



## Attendance Procedures

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# Attendance Procedures

This policy follows the guidance set out in, "[Working together to improve school attendance](#)", May 2022.

At Hayes Primary School, we have high expectations of attendance from all pupils. We strive for every child to be in school every day. Regular attendance is essential to ensure children reach their potential both academically and socially.

The Department for Education has issued new and stricter guidelines for absences to which schools must abide:

"Regular attendance is crucial to raising and maintaining high attainment. If pupils do not come to school, they cannot learn what is taught in a lesson, practise what has been taught, or improve on their performance. There is a clear correlation. Pupils who attend regularly achieve more highly." (OFSTED Framework section 4.3).

The guidance states "The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment2.

Our attendance policy is available for all parents to read on the Hayes Primary website. Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures are followed to ensure this happens.

## Aims and Objectives

Through our attendance procedures we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality
- Aim for attendance of 96% as a minimum for all children
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education
- Work in partnership with pupils, parents, staff, the early help process and our Educational Welfare Officer so that all pupils realise their potential, unhindered by unnecessary absence
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued and encourage in pupils a sense of their own responsibility
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties
- Recognise the key role of staff, especially class teachers, in promoting good attendance

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils, and setting high standards and expectations.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually as written in the Home School Agreement
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness
- Supporting pupils and families who have been experiencing any difficulties at home or at school which are preventing good attendance
- Ensuring a culture of strong attendance and why attendance is important throughout the school
- Implementing robust procedures to follow up non- attendance at school
- Raising concerns regarding attendance with parents via phone calls and/or letters home. Implementing a staged approach to allow time for parents to recognise the importance of their child's attendance and to work together to improve it.
- Ensuring there are opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim of improving attendance.
- If a child's attendance record does not improve over a period of time, the school has a responsibility to work with the family to provide support and in some cases make a referral to our Education Welfare Service.
- Regular meetings by the Education Welfare Officer to check and monitor attendance

Hayes Primary School follow the framework of Expect, Monitor, Listen and Understand, Facilitate Support, Formalise Support and Enforce as per Government Guidance.

### Attendance and absence procedures

If your child is absent from school, please call 020 8462 1769 before 8.30am or email [attendance@hayes-pri.bromley.sch.uk](mailto:attendance@hayes-pri.bromley.sch.uk)

Being on time for the start of the school day.

### Official Times

	Doors open	Doors close	Unauthorised Late (L)	Unauthorised absence (U)
EYFS	8:35	8:45	8.45-9:15	After 9.15am
KS1	8:35	8:45	8.45-9:15	After 9.15am
KS2	8:35	8:45	8.45-9:15	After 9.15am

Children need to be in school before the doors close in order to receive a present mark in the register. If children arrive after the doors close, they must go to the office and sign in the late book and will receive an unauthorised late mark (L). If children arrive after **9:15am** they will receive an unauthorised attendance mark (U). Persistent lateness is disruptive to the class, can be distressing for the child and can affect learning as much as absence. The Education Welfare Officer may also identify and investigate persistent lateness.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is when children respond to teachers marking and the teacher explains the learning and what each child is expected to achieve. In these situations of persistent lateness, the parent/carer will receive a telephone call/letter advising them of these concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

## Illness

- Should your child be too ill to attend Hayes Primary School, please contact the school on 0208 462 1769.
- Notification of absence must be reported EVERY DAY until the child returns to school
- Absences due to illness over two days in length (or if there are concerns over attendance) may be required to be supported by medical evidence e.g., an appointment card, letter or a copy of a prescription.
- When a child is absent due to vomiting and/or diarrhoea, please ensure that he/she is symptom free for at least 48 hours before returning to school.
- For planned medical absences to be authorised, a copy of the planned appointment letter must be given to the school in advance of the appointment.
- Telephone calls are made to every parent/carer of a pupil at Hayes who is absent every morning if we have not received a message. Please see the attached Morning Absence Process for follow up actions if we are not able to make contact with the parents/carers.

Please note that medical appointments are still absences and will affect your child's attendance percentage if taken during school hours. Every effort should be made to arrange appointments outside of school hours although we do appreciate that on occasion this will be unavoidable. Pupils should attend school before and after their appointment where possible.

Please see the link below for the governments guide to length of absence following illness:  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

## Holidays in term time

The DfE attendance advice states:

“Headteachers should only authorise absence in exceptional circumstances. If a Headteacher grants a leave request, it will be for the Headteacher to determine the length of time that the child can be away from the school”. To this end, no authorised leave will be given for holidays or travel during term time unless there are exceptional circumstances.

We expect all parents/carers to take their family holidays during the school holidays when Hayes Primary School is closed. Any parent/carer wanting to take their child on a leave of absence from Hayes Primary School should inform the Headteacher in writing, giving at least 10 days' notice. The application will be looked at on an individual basis, and in some cases, a meeting may be booked with the Headteacher/Attendance Officer. Holiday/leave will only be authorised in exceptional circumstances such as a religious journey/observation or ill health/terminal illness of a parent. A letter will be given to parents/carers before/during this meeting to inform them if the request has been authorised or unauthorised.

If you continue with the holiday without the authorisation of the Headteacher, you may be liable to pay a fine – a Fixed Penalty Notice.

Parents can be issued a Fixed Penalty Notice by the Local Authority for their child's non-attendance for 5 days or more. The penalty is £60 per parent, per child and this rises to £120 if paid after 21 days.

## Definitions

**Authorised Absence:** An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent/carer. For example, if a child has been unwell and the parent brings in medical evidence to support this. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. Authorised absences affect their overall attendance figure.

**Unauthorised absence:** An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

## Fixed Penalty Notice:

Parents can be issued a Fixed Penalty Notice by the Local Authority for their child's non-attendance for 5 days or more. The penalty is £60 per parent, per child and this rises to £120 if paid after 21 days.

Children's attendance will be celebrated with a variety of weekly, termly and annual events:

## Weekly Celebrations

Every week, the top classes for attendance in EYFS, KS1 and KS2 will receive the attendance bear for the week. This will be awarded in celebration assembly. Attendance figures are published in each newsletter.

## Poor Attendance

We take poor attendance very seriously and will put in place measure to support children and families to improve their attendance.

1. For children who fail to achieve expected levels of attendance, parents will be informed in writing. The initial letter will inform parents of the attendance levels of their child, to raise awareness that it is below expectations.
2. If the attendance levels continue to fall, a letter requesting a meeting with the Pupil Support Lead will be sent. This is with a view to providing support and advice to improve their attendance, and if necessary, implementing an Attendance Improvement Plan (AIP), which takes the form of a personalised attendance/punctuality action plan to monitor and improve attendance.
3. If a pupil is persistently absent (below 90% attendance), and the AIP has not improved the situation, then with the family's consent an "early help" intervention may be implemented, such as a referral to [Bromley Children's Project](#) (BCP) or the opening of a [Common Assessment Framework](#) (CAF).

4. If then all efforts to affect improvement have been unsuccessful, the matter will be referred to the [Education Welfare](#) officer.
5. If no improvement in attendance follows these measures, parents may be liable for a penalty fine.

Parents have a legal responsibility to ensure their children's regular and punctual attendance at school; failure to comply with this legislation may result in court action.

Every absence or late arrival at school means crucial learning time is lost			
Attendance during one school year	Means this many days' absence in one academic year	Which is approximately this many weeks absent	Which means approximately this many hours of learning lost
95%	9 DAYS	2 WEEKS	50 HOURS
90%	19 DAYS	4 WEEKS	100 HOURS
85%	29 DAYS	6 WEEKS	150 HOURS