



Attendance and Punctuality Policy

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Review	April 2021
Reviewed	July 2022
Review	June 2025

Version Control

Date	Change
September 2023	Amended to show the change of times of the school day
September 2023	P.5/P.11 Explanation of 'U' code added for lateness

1. Personal message from Headteacher

At Raglan Primary School we want all our children to obtain the best education possible. To benefit from lessons, children need to attend school regularly and be on time. Missing lessons leaves children vulnerable to falling behind and also impacts on friendship circles and self-esteem.

We are fortunate at our school: overall we have very good attendance which is due to our very conscientious parents. Our Attendance Policy is designed to encourage and support this further.

2. The purpose of this Policy and Legislation

To ensure that parents/carers are aware of the legislation relating to attendance and that processes/measures are in place which encourage and support children's attendance at school when they are fit and healthy. The policy is designed to promote regular attendance and punctuality and as such offer all pupils equal access to learning.

The school will always consider the individual needs of pupils and their families who have specific barriers to attendance.

Legal requirements:

The law requires that children of compulsory school age attend school every day on which it is open. Poor attendance is defined as anything below 90%. The Department for Education expects a minimum attendance rate of 96% for primary aged pupils.

The School Attendance Policy adheres to the Acts and Regulations below:

- The Education Act 1996 and amendments 2002

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- The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011, 2013 and 2016
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education (Penalty Notices) (England) Regulations 2007 and amendments 2013
- The Education and Inspections Act 2006

Other departmental advice and guidance that may be of interest:

- Parental responsibility measures for the school attendance and behaviour
- Child Missing in Education 2018
- Keeping Children Safe in Education 2022

More comprehensive information and updates can be located on the Department for Education's Website (search under attendance) and Bromley Local Authority website.

3. Responsibilities

3.1 School:

- Has an Attendance Policy in place which is widely communicated and understood
- Maintains attendance data and reports to School Governors, the Local Authority and the Department for Education
- Ensures registers are taken twice daily; at the start of the morning and afternoon sessions
- Shares and discusses attendance data at parents/carers evenings
- Follows up with parents/carers concerns relating to attendance and/or punctuality at appropriate time, particularly when attendance is below 90%
- Initiates contact if absence/lateness has not been communicated with the school, initially by sending an automated email/text chase. If parents/carers do not respond to the message, this is then followed up with a first day absence call.
- Refer to Education Welfare Officer (EWO) and support their activities
- Promotes and encourages good attendance and punctuality

The Headteacher will be responsible for attendance and will liaise with the Local Authority on measures to be taken if a pupil appears to be missing from education.

3.2 Parents/Carers

- Perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure that their children arrive at school on time
- Notify school by 9 am on every day of absence
- Work in partnership with the school to improve lateness and attendance
- Secure prior authority for authorised absences (absences cannot be approved retrospectively)
- Where possible obtain medical/dental appointments outside of the school day
- Refrain from taking holidays in term time
- Raise any concerns they may have in relation to their child's attendance
- Refrain from bringing a child into school for 48 hours following the last bout of vomiting and/or diarrhoea, as recommended by HPA guidelines
- Make sure that their child has had a good night's sleep – children need to be wide awake to learn effectively

3.3 Governors

It is the governors' responsibility to monitor and evaluate the attendance in their school. The school's attendance figures are presented to the governing body on a termly basis.

4. Absence reporting procedure

Parents/Carers should contact the school on the first day of any absence. This should be done by ringing the school office (020 8460 6558) or by sending an email to the admin email address.

It is important to leave full details of the absence, particularly if a child is unwell. If parents/carers have contacted the school as advised and have left appropriate details of the absence, they will not need to send a letter in on the child's return to school. The school will contact parents via email/text

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followed by a phone call after registers have closed if a child is absent and the reason for absence has not been advised.

On occasions when parents/carers are asked for further clarification for the reason of absence, they should do so by providing the information direct to the office and not via teachers.

If the school has not received a reason for absence, following the email/text reminder and then subsequent phone call and there is no response, then the absence will be recorded as unauthorised. If this is repeated on the subsequent second day of absence, and there has not been any communication from the parents, the office will refer this to the EWO.

What we will do:

If you do not report your child absent on the first day, and we are still unable to speak to the parent/carer or have received confirmation of why your child is absent, this becomes a safeguarding concern as your child is deemed to be missing. The absence will be marked as unauthorised or until the parent makes contact with the school.

Therefore, to confirm your child's whereabouts, a home visit will be made. If we are still unable to get a response, we will contact the police. This may be recorded as an unauthorised absence.

Attendance will be monitored weekly and the office will produce a weekly report for the Family Worker showing the lates and absences. This will then be reviewed and late letters and attendance letters will be sent out to parents via email.

5. Lateness

The school believes it is important for children to learn from an early age that punctuality is both important and polite.

Being late not only has an effect on a child's own learning, self-esteem and confidence, but is also disruptive to the class teacher and other children.

The registers will be taken at 8:55a.m. for KS2 and 8:50a.m. for KS1. Registers close 30 minutes after registration (KS2 9.25a.m. and KS1 9.20a.m.). If your child arrives after the registers close they will receive a 'U' code. The registers for the afternoon session is taken no later than 1:40 p.m. Children entering the class after the register has been taken will be marked late (L).

Children who arrive late should enter school via the school office. A parent/carer must sign them in on the InVentry system. The child will be given a late card to take to the class teacher to ensure the teacher knows the child has been signed into InVentry.

The Family Liaison Officer and Headteacher will monitor and review lateness and initiate appropriate action.

6. Leave of absence during term time

6.1 Authorised Absences (not exhaustive):

Illness, unavoidable medical/dental appointments (which should be made outside of school time, wherever possible), family bereavement and religious observance. The school requires documentation to support appointments during the school day. In addition, the school is entitled to ask for documentation to support other absences.

6.2 Unauthorised absences (not exhaustive):

Holidays during term time (refer to para 6.3), shopping trips, illness of a parent, day trips or long weekends, unexplained absence from school, birthdays, arrival after registration has closed (see point 5).

The local authority may serve a Fixed Penalty Notice for unauthorised absences. This could result in a fine of £60.00 per parent, per child (as at 1st September 2013), rising to £120 if paid after 21 days but within 28 days. If you don't pay the fine you may be prosecuted.

The codes used to record absences on the school system, and explanations are on Appendix 1.

6.3 Holiday

The school does not authorise holidays within term time due to the negative impact on children's learning.

When an absence is not authorised it appears as such in the statistics the school reports to the Local Authority and the DfE. Regulations do not allow schools to give retrospective approval for leave of absence. If parents do not apply in advance, the absence must be recorded as unauthorised.

6.4 Requesting Leave of Absence

Should you need to request leave of absence under exceptional circumstances, the process is:

- Submit a request form (available from the school office) before firm plans are made
- The Headteacher (or Deputy in their absence) will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request
- If a leave of absence is granted, it is for the Headteacher to determine the length of time the pupil can be away from school
- A response will be sent to parent/carer explaining the decision, including any concerns (if applicable) about the absence.

Role of Family Liaison Officer (FLO)

The school's Family Liaison Officer will monitor and analyse weekly attendance patterns and lateness, providing regular updates to the Headteacher. The FLO and the Headteacher will initiate and put in place appropriate rewards for good attendance and will also introduce processes to support poor attendance. They will liaise with parents/carers to implement these policies and work with the Education Welfare Services to encourage an improvement.

7. Role of Education Welfare Officer (EWO)

The Education Welfare Service has a statutory duty to investigate where it appears a young person is not attending school regularly. The school is required to make a referral as a point of care where:

- A child who has unauthorised absence of 10% or more.
- Where a child is absent without authorisation and subject to a Child Protection Plan
- 10 consecutive days of absence with NO reason provided and no contact from the parent/carer and where leave of absence has been refused.
- A minimum of 12 sessions of unauthorised absence in the last 6 school weeks.

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The EWO will support schools in dealing with persistent absence and may be present at school attendance meetings with parents/carers or hold these meetings independent of the school. If there is no improvement in attendance the EWO will instigate the legal process of parental fines, or court proceedings.

Response to Regular or Prolonged Absence:

If a child continues to be absent, details will be passed to the Headteacher/Family Worker, who will invite the parent/carer into school for a meeting to discuss the issues and find a solution. This may involve including outside agencies to support the family.

If there is still no improvement the school will make a referral to the Educational Welfare Officer (EWO) as persistent attendance problems with unauthorised absences have a detrimental impact a child's education.

8. Rewards systems

Good school attendance is promoted and celebrated throughout school by:

- Awarding termly certificates to individual children who have 100% attendance (this includes punctuality)
- Awarding certificates to individual children who get 100% attendance for the whole academic year (September to July)

9. Monitoring Attendance

The National Attendance target is 96%. The School attendance target is 96%+. Attendance figures will be monitored and reviewed regularly by the Family Liaison Officer and Headteacher. Where there are concerns about attendance and punctuality, or patterns of absence e.g. regular broken weeks of at least one day's absence, or regular absences on Mondays/Fridays, regular absence immediately prior to or following school holidays or unauthorised holidays in term time, various actions will take place.

These consist of:

- Verbal contact made with parent/carer
- Written communication with parent/carer
- Meeting between parent/carer, school representative and where appropriate the Education Welfare Officer (EWO)

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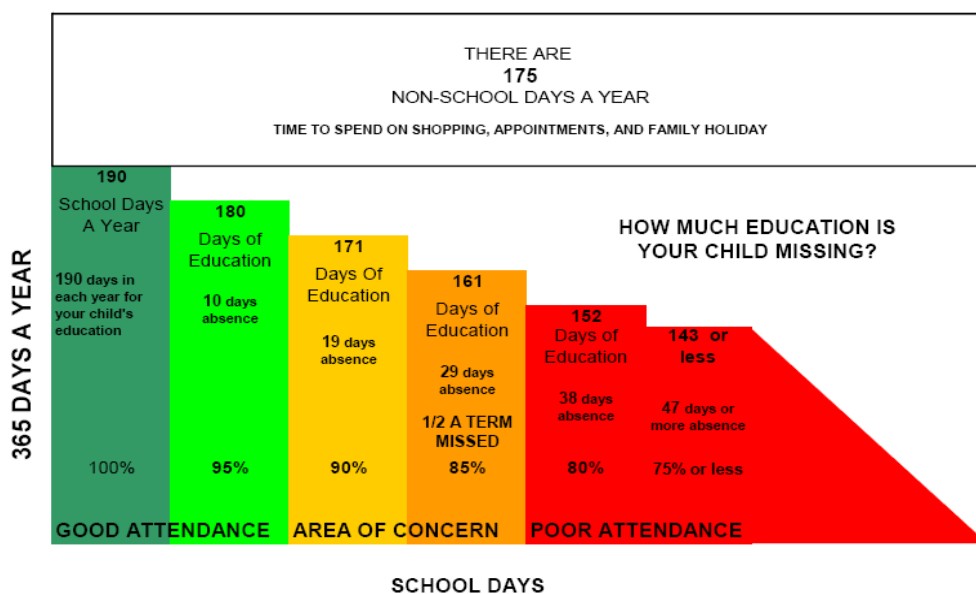
- A referral to the EWO where a decision will be made regarding legal action
- Issuing of penalty notices/fines

Parent/Carer notices, for example, a formal but voluntary contract between parent/carer and local authority (or Governing Body) which sets out attendance objectives or a Parenting Order*

*A Parenting Order (PO) is imposed by the court, without parental/carer consent. PO's are generally appropriate following a successful prosecution by the local authority or School Governing Body for irregular attendance.

10. Attendance Reports/Analysis

Throughout the year each child's attendance is analysed and a copy is given to parents/carers, with their child's school report at the end of the year. termly. Additionally, attendance is discussed at parents/carers' meetings. The Headteacher reports attendance figures to the Governing Body.



11. Further information

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Further information can be obtained in the first instance from the School Office or Family Liaison Officer. Contact details for the Family Liaison Officer are available from the office and the school website.

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Appendix 1

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate coded/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absence
F	Extended family holiday (agreed)	From September 2013 – code removed
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence (for exceptional circumstances only)
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present at school
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed - 30 minutes after registration)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work Experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances