



# **Attendance and Punctuality Policy**

# Attendance and Punctuality Policy

## St Mary's C of E Primary School

**Approved by:** Headteacher

**Date:** September 2024

**Next review due by:** September 2026

### Contents

|  |   |
|--|---|
| 1. Aims.....                                 | 3 |
| 2. Legislation and guidance .....            | 3 |
| 3. School procedures .....                   | 3 |
| 4. Authorised and unauthorised absence ..... | 5 |
| 5. Strategies for promoting attendance ..... | 6 |
| 6. Attendance monitoring .....               | 7 |
| 7. Roles and responsibilities .....          | 7 |
| 8. Monitoring arrangements .....             | 8 |
| 9. Links with other policies .....           | 8 |
| Appendix 1: attendance codes.....            | 8 |

## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

## 3. School procedures

### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school on time on each school day:

Infant site – Reception **08:25**, Year 1 **08:35**

Middle site – **08:45**

Junior site – **09:00**

Pupils must be collected from school on time on each school day:

Infant site – Reception **14.55**, Year 1 **15:05**

Middle site – **15:15**

Junior site – **15:30**

The register for the first session will be taken upon arrival to class. The register for the second session will be taken immediately after lunchtime.

### **3.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.00 am or as soon as practically possible (see also section 6).

Please report your child/ren's absence via ParentMail as early as possible on the day.

Absence due to illness will be 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 parents 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. See Appendix 2

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.

### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

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.

Parents may call or email the school office, according to the site their child attends.

Applications for other types of absence in term time must also be made via our "Request for absence" form, available via our website and submitted in advance to the Headteacher at [headteacher@st-marys.richmond.sch.uk](mailto:headteacher@st-marys.richmond.sch.uk). Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

A pupil who arrives late but before the register has closed will still be marked as late, using the appropriate "L" (late) code. Once the registers have closed, pupils will be marked as "U" (unauthorised).

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

The Headteacher will follow up regular or unexplained lateness by calling the parents.

### 3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

The Headteacher will follow up regular or unexplained absence by calling the parents.

### 3.6 Reporting to parents

Parents receive an annual report on their child's attendance in the end-of-year report. The Headteacher also provides termly, whole school information on absence in the newsletter.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. *Please note generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence will not be granted for a pupil to take part in protest activity during school hours.*

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

Illness and medical/dental appointments – as explained in sections 3.2 and 3.3

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart. The School permits 2 days of religious observance per year.

Term-time holidays will not be approved.

St Mary's identifies pupils of concern through regular monitoring of attendance. Those falling below 90% are referred to the Education Welfare Service.

### **Absence when flights/travel arrangements are changed or for emergency medical appointments and procedures**

Please note that we may ask you for evidence of a changes of flights/travel arrangements or medical appointments and procedures. These documents are required within five days of the request and we ask that these documents are emailed to us as soon as possible. Please note that when travel is changed, you must submit the original booking in order for us to authorise any subsequent changes. If your child/ren's attendance is below the 90% threshold, we will ask for evidence for appointments made during school hours.

### **Absence two days before and two days after a half term or end of term holiday**

We will not authorise absence as above for illness without evidence from a GP (Appendix 2, page 10), email or text message from a medical practitioner. We will not authorise absence for travel including flights booked two days or the day before a school holiday.

### **Children in entertainment**

The general rule is that no child may take part in a performance unless licensed to do so by the local authority in whose area he or she lives. Even with a license, it is up to the Headteacher whether or not to authorise the absence. Licenses are granted where the local authority is satisfied about the child's fitness and about provisions made for his or her health, treatment and education. If the school is concerned that having a license will be detrimental to the education of the child, a

license will not be granted by the Local Authority. If the application for a licence is made by parents of children whose attendance is below 95% the Headteacher may refuse the licence. The school attendance of children in entertainment is closely monitored by the Education Welfare team.

### **Exams/Interviews/Secondary school/transfer to another school**

We are permitted to authorise half a day's absence for your child to visit another school, take an exam or attend an interview. If you need a whole day you will need to email the Headteacher at [headteacher@st-marys.richmond.sch.uk](mailto:headteacher@st-marys.richmond.sch.uk) and provide evidence of the need to request a whole day's absence.

### **4.2 Legal sanctions**

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. St Mary's CE Primary school will consider fining parents for unauthorised absence as follows:

If issued with a penalty notice, parents must pay £60 per child, per parent within 21 days or £120 within 28 days. The payment must be made directly to the local authority. All monies go to the local authority not to St Mary's School.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may consider:

- A number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

In the event of more than five consecutive days unauthorised absence/holiday, the school will inform the EWO (Education Welfare Officer) who will contact parents/carers directly.

All state funded schools must consider whether a penalty notice for absence is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice. Schools should not have a blanket position of issuing or not issuing penalty notices and should make judgements on each individual case to ensure fairness and consistency across the country. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

St Mary's promotes good attendance. Whole class rewards include pupils receiving additional playtimes or the wearing of non-uniform may be considered for classes achieving over 96%.

### **4.3 Notices to Improve**

When a "Notice to Improve" is issued to parents, the school will refer to the guidance in the DfE document "Working together to improve school attendance", pages 56 – 61

([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))

## **6. Attendance monitoring**

The administration officer monitors pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

Parents are expected to call the school on each day of the child's absence.

If a pupil's absence goes 3 days we will contact the parents to discuss the reasons for this. If the parent cannot be contacted the Headteacher will contact the Education Welfare Officer.

If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

The school tracks attendance data to check for trends. Particular groups or individuals may be tracked where the school has concerns and it monitors and evaluates the impact of the absence on progress. Interventions may be planned as a result.

## **7. Roles and responsibilities**

### **7.1 The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

### **7.2 The headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

### **7.3 The attendance champion**

The attendance champion:

- Monitors attendance data at the school and individual pupil level

- Reports concerns about attendance to the headteacher

- Works with education welfare officers to tackle persistent absence

- Arranges calls and meetings with parents to discuss attendance issues

### **7.4 Class Teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

### **7.5 Administration staff**

Administration staff are expected to take calls from parents about absence and record it on the school system.

## **8. Monitoring arrangements**

This policy will be reviewed every 3 years by the Headteacher. At every review, the policy will be shared with the governing board.

## **9. Links with other policies**

This policy is linked to our child protection and safeguarding policy and our Late Non-Collection policy.

## **EQUALITIES STATEMENT**

St Mary's positively celebrates diversity and inclusion is core to its Christian ethos. The Governing Body recognises that no one should receive less favourable unlawful treatment than another on the grounds of gender, marital or civil partnership status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age, or sexual orientation. It is the Governors' aim that no-one at the School should suffer unlawful direct or indirect discrimination, victimisation or harassment on any of these grounds. The Governing Body is committed to embedding fairness and equality at the heart of the school community, and in all aspects of the school's policies, procedures and practices.



## 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  |
| B    | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school  |
| D    | Dual registered               | Pupil is attending a session at another setting where they are also registered   |
| K    |                               | The pupil is attending a place other than the school or any other school at which they are a registered pupil for educational provision arranged by a local authority. |
| J1   | Interview                     | Leave of absence for the purpose attending an interview for employment or for admission to another educational institution.  |
| P    | Sporting activity             | Pupil is participating in a supervised sporting activity approved by the school  |
| V    | Educational trip or visit     | Pupil is on an educational visit/trip organised, or approved, by the school  |
| W    | Work experience               | Pupil is on a work experience placement  |

| Code                      | Definition                  | Scenario  |
|---------------------------|-----------------------------|---|
| <b>Authorised absence</b> |                             |   |
| C                         |                             | Leave of absence for exceptional circumstances.   |
| C1                        | Authorised leave of absence | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad |

|                             |                                 |  |
|-----------------------------|---------------------------------|--|
| <b>C2</b>                   |                                 | Leave of absence for a compulsory school aged pupil subject to a part time timetable   |
| <b>E</b>                    | Excluded                        | A pupil is suspended from school or permanently excluded from school but their name is still entered in the admission register and no alternative provision has been made for the pupil to continue their education.   |
| <b>I</b>                    | Illness (not medical or dental) | School has been notified that a pupil will be absent due to illness  |
| <b>M</b>                    | Medical/dental appointment      | Leave of absence for the purpose of attending a medical or dental appointment  |
| <b>R</b>                    | Religious observance            | Pupil is taking part in a day of religious observance  |
| <b>S</b>                    | Study leave                     | Year 11 pupil is on study leave during their public examinations   |
| <b>T</b>                    |                                 | Parent travelling for occupational purposes. (The pupil is a mobile child and their parent is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode). |
| <b>Unauthorised absence</b> |                                 |  |
| <b>G</b>                    | Unauthorised holiday            | Pupil is on a holiday that was not approved by the school  |
| <b>N</b>                    | Reason not provided             | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)  |
| <b>O</b>                    | Unauthorised absence            | School is not satisfied with reason for pupil's absence  |
| <b>U</b>                    | Arrival after registration      | Pupil arrived at school after the register closed  |

| Code | Definition                      | Scenario   |
|------|---------------------------------|--|
| Q    |                                 | Unable to attend the school because of a lack of access arrangements.    |
| X    | Not required to be in school    | Pupil of non-compulsory school age is not required to attend             |
| 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 the whole school being unexpectedly closed.         |
| Y5   |                                 | Unable to attend as pupil as 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.                 |
| Z    | Pupil not on admission register | Register set up but pupil has not yet joined the school                  |
| #    | Planned school closure          | Whole or partial school closure due to half-term/bank holiday/INSET day  |

## APPENDIX 2



**St Mary's Church of England School**

**Infants:**  
Amyand Park Road  
Twickenham  
TW1 3HE

**Middle:**  
Strafford Road  
Twickenham  
TW1 3AD

**Juniors:**  
Richmond Road  
Twickenham  
TW1 3BA

T: 0208 892 5840

T: 0208 249 6836  
F: 0208 891 1904

T: 0208 892 7849  
F: 0208 607 0420

E: [info@st-marys.richmond.sch.uk](mailto:info@st-marys.richmond.sch.uk)

[www.st-marys.richmond.sch.uk](http://www.st-marys.richmond.sch.uk)

TO WHOM IT MAY CONCERN

ATTENDANCE AT GP CLINICS, SURGERIES, DENTIST OR HOSPITAL

The school requires pupils who have persistent absences due to illness, medical conditions etc to obtain confirmation of their appointment from the clinic.

I would be grateful if you could confirm that this pupil has attended an appointment by stamping this letter with your official stamp and entering the date of the appointment.

Thank you very much for your co-operation.

Angela Abrahams  
Headteacher  
[headteacher@st-marys.richmond.sch.uk](mailto:headteacher@st-marys.richmond.sch.uk)

Name of child.....

Date of appointment.....

OFFICIAL STAMP

## LATE NON-COLLECTION POLICY

We aim to provide a safe and caring environment. In the event that a child is not collected or collection is delayed, they will be reassured in order to cause as little distress as possible. In the event that a child is not collected by an authorised adult, we put into practice the agreed procedures, unless agreement to walk home alone has been obtained.

### Late Collection

- Parents of the children starting school are required to provide specific information which is recorded on the child's registration form and include information about any person who does not have legal access to the child.
- On occasions when parents or the persons authorised to collect the child are not able to do so, such as the child visiting a child's house after school or attending an after-school club, they should inform the school office of the names of the person collecting their child. This applies to Reception – Year 3 pupils. If circumstances change during the day, please inform the office, regardless of year group.
- On occasions when parents are aware that they will not be at home or at their regular workplace they need to leave alternative contact details with the staff.
- In the event that the parent/carer is running late or has made alternative collection with a friend/relative they should phone the school office to advise us of those changes so that both the school and child are aware.
- If no alternative arrangements have been made, the child will be placed into an afterschool club and the parent will be charged for the session. This does not mean that the child has a place in this club from that point onwards.

### Non-Collection

*If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff will take the following steps:*

- Staff will attempt to phone the parents/carers provided on the child's record.
- Staff will attempt to contact any other adults identified as emergency contacts on record.
- All reasonable attempts will be made to contact the parents or nominated carers or emergency contacts.
- The child will not be permitted to leave the premises with anyone other than those named on the registration form or an adult who the parents have informed school have permission to collect the child.
- Under no circumstances will staff look for the parent, nor will they take the child home with them. If there has been no contact made, or if there are no staff available on the premises, the school will telephone the police and give the child's details i.e. name, DOB, address, names of parents/carer's and any other contact details.
- The police are likely to complete a home visit and/or undertake basic enquiries in order to locate the child's parents/carers.
- If the police cannot locate an appropriate adult to come for the child, they will notify social and health care via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
- The police may decide to take the police protection order (PPO) as part of this process.

- The Headteacher will discuss the incident with the parent/carer at the earliest opportunity in order to address the issue and prevent any further incidents.
- If there are two or more such episodes within a six-week period, staff will make a referral to SPA (Single Point of Access, 0208 547 6008).

### **Links with other policies**

This policy is linked to our Attendance and Punctuality Policy, Child Protection and Safeguarding Policy.