 – 2nd INTERVENTION: First Letter – Meeting Invite

PARENTAL ADDRESSEE
ADDRESS BLOCK

DATE

Re: Date of Birth:

Dear PARENTAL SALUTATION

SCHOOL ATTENDANCE – MEETING INVITE

We monitor attendance very closely and expect at least 96% attendance from all pupils at High View Primary School. FORENAME's attendance has fallen substantially below this figure to % and any future absences due to sickness must be supported by medical evidence (health professional's note or letter, an appointment card, a prescription or sight of any medication).

Following government guidelines, High View Primary School's Attendance Policy outlines that any pupil whose attendance is below 90% will be discussed with the Education Welfare Service. As FORENAME's attendance is already at %, we would like to address this issue before it is brought to the attention of the School Attendance Committee.

I would like to invite you into school for a meeting on DATE at TIME. The intention of the meeting is to discuss the ways in which we, as a school, can support FORENAME and yourself in improving FORENAME's attendance.

We appreciate that this appointment may not be convenient. If this is the case, please contact the school to rearrange on **020 8688 3563**. Failure to contact us or attend the meeting may result in a referral being made to the School Attendance Committee or the Local Authority Borough Attendance Service.

I would like to take this opportunity to thank you for your continued support and look forward to FORENAME'S improved attendance.

Yours sincerely

Miss N Archer
Assistant Head Teacher

APPENDIX 5 –3rdINTERVENTION: School Attendance – Escalation Notice

PARENTAL ADDRESSEE
ADDRESS BLOCK

DATE

Re: Date of Birth:

Dear PARENTAL SALUTATION

SCHOOL ATTENDANCE – FIRST NOTICE

This letter is further to previous correspondence requesting that you contact me and an invitation to meet with me to discuss your child’s attendance. Unfortunately to date I have not heard from you.

As explained to you Section 444 of the Education Act, 1996 states:

“If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his (her) parent is guilty of an offence.”

This letter confirms you are now on notice that if your child continues to accrue unauthorised absences, we will consider referring the matter for consideration of legal enforcement action.

You are reminded that school may require medical evidence in order to authorise any absence incurred due to illness. Appropriate medical evidence can be a health professional’s note or letter, an appointment card, a prescription or sight of any medication. Whatever is produced must have the child’s name on it and a date relevant to the absence. If medical evidence is not provided, an absence will remain unauthorised.

If you wish to further discuss this letter or any matters affecting your child’s ability to attend school please contact me.

FORENAME attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

I would like to take this opportunity to thank you for your continued support and look forward to FORENAME’S improved attendance.

Yours sincerely

Miss N Archer
Assistant Head Teacher

APPENDIX 6 – Letter of Information - PUNCTUALITY

PARENTAL ADDRESSEE
ADDRESS BLOCK

DATE

Re: Date of Birth:

Dear PARENTAL SALUTATION

PUNCTUALITY CONCERN

We regularly monitor punctuality for all pupils at High View Primary School. Whilst monitoring FORENAME's registration it shows that a number of late marks are still being entered and this gives me cause for some concern.

I appreciate that there can be some eventualities that may interrupt a morning routine and cause FORENAME to be registered late for school. However, regular lateness is not acceptable and as such we would like to support you to avoid continuing and therefore formal procedures needing to take place.

FORENAME's punctuality will continue to be monitored over the next few weeks during which I hope to see an improvement.

If there are particular problems that you feel need to be brought to the school's attention, please contact me as soon as possible as we are keen to do what we can to support you to improve FORENAME's punctuality.

I would like to take this opportunity to thank you for your continued support and look forward to FORENAME'S improved punctuality.

Yours sincerely

Miss N Archer
Assistant Head Teacher

APPENDIX A – Attendance illustration and punctuality illustration

The table below illustrates the categories of acceptable and unacceptable levels of attendance

Gold	Your child's attendance is 98% or above. They are absent less than 6 days in a school year. They are highly likely to achieve the best levels for their ability by the end of KS2.	Outstanding
Green	Your child's attendance is 96% - <98%. They are absent less than 10 days in the school year. They will probably achieve the best levels for their ability by the end of KS2.	Good
Amber	Your child's attendance is 90% - <96%. They are missing up to 20 days in each school year – a full month! This amount of absence will make progress difficult and reduce their level of success.	Cause for Concern
Red	Your child's attendance is less than 90%. They are missing at least 1 or 2 days a fortnight; this is the same as nearly six months throughout their time in KS2. Missing this amount of time will make it extremely difficult for them to keep up in lessons and make progress. You need to take action! As a parent or carer, you could face a fine or court action.	Serious cause for concern

Every Minute of Learning Counts!



Children find arriving at school late upsetting and they miss out on important opportunities.

Please work with us to provide your child with the best chances of learning by ensuring they are in school **every day and on time.**

Thank you

APPENDIX B – Absence Process

