

HARESFIELD C OF E PRIMARY SCHOOL

‘Trusting in God, together we live, learn and grow.’



ATTENDANCE and PUNCTUALITY POLICY

OUR SCHOOL VISION

At Haresfield Church of England Primary School we want everyone to know that they are unique, special and worthy in the sight of God and to “Aim High”. To be the very best that they can be.

We strive to achieve this through our Christian values rooted curriculum. By working together to learn what God wants for each of us, we offer an ambitious, creative curriculum in which we help each child to flourish and grow. We endeavour to provide the children in our care with a passion for learning and to appreciate the wonder of our world.

When they leave our school, our aim is to ensure they have the key skills ready to cope with life at whatever level they are. The school is supported by an effective partnership with parents and the community.

Aims and Objectives

At Haresfield C of E Primary School we believe that improving attendance is everyone’s business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. We expect pupils to be in school for every session of the school day and for every day that the school is open.

Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled and to ensure that all students are able to take the fullest advantage of the learning experiences available to them. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The Education \(Information about Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

ROLES AND RESPONSIBILITIES

Improving attendance at Haresfield School is the responsibility of everyone in the school community, including pupils, parents and staff.

Pupils

All pupils are expected to attend school every day on time.

Parents and carers are expected to: -

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 9:15 on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance.

The governing body are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.
- Hold the headteacher to account for the implementation of this policy

The headteacher is responsible for:

- 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
- Requesting the issue of fixed-penalty notices, where necessary

The Attendance Champion (*Mrs Bacon – Head Teacher*) is responsible for:

- Championing and improving attendance across the school.
- Setting a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Communicating messages to pupils and parents
- Delivering targeted intervention and support to pupils and families
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

The school attendance officer (*Mrs Bacon*) is responsible for:

- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with school staff e.g. pastoral lead/family liaison officer/SENCo to tackle persistent absence.
- track attendance and lateness of vulnerable students e.g., those with Special Educational Needs and disabilities (SEND), children in care (CiC), Pupil Premium (PP), mobile students.

The class teacher is responsible for:

- Recording attendance on a daily basis, using the correct codes and submitting the information to the school office as soon as possible after the register is completed.

School administration/office staff are responsible for:

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system
- Transfer calls from parents to the appropriate member of staff in order to provide them with more detailed support on attendance.
- Keeping accurate and up to date records of calls and communication with parents

School processes for recording attendance and absence

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

We will take our attendance register at the start of each morning session of the school day and once during each afternoon session. It will mark whether every pupil is:

- Present
- Absent
- Attending an approved off-site educational activity
- 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.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if 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 3 years after the date on which the entry was made.

Pupils must arrive in school by **8:45 am** on each school day.

The register for the morning session will be taken at **8:50** and will be kept open until **9:10**. *The register for the afternoon session will be taken at **1:00 (1:15 for KS2)** and will be kept open until **1:20 (1:35 for KS2)**.*

Absence

The pupil's parent/carer must notify the school of the reason for an unplanned absence on the first day by 9:15 or as soon as practically possible by calling the school.

Please ring the school phone and if it is not answered please leave a message for staff to pick up.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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 of this in advance.

A pupil who arrives late:

- Before the register has closed will be marked as late, (Code L)
- After the register has closed will be marked as absent, (Code U)

School will have initial conversations with the parents. A letter will be sent home if there is no improvement and if this does not have an impact the school will request a fixed penalty notice be issued.

Planned absence.

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

However, we encourage parents/carers 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 headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.

We define 'exceptional circumstances as situations that are unusual, not expected, or beyond the reasonable control of the parties involved.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant 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 school's leave of absence request form accessible from the school office or requester by email. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Participating in a regulated performance or undertaking regulated employment abroad (Code C1)
- Attending a medical or dental appointment (Code M)
- Attending an interview for employment or for admission to another educational institution (Code J1)
- Studying for a public examination (Code S)
- Non-compulsory school age students not required to attend school (Code X)
- Compulsory school age student subject to a part-time timetable (Code C2)
- Exceptional circumstances (see definition above) (Code C)
- Parent travelling for occupational purposes – The student is a mobile child, and their parent(s) is travelling in the course of their trade or business and the student is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place (Code T)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart (Code R)
- Illness (Code I)

Procedures following unexplained absence.

- Call the pupil's parent/carer 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 follow missing protocols – contact police etc.
- 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.

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will contact the local authority for guidance.

Strategies for promoting attendance.

We celebrate good attendance through assemblies and the awarding of 100% attendance badges. We also share attendance data with parents to make them aware of how this can impact their child's progress. We have designed a leaflet sharing the importance of regular attendance and this is given to all new parents at their child's induction meeting.

Attendance data monitoring, reporting and analysing.

The school will:

- Regularly inform parents of their child's attendance levels through conversations at parents' evenings, letters home and data included in reports in December, Easter and end of year reports.
- Monitor attendance and absence data - daily, half-termly, termly and annually across the school and at an individual pupil level.
- Identify whether there are particular groups of children whose absences may be a cause for concern.

Pupil-level absence 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 compare attendance data to the national average and share this with the governing board.

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.

- Provide access to wider support services to remove the barriers to attendance.
- Formalise support or use legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court

Legal sanctions

The school can request Gloucestershire County Council to issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct

<https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/information-for-parents-and-carers>

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice.

The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

All natural parents, whether they are married or not.

Any person who has parental responsibility for a child or pupil

Any person who has care of a child or pupil i.e. lives with and looks after the child.

Links to other policies and monitoring arrangements

Links to other policies:

- Anti-bullying
- Behaviour
- Harassment
- Home school agreement
- Safeguarding (child protection)
- Staff policies

Monitoring and Evaluating

This policy will be monitored and evaluated by the Head teacher and the Governors.

Date of policy Sept 2025 reviewed annually.

Next review Sept 2026.

