



## **Attendance & Punctuality Policy**

**Date created: 09/23**

**Date reviewed: 09/24**

**Review period: 2 yearly**

**Due for review by: 09/26**

## Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance \(applies from 19 August 2024\)](#) from the Department of 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) 2016
- \* The Education (Penalty Notices-England) 2013

## Relevant government guidance

- \* Parental responsibility measures for attendance and behaviour
- \* Children missing education
- \* Keeping children safe in education 2022
- \* Working together to safeguard children
- \* Elective home education
- \* Alternative provision: statutory guidance for local authorities
- \* Exclusion from maintained schools, academies and pupil referral units in England
- \* Supporting pupils at school with medical conditions
- \* Ensuring a good education for children who cannot attend school because of health needs
- \* Promoting and supporting mental health and wellbeing in schools and colleges
- \* Approaches to preventing and tackling bullying

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

The Governors and staff at Goodrich CE Primary School are united in their belief that regular school attendance is the key to enabling children to maximise the educational opportunities available to them. Helping them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. We set high expectations about attendance from Nursery to Year 6. If your child has a place in our Nursery or School we expect your child to attend. Your child can only learn if they are in school. It is the child's right to attend, not their parent's right to keep their child at home.

Goodrich CE Primary School values all children. As set out in this policy we will work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right service at the right time to try to resolve any difficulties.

We will monitor attendance and use attendance data to identify any patterns of concern, whilst also celebrating success! Attendance concerns will be raised with parents if reasons are not known by the school, e.g. a long period of illness, this information may be shared with the Local Authority following concerns. Where we have concerns, or lack of engagement from families to improve attendance, we will follow the schools escalated approach to improving attendance. The schools escalated approach is child-centred and prioritises support and developing strong working relationships with families. We will use the early help process to provide support prior to escalation and consider how we can work with families to enable your child to access their right to education.

Our aim is to always work in partnership with parents and any referral for consideration of a penalty notice is deemed to be a last resort at Goodrich CE Primary School. Attendance figures for each child will be reported to parents as part of the annual report. We will also share a child's attendance profile if we have concerns regarding a child's attendance. Throughout the school year we will report on the overall attendance figures for classes, this will be closely monitored for support and reported to the Governing Body.

**To support good attendance and safeguarding, at Goodrich CE Primary School we:**

- Ensure the school is welcoming and every child feels a sense of belonging.
- Ensure the school site is open at the stated times.
- Ensure the regular, efficient and accurate recording of attendance is complete by every class teacher each day. This further supports our approach to safeguarding within the school.
- Take safeguarding seriously and we will always contact you on the first day that your child is absent from school. If your child arrives late after the close of registration, we will record their arrival at reception and take them to their class.
- Consider any requests for leave in term time individually.
- Notify the Local Authority immediately if a new child is joining the school roll.
- Inform the Local Authority of children whose parents have notified the school in writing and have opted for Elective Home Education.
- Notify the Local Authority of Children Missing in Education – aligned to the DfE 2022 Attendance paper.

## Working together

Goodrich CE Primary School will always work in partnership with our parents. Goodrich CE Primary School recognises that poor attendance is often an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in school. Parents should inform the school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school. For example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional early help that may be required. Safeguarding is a priority and concerns for any child at any time will be reported to the Designated Safeguarding Lead, Mrs Miles. We will always follow Keeping Children Safe in Education 2022 and our school Child Protection Policy.

Some children are more likely to require additional support to attain good attendance, for example, children who are vulnerable, have a medical need or EHCP plan will be monitored and supported in school. At Goodrich CE Primary School we will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent non-attendance developing and monitoring the impact of targeted support.

We will initially:

- Check records, including any from other schools which the child has attended previously.
- Discuss with staff how the child is coping with the curriculum.
- Speak to the Special Educational Needs Coordinator to establish whether the child is on the Special Educational needs register.
- Listen to the voice of the child and understand any difficulties, e.g. curriculum or bullying and their views on the issue could be addressed.

Children whose attendance falls below 90% are Persistently Absent from school, where a child falls under 50% attendance the child will be classified as a Severely Absent child. Ultimately this will indicate that all intervention, and support, offered by Goodrich CE Primary School has not made the expected impact to improve overall attendance. Where attendance remains a concern and all other interventions and support have not made a significant impact, we will escalate with external partners.

## Attendance Support Map

We will always support children during each stage of our Attendance Support Map. If there is lack of engagement, or concerns regarding the reason for absence, we will follow the Attendance Map to ensure we prioritise a child's learning and right to education.

Where a child's attendance improves we write to parents to alert them to this.

Everyone	Goodrich is a place where every child belongs. We create welcoming environments to allow all children to gain a sense of belonging and ultimately achieve academically through regular attendance	Expect
4 days absence	Concerning level of absence. Internal monitoring. Class teacher to speak to parents to alert them to this policy and to offer support. Internal intervention considered as a preventative measure.	Monitor
7 days absence	Serious concerns regarding attendance. Stage 1 letter sent to parents to invite them into school for a meeting with the class teacher. Explore barriers and implement a programme to remove barriers. Early help support offered and/or received.	Listen and understand
10 days absence	The child is at risk of persistent absence. Stage 2 letter may be sent to parents where attendance at a meeting is required with class teacher and attendance lead. Review support given to date. Consider the support of external services.	Facilitate support
13 days absence	The child is at serious risk of persistent absence. Formal notice warning sent to parents. Continued internal and external support. Multi-disciplinary assessment considered. Parenting contract considered. Stage 3 letter may be sent.	Facilitate support
16 days absence	The school will work with the attendance team at the LA if needed. All avenues have been exhausted and support is not working. The school will now consider enforcing attendance through statutory powers to protect the child's right to an education.	Formalise support
19 days absence	The child is now persistently absent. This happens when a child's absence is at 10% of sessions. The child will now be persistently absent for the whole of the school year. Safeguarding referrals can be considered.	Enforce support

## First day contact

At Goodrich CE Primary School we expect our parents to make contact at the earliest opportunity on the first day of any absence. We will always contact by calling or emailing you. Where we have on-going concerns regarding your child's attendance, we may visit your home address and write to you. We may even invite you to meet with a member of staff to discuss any on-going concerns regarding attendance. It is important that you talk to us first; you are legally responsible under Education Act 1996 for ensuring that your child is in school every day and on time. If we cannot contact you, we will continue to make announced and unannounced home visits, regarding any concerns we may have surrounding attendance at Goodrich CE Primary School.

If your child is absent, please let us know by phone 01600 890422 or email [admin@goodrich.hereford.sch.uk](mailto:admin@goodrich.hereford.sch.uk) on the first day of absence. We aim to listen, understand, empathise and support families with attendance, but do not tolerate poor attendance, and always seek improvement

## Absence

Parents are responsible for ensuring their children receive a full-time education. Each situation will be dealt with on an individual basis, fairly and equitably always remembering the welfare and safety of the child is the paramount concern.

The term 'parent' includes those who are not a natural parent but have parental responsibility for the child as defined by the Children's Act 1989 or have care of the child as defined by the Education Act 1996.

- Absence can only be authorised by the school; parents do not have this authority. All absences will be treated as unauthorised unless satisfactory evidence for the child's absence has been received. In the first instance contact from the parent will be accepted as evidence. However, if a child's attendance continues to cause concern, parents may be asked to provide medical evidence where absences occur repeatedly due to reported illness. This will usually be in the form of an appointment card, prescriptions etc. Absence may be coded as unauthorised without evidence.
- Parents should wherever possible make all medical and dental appointments outside of the school day. Where this is not possible, children should attend school for part of the day. Appointment cards should always be provided as evidence of medical/dental appointments.
- Unless parents have provided a satisfactory explanation and it has been accepted by the school absence will not be authorised.

Examples of unsatisfactory explanations include:

- A child's/family member's birthday.
- Shopping for uniform.
- Having their hair cut.
- Closure of a sibling's school for INSET or other purposes.
- "Couldn't get up".
- The alarm not going off. Come in anyway as soon as you can.
- Illness where the child is considered well enough to attend school without medical authority and in the absence of a communicable disease.
- Leave during term time taken without authorisation of the school
- Head lice – let the school know and letters will then be sent to all parents in a confidential manner.

## Punctuality

Gates & Wrens Doors open for children at 8:45am- 9:00, the class register will close at 9:05am. Children arriving after the close of registration will be recorded as late. Late marks will not be authorised and will count as an absence for the school AM session. Punctuality is recorded and this will be added to a child's record of attendance, a letter will be sent to parents every half term regarding attendance concerns of a child. If a child arrives at school after 9:05am they will be U coded. (Unauthorised absence)

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if a child has arrived late without justifiable cause, for example they woke up late or were waiting for their uniform to dry.

### Transition following long term absence or illness

Absence can significantly interrupt the continuity of children's learning.

### During any long-term absence, Goodrich CE Primary School will:

- Maintain contact with the child.
- Carefully plan the transition back to school, ensuring the child feels welcome and gains a sense of belonging.
- Ensure the child once again feels safe in school and if they experience any concerns, they will have an appointed member of staff to work with.
- The Class Teacher and Teaching Assistant will support a child when returning to class and help them with any work they may have missed.

## Leave during term time

From 1<sup>st</sup> September 2013, the Government amended the England (Pupil Registration) (England) Regulations 2006. Head teachers may only grant leave in 'exceptional circumstances' only. Parents wishing to apply for leave during term time must send a written request for the attention of the Headteacher before making any arrangements. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each leave during term time request will be considered on an individual basis and as set out in the [2024 school attendance regulations](#).

If a child fails to return and contact with the parent has not been made or received, school may take the child off the school's roll in compliance with the Education (Pupil registration, England) Regulations 2006. This means that the child may lose their school place.

If the permission to take leave is not granted and the child is still absent from school, the absence will be **unauthorised**. In such cases the school may consider legal action.

Only in **exceptional circumstances** will absence be agreed. In such cases, consideration will be given to the cultural needs and the family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the leave needs to be taken during term time.

## Using attendance data

Children's attendance will be monitored and shared with other agencies and the DfE.

Regular attendance meetings will be held and will focus on agreed actions for those children of concern. The purpose of each meeting will be to understand the progress the school is making when supporting identified individuals or groups of children.

Attendance data will be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

It is the responsibility of school Governors to challenge and support the school regarding overall attendance, regular reports will be presented to this body. The governors will therefore examine closely the information provided for them and seek to ensure that our attendance figures are as high as can be.

## **Persistent Absence**

At Goodrich CE Primary School we aim to communicate the importance of attendance with parents and children. We have a particular focus on reducing Persistent Absenteeism at the school. The Persistent Absence threshold for children is currently 10% and Ofsted will use this threshold in its inspection of schools.

The threshold means that any child will be classed as Persistently Absent when they have missed 38 or more sessions. This equates to 19, or more, missed days during the academic year - which is as little as 6 days over each of the three Terms. This also equates to the equivalent of 1 day of absence, or more, a fortnight across a full school year.

We will use a 19-day tracking system to make you aware of the number of days your child has missed in education. This will allow us to work together to reduce the number of days and attempt to prevent your child from reaching this number.

Once a child has reached 38 sessions, or 19 days absence, they will be classified as Persistently Absent from school and we will report this to the Local Authority and follow external legal proceedings.

## **Statutory Duty**

Section 7 of the Education Act 1996 states that the parent of every child of compulsory school age receive efficient full-time education suitable to their age, aptitude and ability and any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

In accordance with the regulations regarding pupils' attendance at school, Goodrich CE Primary School keeps an attendance register on which at the beginning of each morning and afternoon session children are marked present or absent. The marks are electronically processed and stored on the school's central administrative system. This information is shared with the Department for Education.



## Legal sanctions

There are several sanctions that school can take to address the issue of non-attendance. To try and identify the reason for absence we will always talk to you first to identify the reason for absence. Goodrich CE Primary School will always ensure the escalated process map is followed, focusing on the support a child needs at each stage (please access on the school website). However, for lack of engagement in attendance support there are sanctions that will be followed:

## Penalty Notices

Penalty Notices will be considered when:

- A child is absent from school for the purpose of a Leave of Absence in term time and the absence has not been authorised by the school.
- A child has accumulated at least ten sessions of unauthorised absence and further absence has occurred following written warning to improve

Penalty Notices will be used in accordance with The Local Authority.

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)

Whether a penalty notice is the best available tool to improve attendance for that pupil

Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

## Notice to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

Details of the pupil's attendance record and of the offences

The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)

Details of the support provided so far

Opportunities for further support, or to access previously provided support that was not engaged with

A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis

A clear timeframe of between 3 and 6 weeks for the improvement period

The grounds on which a penalty notice may be issued before the end of the improvement period

## Prosecution

Where intervention through the school's process fails to bring about an improvement in attendance, the Local Authority will be notified and legal proceedings in the Magistrates Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under section 444/4441 (a) of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at school.

Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

Schools, trusts and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

***Please refer to section 6 of the DFE Working Together to Improve School Attendance August 2024 for more information.***

### Children Missing Education (CME)

Children Missing Education (CME) are a vulnerable group of children. All agencies who work with children have a duty to support the Local Authority in ensuring all children are safe and looked after appropriately. **CME** includes those children who are **missing** (family whereabouts unknown), and are children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address **and either**

- has not taken up an allocated school place as expected, or
- has 5 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

**It is our responsibility as a school to work with the LA Education and Inclusion team, by making referrals.**

### Celebrating success

At Goodrich CE Primary School we feel it is important to reward children who have achieved good or improved attendance.

<b>Reward</b>	<b>Who for?</b>	<b>Information</b>
Badge	Individuals	Children who have achieved 96%+ attendance get a badge to wear proudly the next year. Good attendance is talked about with importance in class.
Newsletter	Class	The attendance is shared for the week and the highest attendance is highlighted. Each Class will choose a reward if they have the best weekly attendance. E.g. scooter board time/ extra playtime.
Letter	Individuals	Letters to parents to recognise an improvement in attendance.

Goodrich CE Primary School will always challenge falling attendance and reward improvements. We are committed to the future of all children that attend Goodrich CE Primary School, and by working in partnership with the school community we believe that together we can achieve more!

We can only achieve this by working in partnership with you, if you have any concerns or anything that prevents your child from attending Goodrich CE Primary School or if you would like to become involved in our school please contact Mrs Karen Miles.

## **Roles and Responsibilities**

### **Goodrich CE Primary School expectations – Parents:**

- i Parents are legally responsible for ensuring their children attend the School regularly and may risk prosecution if they fail in this responsibility.
- ii Parents should ensure that their children arrive at school on time, with the correct equipment and in full school uniform.
- iii Parents should support the School by avoiding, if possible, non-emergency medical/dental appointments for their child during School time.
- iv Parents should be aware that they do not have the automatic right to take their child out of the School for a holiday during term time.
- v It is the parents' responsibility to inform the School of the reason for a child's absence on the first day of absence and in line with the School's procedures for informing of absence.
- vi All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their own child. Parents are expected to attend meetings when requested and support the School in responding to ongoing attendance concerns.

### **Goodrich CE Primary School expectations – Children:**

- i. All children should aim to have an excellent attendance and punctuality record for which there will be appropriate rewards.
- ii. All children are expected to be on the School site on time and ready to learn. Children are expected to be punctual to all lessons and registration.
- iii. Children who arrive at school late must follow the correct procedures for recording their lateness at the office
- iv. Children must not leave the School without permission, 'truant'; this will be seen by the School as a Safeguarding concern as well as a Health and Safety concern.

### **Goodrich CE Primary School expectations - Class Teacher**

The Class Teacher are the key staff members in promoting regular punctual attendance. The Class Teacher will:

- i. provide a good example by always being punctual to registration and meeting children at the door – providing a welcoming environment;
- ii. keep an accurate and up-to-date register of attendance;
- iii. follow the Attendance Policy procedures when dealing with absences and punctuality;
- iv. maintain swift action and effective communication with other staff on all attendance matters concerning class;
- v. ensure that children and young people are aware of the importance of the school attendance target and their own individual attendance targets;
- vi. ensure children receive rewards in relation to attendance and punctuality success – aligned to the Attendance Policy;
- vii. build a welcoming atmosphere in the classroom and provide support as necessary when children return after an absence.

## Goodrich CE Primary School **expectations – School administrator**

The school administrator will:

- i. ensure that data is input daily into the attendance management system;
- ii. ensure that parents of absent children are contacted where notification of absence has not been received;
- iii. respond to any parent seeking support on attendance concerns;
- iv. provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales;
- v. be responsible for disseminating important attendance information including informing the Attendance Leader of which children are of concern; in-line with the agreed procedures and timescales;
- vi. be responsible for keeping a record of the interventions in place to encourage attendance and for generating all documentation including letters to parents;
- vii. be responsible for liaising closely with the Local Authority's Attendance Team to referrals are made, and attendance meetings are set up;
- viii. be responsible for managing and maintaining attendance records and systems.

## Goodrich CE Primary School **expectations – Attendance Leaders**

The Senior Leaders responsible for Attendance will promote good attendance and punctuality. They will:

- i. regularly report on progress in SLT meetings and next steps planning;
- ii. attend attendance meetings;
- iii. ensure the action plan is monitored and actioned throughout the school year;
- iv. provide training and support to staff;
- v. participate in pre-legal meetings;
- vi. use attendance data to make links with attendance and academic performance;
- vii. lead attendance element of reward assemblies;
- viii. ensure that reference to attendance is included in all school documentation e.g. School newsletters, letters to parents, school information booklets;

## Goodrich CE Primary School **expectations –Governors**

**The Governing Board is responsible for:**

- i. promoting the importance of school attendance across the school's policies and ethos;
- ii. making sure school leaders fulfil expectations and statutory duties;
- iii. regularly reviewing and challenging attendance data;
- iv. monitoring attendance figures for the whole school;
- v. making sure staff receive adequate training on attendance;
- vi. holding the headteacher to account for the implementation of this policy.

## DFE: Working Together to Improve Attendance 2022.

From September 2022 the DFE: Working Together to Improve Attendance paper will replace all previous guidance on school attendance except for statutory guidance for parental responsibility measures. The Secretary of State has committed to it becoming statutory when parliamentary time allows (this will be no sooner than September 2023).

Statutory guidance has been updated from August 2024.

### Our five key priorities are explained below:

#### 1. Whole school thinking, culture and climate

The school has a fully embedded ethos in which excellent school attendance is expected, developed and nurtured. The escalated approach to supporting attendance is built on foundations of belonging and connectedness.

#### 2. Supportive policies, systems and processes

The approach to improving attendance is built on clear policies, systems and processes. This ensures continuous and sustainable improvement drives attendance practice. The attendance policy is understood by all stakeholders and allows the school to set, and maintain, high expectations to improve the culture of attendance.

#### 3. Professional learning and staff development

The school prioritises developing a team of attendance experts, with a shared vision and core purpose. The Attendance Leader delivers bespoke training to support all staff to fully understand their role in improving attendance. External partnerships support attendance improvements through a multi-disciplinary approach for identified children and families.

#### 4. Targeted programmes and intervention

Data information and analysis direct resources proactively towards key demographic groups and identified individuals. The expert use of data analysis informs decision making at all levels. The attendance process ensures we understand the reason for attendance concerns, these barriers can then be successfully supported and removed.

#### 5. Connection to behaviour management

Connecting and belonging drives the school approach to supporting attendance. All staff are supported to understand 'deeper roots' regarding poor attendance concerns. The school has developed, and embedded, an effective rewards system to further drive attendance improvements and celebrate success.

DFE expectation	1	2	3	4	5
Whole school culture which promotes benefits of attendance					
Attendance policy					
Day to day procedures to follow up absence					
Monitor and analyse data to identify those needing support					
Engage with families, understand barriers and remove them					
Provide additional support for SEND/medical conditions					
Share information and work collaboratively with others					
Focus on persistent and severe absence					
Find out what the DFE expects from other stakeholders					