



# Attendance and Punctuality Policy

Date agreed by Governors	Summer 2023
<b>Next Review</b>	<b>Spring 2025</b>

<b>Linked Documents</b>
Anti-Bullying Policy
Child Protection and Safeguarding Policy
DfE Guidance 'Working together to improve school attendance' (August 2024)
Newham's Penalty Notice Code of Conduct (August 2024)
Home-School Agreement
Keeping Children Safe in Education
Positive Behaviour Policy



**The United Nations Convention on the Rights of the Child (UNCRC) articles which inform this policy are:**

- Article 3: The best interest of the child must be top priority in all decisions and actions that affect children.
- Article 4: Every child can enjoy their rights by creating systems and passing laws that promote and protect children’s rights.
- Article 6: Parents and carers to provide guidance and direction to their children as they grow up.
- Article 12: Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.
- Article 14: Every child has the right to think and believe what they choose and also to practise their religion.
- Article 16: Every child has the right to privacy.
- Article 18: Both parents share responsibility for bringing up their child and should always consider what is best for the child.
- Article 28: Every child has the right to education. Discipline in schools must respect children’s dignity and their rights.
- Article 29: Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures, and their environment.

**School’s Purpose:** To prepare pupils for lifelong success

**School’s Vision:** At Godwin Junior School we:

- Value everyone
- Instil a love of learning
- Seek and encourage talent
- Inspire resilient learners
- Open minds to develop responsible global citizens
- Nurture confident, articulate individuals

## 1. INTRODUCTION

Godwin Junior School has reviewed and updated our Attendance Policy in line with the requirements of the school attendance guidance published in August 2024 by the Department for Education (DfE).

Central to the ethos and vision of our school is the belief that every child receives an excellent education to prepare our children for lifelong success. Parents/carers have a duty to ensure children are receiving full-time education, either by regular school attendance or otherwise. If a child is not in school, they are at significant risk of underachieving, becoming socially isolated, and becoming NEET (not in education, employment or training) later in life. As a school we have a continuing responsibility to proactively manage and improve attendance across our school community. Good attendance is the essential foundation to positive outcomes for all pupils and is therefore everyone's responsibility.

We fully endorse current research that demonstrates a strong correlation between good attendance and high achievement, both in terms of progress and attainment (Working Together to Improve School Attendance DfE August 2024).

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

## 2. AIMS

- To promote and improve pupil attendance
- To fulfil the school's duty to safeguard its pupils to the best of its ability
- To minimise absence, including persistent absence and term time absence
- To make attendance and punctuality a priority for all those associated with the school
- To raise the educational achievement and social development of all pupils
- To work closely with families who may need support to ensure maximum attendance for their children
- To develop a systematic approach to gathering and analysing attendance data and addressing patterns of absence
- To promote and reward regular school attendance
- To promote excellent punctuality as we believe that a prompt, organised start to the school day helps children with their learning
- To achieve the school's attendance, persistent absence and punctuality targets as set out on our website
- To ensure that all those responsible for children's education, including parents, carers, staff and governors understand and accept their responsibility in relation to attendance

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1 Parents and Carers**

Parents/carers are expected to:

- Ensure that their child attends every day unless they are unwell or have another authorised absence
- Ensure their child arrives on time every day
- Contact the school as early as possible on the first day of absence stating the child's name, class and reason for absence. This should be done on the morning of the first absence, before school starts, and every day thereafter.
- Promote a good attitude to learning by ensuring their children attend school dressed appropriately and bring their reading book and reading record journal on the allocated days
- Avoid arranging medical and dental appointments in school time wherever possible
- Not take term-time leave
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning
- Ensure the school is given two emergency contact numbers which are kept up-to-date
- Inform the school who the child normally resides with

The school email address is [info@godwin.newham.sch.uk](mailto:info@godwin.newham.sch.uk) and the telephone number is 020 8534 7601

#### **3.2 School Administration Staff**

The school administration staff are responsible for:

- Maintaining the registers, taken twice a day. All registers are electronically recorded
- Taking calls from parents/carers about absence and recording it on the electronic registers
- Ensuring all the attendance codes used are correct in line with the latest Department of Education School Attendance document (see appendix 1)
- Contacting all families who fail to notify the school of their child's absence on the first day of absence. If a family does not answer the call, admin staff will leave a message and contact all of the emergency contact numbers. They will then repeatedly keep trying to call the family throughout the day – keeping a log of the date and times. If this is unsuccessful then admin staff will email the family to ascertain the reason why the child is absent.
- Contacting all families who fail to notify the school of their child's absence every day thereafter, including the emergency contact numbers
- Notifying the Deputy Head Teacher immediately (as this is a safeguarding issue) where the school has been unable to contact the family.
- Sending out a 'Reason for Absence' letter out to the family upon the child's return to school to ascertain the reason for absence.

- Keeping a record of each pupil who arrives late, seeking an explanation from the parent/carer, noting the reason and updating the electronic register
- Entering the 'L' code if a child is late before the register is closed and a 'U' code if the child has arrived after the register is closed (9:25am)
- Notifying the Designated Safeguarding Lead and Deputy Head Teacher of absences of vulnerable pupils on a daily basis
- Asking for approval from the Head Teacher or Deputy Head Teacher if a parent/carer wishes to remove their child from school during the course of the school day
- Providing SLT with weekly attendance data for celebration of whole school attendance in whole school assembly and the newsletter

### **3.3 The Class/PPA Cover Teacher**

The Class/PPA Cover Teacher is responsible for:

- Taking the electronic register twice a day, once at the beginning of the school day and once after lunchtime
- Completing the attendance register accurately and punctually: 8:55am for all year groups
- Looking carefully at attendance data to spot patterns of absence and overall levels of attendance of individuals
- Strengthening relationships with the children in their class, building awareness of how absences affect their learning and encouraging pupils to come to school every day
- Making a personal connection with parents/carers of pupils who have regular absence, or patterns of irregular attendance
- Reporting immediately to the office any child present in the morning, yet absent for the afternoon register
- Recording pupils' attendance electronically, using the correct codes on the SIMS data management software
- Liaising with the Deputy Head Teacher when there are concerns regarding the attendance of pupils
- Informing the office and the Inclusion Leader if a child who has targeted adult support does not arrive for school
- Including attendance data in the annual report to parents/carers
- Discussing the impact of low attendance on learning and on the social aspect at termly Parent/Carer Conferences
- Recording all absences each morning and afternoon on a laminated class list which is positioned by the class door used to exit in the event of a fire alarm being sounded

### **3.4 The School Attendance Officer**

The School Attendance Officer is responsible for:

- Monitoring attendance data across the whole school and at an individual pupil level
- Monitoring attendance data for significant groups of children
- Reporting concerns about attendance to the Deputy Head Teacher
- Sending out proforma warning letters regarding attendance/punctuality concerns under the direction of the Deputy Head Teacher

- Arranging calls and meetings with parents/carers to discuss attendance issues with the Deputy Head Teacher
- Completing the Child Missing in Education (CME) checklist form if and when the need arises
- Completing the Local Authority's Verified/Unverified Leavers Forms when the need arises
- Advising when Fixed Penalty Notices (PN) should be processed
- Keeping a paper record of parents/carers' requests for term-time leave and response from Deputy Head Teacher/ Head Teacher to put in the pupil's folder
- Producing all the documents needed to process Child Missing in Education and Penalty Notice applications
- Keeping a record of children who have been sent home during the school day (for sickness or medical appointments), so that in the event of a fire drill or emergency, the school is aware of precisely how many children are on the premises
- Asking for approval from the Senior Leadership Team (SLT) if a children needs to be sent home for sickness or injury

### **3.5 The Deputy Head Teacher**

The Deputy Head is responsible for:

- Communicating important attendance and punctuality information in the school newsletter to parents and carers
- Meeting with the Attendance Officer on a weekly basis to discuss attendance and punctuality data and to look for any trends
- Ensuring that the school is on track to meet its targets
- Monitoring significant groups eg Pupil Premium against Non-Pupil Premium, Special Educational Needs and Disabilities (SEND) against Non-SEND etc and putting strategies in place to tackle the issue of persistent absenteeism
- Reporting attendance and punctuality data to the Senior Leadership Team weekly and the Governing Board termly
- Meet with the Attendance Team Leader from the Local Authority on a termly basis and produce reports that are requested
- Building strong relationships and working jointly with families, listening to and understanding barriers to attendance and working in partnership with them to remove these
- Conducting Early Intervention Support Meetings with parents/carers where there is a cause for concern regarding attendance and/or punctuality and signposting them to relevant agencies
- Drawing up a parent/carer contract with agreed attendance and/or punctuality actions and/or interventions
- Conducting Attendance Panel Hearings and requesting statutory intervention from the Local Authority when appropriate
- Ensuring that individual cases are monitored and the parent/carer contract is being followed
- Ensuring that strategies to optimise attendance are explored
- Making home visits, when appropriate, with another member of staff

- Engaging with other schools to ensure consistent messaging and approaches, particularly where children from the same family attend different schools
- Liaising with the Safeguarding Lead and processing a Child Missing in Education application if a child has not attended school for 10 consecutive days and the school has been unable to contact the family
- Completing an online E-Penalty Notice application if and when the need arises

### **3.6 The Head Teacher**

The Head Teacher is responsible for:

- Informing families at school induction meetings of the importance of punctuality and attendance
- Granting leave under exceptional circumstances as outlined in this Policy
- Ensuring that the school procedures follow local authority/government guidance and policies
- Ensuring office staff are available to take telephone messages from 8:30am
- Ensuring that all personnel are trained on safeguarding and other relevant training to comply with the latest version of Keeping Children Safe in Education
- Implementing this Policy at Godwin Junior School
- Monitoring school-level absence data and reporting it to governors
- Authorising London Borough of Newham to issue Fixed Penalty Notices to be issued, where necessary

### **3.7 The Governing Board**

The Governing Board is responsible for:

- Monitoring attendance data for the whole school on at least a termly basis.
- Holding the Head Teacher to account for the implementation of this Policy.
- Helping the school to focus upon the need for a clear policy on attendance and ensure that trends and patterns are closely monitored
- Supporting the initiatives which are taken by the school to promote good attendance

## **4. PROCEDURES**

Our procedures for recording and monitoring attendance and punctuality are as follows;

- At the beginning of each session a register is completed by the class teacher. Guidance for staff on the accurate completion of registers has been provided in the Code of Conduct
- Registers are checked daily by the admin staff for accuracy
- Any amendments made to the attendance register must include: the original entry; the amended entry; the reason for amendment; the date on which the amendment was made; and the name and position of the person who made the amendment
- Every entry in the attendance register will be preserved for a period of three years

- All children are expected to arrive for registration at 8:55am. Children are encouraged to arrive 10 minutes before the registration time to listen to their teacher read to the whole class
- Registration will be kept open for 30 minutes (the Government advises that schools can keep the register open for up to thirty minutes), after the register has been taken. If children are late, they should report to the office and provide a reason for their lateness
- Late arrivals are added to the register with the reason recorded
- In line with Health Protection Agency guidelines, a period of 48 hours absence is required for any pupil with vomiting or diarrhoea. Such absence due to illness is authorised

Parents/carers are spoken to about their child's attendance regularly:

- through informal discussions
- at termly parent/carer conferences if attendance or punctuality issues are impacting on learning
- Early Intervention Support Meetings where there is a cause for concern and always when attendance falls below 90% or punctuality is poor
- annual reports to parents/carers include a record of their child's attendance

On occasion, parents/carers may ask for permission to take their child out of school. This absence is acceptable and authorised if:

- a medical/dental appointment card is shown
- a serious family crisis arises
- a child has to take exams/tests in another setting
- a child's health or safety is at risk
- it is for an interview for a place at another school
- it is transition day/time for a new school
- the child is participating in an approved public performance or sporting event which is not deemed detrimental to their education

There are times when children are unable to attend school due to illness, and it is appropriate to keep them at home until they are fully recovered. Parents/Carers should refer to the 'Should I keep my child off school' poster produced by the UK Health Security Agency (see appendix 2).

## **5. ABSENCE AND ATTENDANCE CODES**

We use the new national codes to record and monitor attendance and absence in a consistent way which complies with the new regulations.

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf) (Pages 77-92)

The codes are also used for collecting statistics through the School Census System (see appendix 1).

## **6. ATTENDANCE MONITORING**

### **6.1 Monitoring attendance**

The school will monitor attendance and absence data (including punctuality) weekly, half termly, termly and yearly across the school and at individual pupil level.

Specific pupil information will be shared with the DfE on request. 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 against local, regional and national levels to identify areas of focus for improvement and share this with the governing board.

### **6.2 Analysing Attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils, pupil groups (Pupil Premium, SEND, Ethnicity etc) or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Look at historic and emerging patterns of attendance and absence and develop strategies to address these patterns.

## **7. PUPIL ABSENCE**

### **7.1 Persistent Absence**

Children whose attendance is at 90% and below are classified as 'persistent absentees'. If a child is regularly absent due to illness, the school will request that a parent/carer provides medical details from their doctor before continuing to authorise further absences. The school has the authority to unauthorise absences for persistent absentees if the school is not satisfied with the reason given for the absence.

### **7.2 Stages to follow up children at risk of becoming persistently absent or are persistent absentees**

At Godwin Junior School the attendance of pupils is recorded electronically using the SIMS data management software. Reasons for pupil absence have a specific code and this assists the school, the local authority and the government to monitor persistent absentees. In our school we

expect pupils to achieve 96% and above attendance and have fewer than 10 lates across the academic year.

Below are the stages we follow for children at risk of becoming persistently absent or who are persistent absentees. These procedures are followed on a case-by-case basis, responding to the needs of the family.

#### Stage 1

If attendance or punctuality falls below an acceptable level; a letter will be sent to the parent/carer advising them of their child's unacceptable level of attendance and/or punctuality and ask them to ensure it improves while offering support and advice if appropriate. The attendance and/or punctuality are/is monitored carefully.

#### Stage 2

If attendance continues to decline; another reminder letter is sent to parents/carers advising them of their child's unacceptable level of attendance and/or punctuality and asks them to ensure it improves while offering support and advice if appropriate. The attendance and/or punctuality are/is monitored carefully.

#### Stage 3

If attendance or punctuality fails to improve and the child becomes a persistent absentee (attendance falls below 90%) parents/carers will be invited to an Early Intervention Support Meeting with the Deputy Head Teacher to identify the reasons for absence. At this meeting, strategies will be put in place to support the family and actions/targets agreed. For some families where attendance is of a significant concern stages 1 and 2 will be bypassed and an Early Intervention Meeting will be held. Home visits will be carried out for pupils who are persistently absent or late.

#### Stage 4

If attendance or punctuality does not improve, the family will be invited a Notice to Improve Meeting. This avoids a referral to the Local Authority for Statutory Intervention i.e. referral to Magistrate's Court or a Fixed Penalty Notice being issued. The family has another chance to improve their child's attendance and/or punctuality. At the pre-referral meeting, strategies, targets and actions will be revisited and a new agreed plan will be put in place.

#### Stage 5

If a parent/carer does not attend the Notice to Improve Meeting and attendance and/or punctuality is still a cause for concern, the school has to take formal action. The school will make a decision to either hold an Attendance Panel Hearing meeting with the Attendance Lead and the Head Teacher, which may lead to a referral for statutory intervention **or** make a request to the Local Authority to issue a Penalty Notice. The school will notify the family and include a Court Penalty Notice warning.

#### Stage 6

If there is no improvement after Stage 5, and the attendance meets the criteria, an application for a Penalty Notice can be made, in agreement with the Head Teacher.

However, if an application for a Penalty Notice is not made, the school will send an invitation to the family to attend an Attendance Panel Hearing. The purpose of this meeting is for the

parents/carers to present reasons for their child's poor attendance. At this meeting, parents/carers will be formally reminded of their legal obligations according to Section 444(1/1A) of the Education Act 1996: "If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of offence". An Attendance Panel Hearing Parent contract will be agreed and shared.

#### Stage 7

If there is no significant improvement in the child's attendance, then the school will make the decision to request statutory intervention from the Local Authority to consider whether or not to instigate legal proceedings against the family for an offence under Section 444 of the 1996 Education Act. At this point the Local Authority will contact the family about their decision.

### **7.3 Penalty Notices**

The Department for Education has introduced a new national framework that came into force for any Penalty Notice issued from 19 August 2024.

The new national framework for Penalty Notices is based on the principles that Penalty Notices should only be used in cases where:

- Support is not appropriate (e.g. a term time leave)
- Where support has been provided and not engaged with or not worked.
- A Penalty Notice is the most appropriate tool to change parental/carer behaviour and improve attendance for that particular family

#### **Per parent, per child**

Penalty Notices fines will be issued to each parent/guardian, for each child who was absent without authorisation.

#### **National framework threshold**

A Penalty Notice will be considered for:

Unauthorised absence during a 10 school week period.

- 5 consecutive days (10 sessions) – one after the other.
- 10 non-consecutive sessions – not one after the other.

The 10 school week period can go across different school terms or school years.

#### **First offence**

The first time a Penalty Notice is issued (after 19 August 2024) for unauthorised absence the amount will be:

- £160 per parent/guardian, per child if paid within 28 calendar days.
- Discounted to £80 per parent/guardian, per child if paid within 21 calendar days.

#### **Second offence**

The second time a Penalty Notice is issued for unauthorised absence the amount will be:

- £160 per parent/guardian, per child if paid within 28 calendar days.
- No discount for paying within 21 calendar days.

### **Third and any further offences**

The third time an offence is committed a Penalty Notice will not be issued.

- The case will instead be presented straight to the Magistrate's Court.
- Prosecution can result in a criminal record and fine of up to £2,500.
- Cases where the defendant is found guilty in the Magistrate's Court can show on the parent/guardian's future DBS certificate as being due to 'failure to safeguard a child's education'

The Penalty Notice procedure in this policy is compliant with the DfE 'Working together to improve school attendance' (August 2024):

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

and 'Newham's Penalty Notice – Code of Conduct (August 2024)' documents:

<https://www.newham.gov.uk/downloads/file/7923/lb-newham-education-penalty-notice-code-of-conduct-from-19-august-2024>

### **7.4 Absence due to sibling or other family member**

Absence will not be authorised for children who do not attend school due to an appointment for a sibling or another family member. Families are expected to make alternative arrangements for drop off and pick. If a child is taken out of school without the Head Teacher's authorisation, it will be recorded as unauthorised absence.

### **7.5 Long-Term Sickness Absence**

Occasionally, some children have to be away from school for a long period of time due to illness or for medical treatment in hospital. We will ensure that if they are well enough they can continue their education by providing school work so that the pupil can maintain similar curriculum coverage as their classmates. For some children the school offers a phased return to school. The school continues to work with these families to ensure a smooth transition back into school after a period of absence.

For children who are in hospital a long-term basis, the school will work with the hospital school and the Medical Outreach Team to ensure continuity of education for the child.

Where an absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified.

## **7.6 Dental and Medical Appointments**

Wherever possible, parents/carers should make every effort to avoid making medical or dental appointments during the school day. It is preferable to try and arrange these during holiday periods or after the school day. Most medical appointments do not necessitate a full day absence and it is the parent/carer's responsibility to bring their child back to school once the appointment is over.

## **7.7 Religious Observance**

We acknowledge and welcome the multi-faith nature of our school community and recognise that some families' important religious festival may fall outside school holidays. Please note that no more than one day (this is set by the religious body the parent/ carer belongs to) will be authorised for an individual occasion of religious observance and no more than two days in any academic year.

## **7.8 Children Missing Education (CME)**

"Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register" (Children Missing Education Statutory Guidance for Local Authorities, August 2024)

[https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children\\_missing\\_education\\_guidance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children_missing_education_guidance_-_August_2024.pdf)

Procedures for trying to trace children who cease to attend without prior notification are in place. If after ten days of continuous absence, the school has been unable to ascertain the whereabouts of a pupil, all checks will be completed as per CME pre-referral procedures, including a home visit. The child's details will be sent to the Local Authority for them to perform checks that are not available to school. The Local Authority will advise the school when to remove the child from the school roll. (Appendix 3)

## **7.9 Non-Starters**

Pupils who are allocated a place at Godwin Junior School but fail to start are also treated as Children Missing Education. If the school has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the pupils to Newham Attendance Support Services and the CME team in order for further checks to take place.

## **7.10 Pupils moving to a new address and/or school**

Where the parent/carer of a pupil notifies the school that the pupil will live at another address, the school will record in the admission register:

- (a) the full name of the parent/carer with whom the pupil will live
- (b) the new address (evidence needs to be seen), and
- (c) the date from when it is expected the pupil will live at this address.

Where a parent/carer notifies Godwin Junior School that the pupil is registered at another school or will be attending a different school, they will be asked to complete a Pupil Leaver's Form; we will record in the admission register:

- (a) the name of the other school, and
- (b) the date of when the pupil first attended, or is due to start attending, that school.

## **8. PUNCTUALITY**

All children are expected to arrive and be seated in the classroom for registration at 8:55am. Children are encouraged to arrive 10 minutes before their registration times. Any child arriving between 8:55am and 9:05am will go straight to their classroom and be marked as late in the register by the class teacher. Any child arriving after 9:05am must go to the school office, ensure they are recorded in the late register and parents/carers must provide a reason for them being late.

The register is taken at the beginning of the morning and afternoon sessions. Pupils arriving after the register is closed, which is at 9:25am will be marked as 'U' (late arriving after the register has closed) by the office staff, or another absence code if that is more appropriate.

Those pupils who are collected from school should be collected at 3:25pm unless they are attending a club or any other after-school activity. If a parent/carer is going to be late collecting their child they should ring the school office. Any parent/carer who regularly collects their child late will be invited to meet with the Head Teacher.

## **9. TERM TIME LEAVE**

Parents and carers have a legal duty to ensure their child attends school every day. We prioritise attendance as we believe that all children need to be in school for all sessions so they can make the most progress possible. In line with the DfE 'Working together to improve school attendance' (August 2024) and 'Newham's Penalty Notice – Code of Conduct (August 2024)' documents, leave for pupils during term time is not authorised except in exceptional circumstances. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

Examples below are provided are illustrative rather than exhaustive:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent/carer or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- absence for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- families may need time together to recover from trauma or crisis

In order to help us ensure that our children achieve the very best, all requests for term time leave will continue to be declined except in the exceptional circumstances outlined above, and

that parents/carers who take their child out of school for this reason may be subject to a Penalty Notice, issued by the Local Authority. This position is similar to other local and national schools.

The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries in order to be satisfied that the child is not at risk.

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

Requests for leave in term time must be made in writing in advance. The Head Teacher will then make a decision on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

## **10. ENCOURAGING EXCELLENT ATTENDANCE AND PUNCTUALITY**

The most vital part of encouraging good attendance is to ensure that the school is a place where children want to come: a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.

It is important that the school celebrates excellent attendance and punctuality. We recognise this in a number of ways:

- Praising the individual pupil
- Positive comments to the family
- Recognition in weekly school celebration assemblies by issuing trophies for the best whole-class punctuality and attendance records for the previous week
- Providing individual pupils whose attendance is a cause for concern with weekly attendance charts to motivate them to attend school
- Awarding 100% Attendance badges every term
- Entering a prize draw for 100% attendance each term to win a shopping voucher
- Presenting certificates to children whose attendance that term meets the school's target
- Providing a soft start to the school day to support children to settle in class and be ready to learn

## **11. ELECTIVE HOME EDUCATION**

Parents and carers have a legal responsibility to make sure their children receive an education. They may choose to educate at home rather than at school. Home education occurs when parents/carers choose to assume the responsibility for planning, implementing and evaluating their child's learning, in place of school. It is a serious, long-term commitment and parents/carers who choose to educate their children at home must assume full financial responsibility for their education.

The Local Authority recommends that parents/carers wishing to home educate should complete and return a Home Education Pupil Information Sheet. The information sheet asks for educational objectives; proposed resources; and the hours and organisation of learning. There is no obligation on the parents/carers to complete the sheet, but it would be helpful for the teacher responsible for monitoring Elective Home Education to have seen this before meeting with the parent/carer and child.

**Appendix 1 – Attendance Codes**

**Working together to improve school attendance DFE August 2024**

<b>Code</b>	<b>Reason</b>
/ \	Present in school am and pm
L	Late arrival before the register has closed (less than 30 minutes after the register has been taken)
K	Attending education provision arranged by the Local Authority
V	Educational Visit or Trip (including residential)
P	Approved sporting activity
W	Work Experience
B	Attending any other approved educational activity ( eg CAMHS, hospital, medical outreach etc))
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Medical/Dental appointment
J1	Interview for employment or admission to another educational institution
S	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
D	Dual Registration
C	Leave of absence for exceptional circumstance
T	Parent travelling for occupational reasons
R	Religious Observance
I	Illness (not medical or dentist appointments)
E	Suspended or permanently excluded
Q	Unable to attend due 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
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 ( 9:25am)
Z	Prospective pupil not on admission register
#	Planned whole school closure



# Should I keep my child off school?



## Yes

### Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

## No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

### Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

**Decision Tree for all children not attending school  
(on admissions register - roll, or on admissions list)**

**Children Missing Education or  
School Attendance Order or  
Verified School Leaver - Statutory Notification Leavers Notification or  
Unverified Leaver - Statutory Request to Remove from School Admissions Register (Roll)**

