



Humberston C of E Primary School Attendance & Punctuality Policy

Reviewed & amended: Spring 2025
Next Review Date: Summer 2026

ATTENDANCE AND PUNCTUALITY POLICY

OVERVIEW

If learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where learners are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

OBJECTIVES

1. To ensure that all learners attend school well.
2. To ensure that all learners are punctual.
3. To foster the support of parents in ensuring that their children attend school well and that they arrive on time.
4. To keep good records of attendance through the school registers and to take prompt action to follow up absences.
5. To investigate and act immediately where truancy is suspected or confirmed.
6. To work effectively with the LA and other agencies to follow up attendance issues promptly and efficiently.
7. To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.

STRATEGIES

1. All staff will complete registers accurately for each session and will draw to the Head Teacher's attention any absences that are cause for concern or suspicion.
2. Registration will open at 9:00am and 1.15pm and close 30 minutes after these times. Children arriving after the 30-minute open period will be deemed to have an **UNAUTHORISED** mark.
3. After 9:00am the school doors will be closed. Learners arriving after this time will enter through the main entrance. Lateness after 9.00am and 1.15pm is recorded in the pupils in/out book. These will be monitored on a regular basis by the Head Teacher and appropriate action taken. (see Appendix 4)
4. Parents will be asked to telephone or notify the school if their child is absent or ill.
5. As part of our Christian values and Ethos the School office will make telephone contact with a home when a child is absent if the parents have not notified the school that their child is absent before morning break. All reasons will be recorded

and tracked. If contact cannot be made to establish the child's reason for absence then the Education Welfare Service may be involved.

6. Where a learner is developing a pattern of 'occasional' absences or 'lates' the parent may be contacted or written to, to discuss any patterns. See appendix 1.
7. Where attendance is causing concern parents will be notified by letters and meetings arranged to support improved attendance. See appendix 2.
8. The school will use welfare and attendance officers on a regular basis to follow up absences or lates that are suspicious or causing concern.
9. Where necessary the school will work closely with the LA to take action against those unlawfully keeping learners from school.
10. Children's percentage attendance will be monitored closely and parents kept informed of the statistic. Children whose attendance is 100% will be rewarded.
11. In line with amendments to 2006 Education Regulations from September 2013 leave of absence in term time will not be authorised. However, in line with our Christian Ethos leave of absence may be granted during term time if a family needs time together during or after a crisis. Appendix 3

Medical and Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice and proof of the appointment 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 possible.

Leave of absence requests

The Head Teacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The school Governing Body interprets 'exceptional circumstances' as;

'When a child needs to be with their immediate family during or immediately after an emergency'.

Pupils will not be granted authorised absence for holidays during term-time. Any holidays taken during term-time will be unauthorised and parents/carers may be subject to legal sanctions.

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 Head Teacher's discretion.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- 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
- Exclusion
- Exceptional circumstances e.g. bereavement of immediate family

OUTCOMES

This school will do all it can to ensure that learners come happily, willingly and punctually to school to ensure that all gain the greatest possible value from their education.

APPENDIX 1

Dear

1st ‘ Letter of Concern’ regarding your child’s attendance

As you are aware, attendance and punctuality are key influential factors in determining whether or not a child is successful during their time at primary school. As such, it is our duty to point out to you that your child’s attendance is now raising concerns and may be affecting their learning and progress.

Children’s attendance is monitored very closely and regularly by the school as well as the local Education Welfare Service. Please take the time to look at the enclosed registration certificate for your child. You will see that the number of absences has resulted in your child missing a significant percentage of their education. I am sure it will shock you to see how much of your child’s learning is lost when they have absences from school. Even one or two sessions missed over a term can have a massive impact on children, on their learning and on their social skills. Please ensure that your child attends school daily. We will continue to monitor this over the coming weeks and we may refer the matter to the Education Welfare Service.

If you have any queries or concerns about attendance please contact myself.

Yours sincerely

Mrs S Ranshaw
Head Teacher

APPENDIX 2

Dear

Second ' Letter of Concern' regarding your child's attendance and punctuality

As you are aware, attendance and punctuality are key influential factors in determining whether or not a child is successful during their time at primary school. As such, it is our duty to point out to you that your child's attendance is now raising concerns and may be affecting their learning and progress.

You will have previously received a letter outlining our concerns with regards to your child's attendance. This letter was dated _____ and sent home with your child. Since receiving this letter there has been no sustained improvement with your child's attendance and as such we are requesting a meeting with you to discuss this further.

At this meeting we will be able to discuss any issues that you may have that are preventing your child from attending school. We can look at supportive measures we can put in place and also at ways you can best help your child with regards to attendance and punctuality.

The meeting has been arranged for _____.
Please can you contact the school office immediately to confirm your attendance.

If the situation does not improve, we may refer the matter to the Education Welfare Service.

Yours sincerely

Mrs S Ranshaw
Head Teacher

APPENDIX 3

Parent Form: Request Leave of Absence

Relevant legislation: Statutory Instrument 2006 No. 1751

**The Education (Pupil Registration) (England) Regulations 2006
Regulation 7: Leave of absence**

Amendments to the 2006 regulations September 2013.

Amendments to the 2006 regulations make clear that Head Teacher's may not grant any leave of absence during term time unless there are exceptional circumstances.

The School Governors have decided that leave of absence in term times will **only** be granted under the exceptional circumstance listed below:

➤ 'When a child needs to be with their immediate family during or immediately after an emergency'.

Leave of absence may only be granted by the Head Teacher. Forms must be submitted prior to the holiday and evidence in support of these circumstances are provided. Retrospective consent will not be given.

If a request, or any part of it, is refused, and the child does not attend school, or if days in excess of granted leave are taken, that absence will be **unauthorised**.

The Education Welfare Service may be informed of Unauthorised Absences relating to requests for leave of absence and may take appropriate action, which could include a Penalty Notice or prosecution.

The Penalty Notice is £60.00 per child, for each parent/carer, if paid within 21 days, rising to £120.00 if paid after 21 days but within 28 days. An unpaid Penalty Notice would lead to prosecution under the Education Act 1996, section 444, for the offence of failing to ensure your child's regular attendance, and may incur a fine of up to £1000.

APPENDIX 3 cont'd

Parent Form: Request Leave of Absence

Please make an appointment to discuss your request for Leave of Absence with the Headteacher.

Name of Pupil.....

Class..... Year.....

Address.....

.....

Contact telephone number(s).....

I would like to request that the above pupil is given Leave of Absence for:

(reason for request).....

from.....to.....(please give dates)

Total number of days pupil would be absent from school.....

Exceptional circumstances are defined as :-

When a child needs to be with their immediate family during or immediately after an emergency'.

Parent/Guardian Name.....

Signature.....Date.....

(Please keep Page 1 and complete and return Page 2 to the Headteacher as soon as possible)

Please consider the following facts:

- **A pupil who misses 10 days during one whole academic year will only attain 94.7% attendance**
- **There is a strong link between the amount of absence and the results/qualifications that a pupil achieves.**
- **Every lesson matters – children who have time off often find it difficult to catch up and do well at school.**
- **Research suggests that just 17 days missed from school equates to a GCSE grade**

Source: DCSF

APPENDIX 4

Dear

Letter of Concern regarding your child's lateness

We have recently completed a register check and my attention was drawn to the number of late arrivals into school has had this academic year. Enclosed is an attendance certificate showing the late arrivals.

Lateness is not only detrimental to a child's education, due to missing vital learning that takes place during the first lesson of the morning; it also causes disruption within the classroom for both the teacher and the other pupils. I enclose a leaflet showing how much learning is lost through regularly arriving late into school and also explains what the impact is on a child's attainment levels. It is therefore in everyone's best interest that all children arrive on time.

I trust that I can rely on your co-operation in ensuring that attends school regularly and arrives on time in the future. We will continue to monitor attendance and will contact you should there be no improvement. If you wish to discuss any concerns you have concerning your child's attendance please contact me.

Yours sincerely

Mrs S Ranshaw
Head Teacher