



PUPIL ATTENDANCE AND PUNCTUALITY POLICY

Why is very good attendance and punctuality important?

At Barnes Primary School, we aim to encourage very good attendance and punctuality of every learner by:

- clearly informing parents of attendance and punctuality expectations and procedures
- informing children how important very good attendance and punctuality is and what benefits will arise for them
- regularly monitoring attendance and punctuality
- identifying concerns with attendance and punctuality at an early stage, and supporting families
- publishing attendance data in each newsletter
- publishing punctuality data
- training staff to manage registers and the process for authorising absences

This policy has been written in conjunction with the DfE guidance on school attendance (updated August 2021) and outlines our procedures for supporting and improving good attendance and punctuality.

It is the legal requirement of every parent to ensure that their child attends school regularly, and an offence to condone absence from school without just cause.

We are a high achieving school that is committed to enabling all children to reach the highest possible standards in all aspects of learning. We want all children to derive the maximum benefit from the educational provision we offer. We are committed to ensuring that children receive their entitlement to 5 days a week of schooling - just under 39 weeks or 195 days a year. We know, from our analysis of pupil performance data over a sustained period, that there is a consistent correlation between poor attendance and lower than average attainment. Put simply, in the vast majority of cases, children who attend school more often (over 95%) do better than those who attend less often (below 95%).

Poor attendance can significantly affect a child's learning.

This is because:

- valuable learning episodes that connect with previous and future learning are missed
- there is a lack of continuity in the child's learning experience
- learning momentum is lost, as the structured routine of coming to school each day is broken - this unsettles children
- a child's self-esteem is frequently negatively affected on returning to school, as the work is harder for the reasons outlined above
- a child becomes socially isolated



Persistent lateness creates a number of avoidable difficulties:

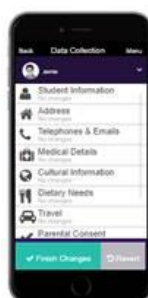
- the learning of all the other children who arrived at school on time is interrupted, as the teacher has to explain what the class are doing to the late child
- the self-esteem of the child concerned is negatively affected: the child often feels embarrassed because all their peers notice their late entry to classroom
- the day starts off in a negative way for the child concerned - this can have a significant influence on what follows
- additional, unnecessary work is created for busy administrative staff
- lateness and/or attendance can potentially be an indicator of a safeguarding issue

Our partnership:

At Barnes Primary School, we aim to build a strong working partnership between the family and school to ensure that every child has an equal opportunity to learn and that high levels of attendance are maintained.

It is the parent’s legal responsibility to ensure that their child attends school during term time, and that the school remains properly informed about the reasons for any break in attendance. The exception is, of course, when a child is unwell and unfit to attend school, or at a time of particular difficulty for a child’s family. Parents have to make the decision about whether or not their child is unfit to attend school. The school recognises that this can sometimes be a difficult decision.

To help make tracking your child’s attendance quick and easy, you can view your child’s weekly attendance via the SIMS Parent App:





Roles and Responsibilities:

The Governing Body is responsible for monitoring the level of attendance, as reported in the Headteacher's Report each term.

The **Headteacher** is responsible for

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Governors
- Supporting staff with monitoring the attendance of individual pupils
- Ensuring parents are fully aware of this policy and school expectations of attendance
- Communicating with parents when attendance becomes a concern
- Making referrals to the Educational Welfare Officer (EWO) regarding pupil attendance and absence
- Children Missing in Education (CME) - after five or more days of no contact, a referral will be made to the Educational Welfare Service
- Child Licensing - children absent due to performing must have a Local Authority license in place, and the school a duty to check that the license has been issued
- Elective Home Education (ELE) - the school is obliged to inform the Local Authority of children removed from its admission register and will give home education as the reason, if notified of this by the parent

Guidance for parents regarding **Elective Home Education**, published by Achieving for Children: <https://kr.afcinfo.org.uk/pages/community-information/information-and-advice/education-and-education-services/elective-home-education-ehe>

The **Admin Team** are responsible for

- Monitoring daily attendance across the school and at an individual pupil level
- Reporting concerns about attendance to the Headteacher
- Working with the Educational Welfare Officer to tackle persistent absence
- Arranging calls and meetings with parents to discuss attendance issues
- Reporting any CME or EHE concerns to the Headteacher

Our pledge:

1. In all matters relating to attendance and punctuality teachers and managers at the school will adopt a fair, reasonable and balanced approach to any issues that arise. We appreciate that bringing up children is challenging and that all families experience times of difficulty. Our expectations for good attendance will be high - because we want the best for all children - but we will show a humane and sensitive approach. We will always be prepared to show flexibility to parents whose children consistently achieve good attendance.
2. Sometimes, when a child complains of feeling unwell or is not quite their usual self, parents are not sure whether to bring their child to school. More often than not, once at school, the child settles and manages to get through the day. It is acknowledged that no parent wants their child to be unwell and distressed at school. Should a parent decide to bring their child to school and the child continues to feel unwell (or starts to feel worse) the school will contact parents immediately. Whilst waiting to be collected, we will take great care of the child and ensure they remain as comfortable as possible.



3. In normal circumstances, we celebrate attendance each week in assembly with an attendance cup. At the end of the academic year, we have special 100% certificates for those pupils who have not missed a day in the academic year.

Reporting an absence:

Parents must contact the school on every day of their child's absence before the start of school at 09:00: this can be done by emailing absence@barnes.richmond.sch.uk or by phone (020 8876 7358) - leaving a message under option one (Foundation Stage & Key Stage 1) or option two (Key Stage 2).

In the event of there being five or more days of absence, the school will seek medical evidence - such as a copy of a prescription, a GP appointment card or a note from a medical professional. If after the sixth day no evidence has been forthcoming, the absence will be unauthorised.

First day absence call:

The school operates this system. It involves a polite telephone call from administrative staff at school on the first day of an absence, if no notification has been received from a parent/carer. The purpose of the call is to ascertain the reason for the child's absence.

The school year:

Whilst term dates and the lengths of terms tend to fluctuate, the general structure of the school year is as follows:

Term	Weeks (rounded)	Teaching Days
Autumn Term 1	8	37
Autumn Term 2	7	35
Spring Term 1	6	29
Spring Term 2	6	30
Summer Term 1	6	29
Summer Term 2	6	35
	39 weeks	195 days

There are five INSET training days. Usually these take place as follows:

- Autumn 1 (2 days)
- Autumn 2 (2 days)
- Spring 1 (1 day)

Authorised and unauthorised absence from school:

The expectation of the staff and governors at Barnes Primary School is that every child will attend school unless they are not well enough to do so. Absence from school for reasons other than illness may also be authorised if for one of the following reasons:

- Unavoidable medical/dental appointments - evidence of appointments is required
- Days of religious observance (up to 2 days only)
- Secondary school transfer visits
- COVID-19 related (for example, self-isolation)
- Exceptional family circumstances, such as a bereavement or funeral



We are required to see appointment cards or confirmation emails for medical (if illness results in five or more days of absence) or dental appointments. These should be shown to a member of the admin team, who will note the details on our attendance monitoring system.

Holidays during term time:

Family holidays in term time do not qualify as a reason for granting leave of absence. The Governing Body and Local Authority have a firm policy not to authorise holidays in term time unless exceptional circumstances exist. Any request for a term time holiday should be made to the Headteacher. The authorisation of any term time absence is at the discretion of the Headteacher.

Pupils who miss weeks of school due to holidays taken during term time are denied access to key aspects of planned learning. Pupils have 13 weeks holiday each year, which represents a quarter of the academic year. The expectation is that family holidays will be booked during this time.

Exceptional leave:

Very occasionally, parents may request an extended period of leave for their child. If parents need to remove their child from school during term time, they must complete a 'Leave of Absence Form', which will be passed to the Headteacher. The Headteacher considers each application for term-time absence individually, taking into account the facts, circumstances and relevant context behind the request.

For each leave of absence request, advice is sought from the Educational Welfare Officer. If the Headteacher agrees the request, the parents must be aware that robust procedures - including referral to the Educational Welfare Service and possible removal of the child's name from the school register - will be enforced if the child does not return to school by the agreed date.

Please note: **family holidays and excursions will not be authorised** - if the request is refused but the leave of absence nonetheless taken, it will be marked as unauthorised and referred to the Education Welfare Officer.

Persistent absence:

Persistent absence is categorised as 90% or below. The Headteacher will contact parents in order to see if there is a specific difficulty for the family, which the school may be able to help with. If parents are experiencing difficulties in getting their child to school, the school should be made aware as soon as possible so that assistance can be offered where appropriate. This may involve meetings with the School Nursing Team, Educational Welfare Officer or the Headteacher.

1. Where attendance falls below 95%, a letter will be issued to parents and the school will monitor the situation for a fixed three-week period.
2. Should absence persist, or fall below 90%, a second letter will be issued outlining that any further absence will not be authorised without medical evidence. Then the school will continue to monitor the situation for a further fixed three-week period.
3. Should absence persist or be below 90% an invitation to discuss the matter with the Headteacher will be made. The Headteacher will offer support options and explain their child is also being monitored as part of the EWO half termly visits. A school attendance contract will be produced and agreed.



If - in spite of the support of the school and advice from Educational Welfare Service - attendance does not improve, a further letter will be sent, after which a warning of legal action may follow. Any such action will be in accordance with Section 3 of the DfE School Attendance Guidance.

Appointments during the school day:

Parents are expected to make appointments outside of school hours. Where a child has an appointment during the school day, they are expected to come to school for the remainder of the day, leaving only for the time of the appointment. Written notification is required when a child needs to go off site during the school day. Sight of the appointment card or confirmation email is acceptable.

Secondary Transfer:

We encourage families to visit secondary schools at weekends or in the evenings, so that children do not miss school. Examinations, interviews and arranged secondary school visits will be authorised for the hours they are taking place. Where a child is attending any of the above during the school day, they are expected in school for the remainder of the day - leaving only for the duration of the appointment and returning promptly as soon as the visit is complete.

The final week of term:

Pupils at Barnes Primary School work up to and including the last day of term. Every single teaching day is used for just that; to teach in order to maximise learning. All pupils are expected to attend every day, up to and including the last day of term.

At the end of each half and full term, school finishes at 14:30 for all classes.

Registration:

Pupil attendance is recorded in the school's electronic registers, within SIMS. Registers are the recognised system in the school for monitoring attendance and punctuality and are taken at the start of each morning and afternoon session. Timings are as follows:

Age range	Register opens	Register closes Morning	Register closes Afternoon
Early Years	08:55	09:00	13:05
Key Stage 1	08:55	09:00	13:20
Key Stage 2	08:55	09:00	13:20

Lessons start at 09.00 - this is learning time.

If a child enters class after 09:00, they are officially marked as late. If a child enters the classroom after 09:30 they are officially marked as absent for the morning session. It is common knowledge that in our locality the railway crossing can hold parents up for a considerable time and that all areas of London are prone to early morning traffic congestion. We politely request that parents factor these issues into their travel plans and ensure that sufficient time is set aside to manage these potential hazards.



Attendance data (2005 to 2021):

Thanks to a combination of the commitment and support from parents and children, along with the school's robust, but sensitive, procedures for challenging unacceptable absences from school, our attendance figures have risen.

Year	Attendance
2013-14	97.0%
2014-15	97.4%
2015-16	97.4%
2016-17	97.03%
2017-18	97.04%
2018-19	96.87%
2019-20	COVID-19
2020-21	COVID-19 (96.67%)
2021-22	Target to remain at 97.5%

The following article appeared in the school newsletter on 07/10/19. It shows clearly what an impact an increase in overall school attendance can have on the number of days children attend. Similar articles are included in the newsletter on an annual basis.

*Thank you very much indeed for bringing your children to school so regularly last academic year. Our average attendance for the 2018-19 academic year was our best ever: **96.87%***

- *Pupils come to school for 38 weeks a year – that's $38 \times 5 = 190$ days per pupil*
- *Excluding the nursery, the school roll average, over a 5 year period, is 405 pupils*
- *Total number of days a year for all pupils: 405 pupils \times 190 days = 76,950 school days*
- *In 2005-06 72,333 days were attended 4,617 were missed*
- *In 2010-11 74,256 days were attended 2,693 were missed*
- *So, an extra 1,924 days were attended in 2010-11 compared to 2005-06*
- *On average that's 4.75 days per child ($1,924 \div 405$) – almost a whole week! That's significant!*

Thresholds for attendance monitoring:

GREEN	Attendance registered as 95% and above
AMBER	Attendance registered as between 90%-95%
RED	Attendance registered as below 90% Also known as PA (Persistently Absent)



Pupil attendance - flow chart & guidance (2022)

KS1 & KS2 front of house administrative teams check all absences - calls made to parents/carers if no message or email has been received



Every Monday Class teachers sent reminders to check attendance data for the previous week, with a link to the file. All teachers to check their attendance for pupils below 95% and advise GM of any known reasons - the reports can be found in T:\03 Assessment, reporting and data\06 Attendance reports (arranged by term and week commencing)



Every Monday Headteacher to receive a hard copy of the *Attendance Report* for pupils registering below 95% and 90% respectively, and discuss reasons provided/now provided by class teachers and/or parents/carers



Teachers to update SJ and GM with any concerns. Initial calls made - these can be by class teachers, GM, PK or SJ. If no improvement, face-to-face meetings then arranged and a record of the communication logged in SIMS/Communication Log

If attendance does not improve after two weeks, LETTER 1 will be sent and logged. This is a prompt letter to highlight poor attendance (below 95%) to parents.



Any further absence following the above actions will result in:

1. **LETTER 2** being sent and logged - this letter refers to persistent absenteeism (below 90%). This letter will include a reference to not authorising absences without medical evidence. Parents/carers challenged as required
2. The child will be added to the **DO NOT AUTHORISE LIST (DNA)**



If there is no improvement following the meeting:

1. **LETTER 3** will be issued - this letter refers to unauthorised absence
2. A meeting with the Headteacher will be arranged to discuss possible escalation, EWO involvement and/or a possible SPA referral - for example: *your child's attendance is being monitored and may require the involvement of the school's Educational Welfare Officer - do you require any support with this?*
3. A school attendance contract will be agreed.
4. If the child has been absent for 5 days without notification, a CME (Child Missing in Education) letter will be sent to SPA
5. **Attendance will continue to be monitored.** This can be found in Z:\10. Attendance - EWO PUPIL PERCENTAGE ATTENDANCE SPREADSHEET
6. **UNAUTHORISED:** any absence that is not supported by a medical note



Thresholds for reporting attendance to parents in end of year reports:

		Equivalent days off in the school year
Outstanding	98% or above	3 days
Good	96% to 97.9%	4 -7 days
Satisfactory	93% to 95.9%	8 -13 days
Inadequate	Below 93%	More than 13 days

The term 'inadequate' is used with care and discretion - it will never be used when the school has clear, unequivocal evidence of very good reasons for the child's low attendance.

For example:

- a child may need an operation and take four weeks off
- a family crisis which involves a child having to miss a considerable amount of school

In such circumstances, teachers will use the term 'satisfactory'.

Safeguarding - extended overseas visits:

Very occasionally, parents may request an extended period of leave for their child. Any request will be treated individually on its merits. Richmond's Legal Services Team has prepared the following guidance:

- Parents who wish their child to be away from school for the purpose of an overseas visit must apply to the Headteacher in advance of the proposed period of absence
- This request must be made prior to any travel tickets being booked
- The Headteacher must feel satisfied that the visit constituted exceptional circumstances - they retain the right to refuse to authorise a term time holiday
- A contact address for the pupil during the period of absence will be provided
- If the Headteacher approves the extended leave, the parents must be aware that robust procedures, including the possible removal of the child's name from the school register, will be enforced if the child does not return by the agreed date
- During the period of agreed absence, the child's absence will be authorised under category 'J'
- If the child does not return by the agreed date, the absence will be unauthorised and the Headteacher will attempt to find out the reason for the absence
- If the Headteacher decides to remove a child's name from the register, a warning letter will be sent to the parents, and the Local Authority will receive notification
- If the pupil is female and from a Female Genital Mutilation (FGM) practicing or affected community, some countries in particular have a very high risk of FGM - 98% in Somalia and 91% in Egypt. Other countries who engage in FGM (cutting) are: Chad, Gambia, Guinea-Bissau, Ethiopia, Eritrea, Iran, Kenya, Nigeria, Sierra Leone and Sudan, however there are more than 28 countries in Africa and parts of the Middle East who practice FGM. Please note that the term FGM is called something different in each country. Due to migration, FGM is also taking place in Australia, Europe and in the UK
- If the Headteacher suspects that FGM may take place they will use direct questioning to ascertain whether 'cutting' of the girl will be undertaken during this holiday
 - The prescribed questions are:
 - Do you come from a Community that practices cutting (FGM)?
 - Have you or any member of your family been cut?
 - Do you or any member of your family or community plan to have your daughter cut



- Answering YES to at least one of these questions raises the risk of FGM - and the school should follow safeguarding procedures. The Headteacher will then take the information from this meeting and make a decision on whether to refer to local CYPS or the Police

Covid-19 Update (May 2020):

Activity	Action	Responsible Person
Ensure that someone is responsible for ensuring these actions are completed		Sue/Polly
Ensure governors are aware of the Government's interim safeguarding guidance	Email sent	Sue/Polly
Ensure that someone is responsible for continuity in safeguarding leadership	Monitoring/DSL on site	Sue
If you are a hub understand that you have the responsibility for safeguarding all children and staff		Sue/Ray/Heather
Ensure DSL is available, in-person, by phone or video link		Sue/Heather/Polly
Nominate a senior leader to be the onsite safeguarding lead		Sue
Create a Coronavirus Outbreak addendum to your child protection policy to include the specific issues for these circumstances	Added and read by all staff	Sue/Polly
Ensure staff know the new arrangements for DSLs and reporting concerns	Arrangements communicated to all staff by email	Sue
Understand what changes there may be for contacting the LADO		Polly
Understand what changes there may be for contacting the MASH team or other 'front door' services		Polly
Understand what changes there may be for contacting social workers		Polly
Know which children have social workers and how to contact them		Polly
Know which children are LAC/PLAC, who their Virtual School Head is and how to contact them		Polly
Know which children should be in school and follow up where they do not attend	Morning register	Steph
Ensure that emergency numbers and alternatives are kept up to date	Email sent out	Sue
Ensure that there are safeguarding induction processes for new staff, staff relocated to the school, and volunteers		Sue
Ensure that new staff, staff relocated to the school, and volunteers understand the staff code of conduct	If necessary	Sue



Ensure that any volunteers have been individually risk-assessed	If necessary	Antonia
Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head	Safeguarding files	Sue/Polly/Heather
Ensure there is a record of which staff are onsite daily		Sue
Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made		Antonia
Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer		Antonia
Ensure that staff are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available	Support staff calls to families with referral to Polly if necessary	Polly
Consider what to do if there are no IT staff available		Harjit
Ensure that the school has an online teaching and learning policy which considers safeguarding risks	Advice in newsletter as well as school policy	James
Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning	DSL rota	
Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services, not otherwise shared *See charity websites, for example, Winston's Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter		Polly

<p><u>Status</u> Date agreed: October 2014, with Covid-19 appendix added May 2020 Last reviewed: October 2021 and then March 2022 Next review: October 2023</p>



APPENDIX 1: Letter 1 - Absence Monitoring Letter (below 95%)

Insert date

Dear Parent/Carer

RE: Absence Monitoring

In our regular monitoring of absence, your child's name appeared as a pupil whose attendance is currently below 95%.

(Insert Child's Name) attendance is currently (insert %) for this academic year to date.

This percentage equates to (X) sessions missed. Each session represents half a day.

We would like to support you in improving your child's attendance. If the pattern of absence was to continue for the remainder of the school year, your child will have significant gaps in their learning.

It is very important that children are present for the entire learning journey.

Each morning and afternoon session counts for one attendance mark, so the possible number of attendances for children who are in school full time will be twice the number of possible school days.

We understand that most absence is due to illness but we do have a duty to inform parents of our concern if their attendance and or punctuality fall below acceptable standards.

If there are any concerns or circumstances affecting your child's attendance that we should be aware of, please ensure that you make an appointment to see Sue Jepson at the earliest opportunity.

In the meantime, we will continue to closely monitor your child's attendance.

Yours sincerely,

Gill Mais
Attendance Officer and the KS2 Admin Team

**APPENDIX 2: Letter 2 - Absence Monitoring Letter (below 90%)**

Insert date

Dear Parent/Carer

RE: Absence Monitoring

I am writing regarding concerns with (Insert Child's Name) current attendance record. So far this academic year their attendance level is (insert %) - our school's expectation is above 97.5%.

The staff at the school work hard to ensure that children are successful in their schoolwork and regular attendance and timekeeping plays a big part in their achievement. We are bringing this matter to your attention because you may not realise how serious the problem has become.

A pupil's absence or lateness during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which you and we must seek to avoid.

We are now required to monitor future attendance to ensure that attendance improves. The school will no longer be able to authorise any absence without a doctor's certificate or note confirming the illness. This does not need to be a letter from the GP, it can be an image of dated prescription (antibiotics/prescription pain relief or similar) with your child's name on it, an emailed image of appointment text/email or an appointment card.

If there is no improvement we will have no choice but to call you in for a meeting with the (Headteacher or Deputy Headteacher) and the attendance team to discuss the matter.

Section 7 of the Education Act 1996 states that:

The parent of every child of compulsory school age shall cause/him/her to receive full time education

We are confident that attendance can improve. We look forward to seeing more of your child as their attendance improves.

Please feel free to contact the school should you wish to discuss the matter further.

Kind regards,

Sue Jepson
Headteacher



APPENDIX 3: Letter 3 - Absence Monitoring Follow-up Letter (below 90%)

Insert date

Dear Parent/Carer

RE: Absence Monitoring

I am writing regarding concerns with (Insert Child's Name) current attendance record. So far this academic year their attendance level is low at (insert %).

The staff at the school work hard to ensure that children are successful in their schoolwork and regular attendance and timekeeping plays a big part in their achievement.

We are bringing this matter to your attention because you may not realise how serious the problem has become.

We would now like to invite you for a meeting with our Headteacher to discuss your child's attendance

Date:

Time:

A pupil's absence or lateness during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which you and we must seek to avoid. During this meeting, we will set up a School Attendance Contract.

We will continue to monitor future attendance to ensure that the level rises.

Please feel free to contact the school should you wish to discuss the matter further.

Kind regards,

Sue Jepson
Headteacher



APPENDIX 4: Lateness Letter

Insert date

Dear Parent/Carer

RE: School Attendance - Lateness

I am writing to you regarding your child's lateness over the last half term. Our records show that your child has been late on several occasions.

We are concerned that your child is missing an important part of the school day when this happens.

It is our aim to work closely with our pupils, their parents and the Education Welfare Service to achieve every pupils' best possible attendance and punctuality throughout each academic year.

The following information will help you to ensure your child is at school on time every day. At Barnes Primary School, class registers are marked promptly at the following times:

	Morning Registration	Afternoon Registration
(Early Years Foundation Stage)		
Nursery	09:00	n/a
Reception	08.55	13.00
Key Stage One	08.55	13.15
Lower Key Stage Two	08.55	13.15
Upper Key Stage Two	08.55	13.15

Pupils who arrive at school after the register has closed are marked as late; this will be recorded as an **L**.

DfE guidance states clearly that a child must not be marked present if they are not in school during registration.

We understand that school mornings can be hectic, but when your child is late for school, they miss vital parts of their education.

If for any reason you are experiencing difficulties in getting your child to school on time, please contact us as soon as possible so that we can agree a strategy for improving this. Thank you for your continued support in these matters. I am sure we will see a marked improvement.

Kind regards,

Sue Jepson
Headteacher



APPENDIX 5: Holiday in Term Time Letter

Insert date

Dear Parent/Carer

Re: School Attendance - Holiday in Term Time

I am writing to you in response to your request to take a holiday in term time, and include a link to our published [Pupil Attendance and Punctuality Policy](#)

As you know, pupils of school age must, by law, attend school regularly. Amendments to The Education (Pupil Registration) (England) Regulations 2006 removed references to family holiday and extended leave as well as the statutory threshold of ten school days. **The changes make clear that schools may not grant any leave of absence during term time unless there are exceptional circumstances.** Our expectation is that holidays will only be taken during the 175 non-school days a year, unless there are exceptional circumstances.

The removal of children from education for any reason may result in a negative impact on the pupil's educational attainment and progress. A pupil who takes ten days absence will only attain 94.7% attendance in the year. The government considers 95% attendance as being satisfactory. At Barnes Primary, we strive for 97.5% attendance for all children. Ten days' absence means the pupil will miss over 50 hours of education.

The school's policy is therefore not to authorise any leave of absence unless in exceptional circumstances.

After careful consideration, your application for a leave of absence for your child **has not been granted.**

If you feel that you have no alternative but to take your child away the absence will be recorded as 'unauthorised' on their attendance report.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons after their return. There is a consequent risk of underachievement, which must be avoided.

Your request therefore for your child to be taken out of school during term time has **not been authorised.**

It is our policy not to set 'catch up' or SWAYS work for pupils during periods of unauthorised absence.

Kind regards,

Sue Jepson
Headteacher



APPENDIX 6: School Attendance Contract

School Attendance Contract

Name:

Class:

Date:

What is Working Well:

Concerns:

Actions:

Parents to sign:

Child to sign:

School to sign:

Attendance to be reviewed by the school on a daily and weekly basis.

Attendance to be reviewed by the EWO on a half-termly basis.



APPENDIX 7: Absence and Attendance Codes

In accordance with DfE Guidance, September 2021

The school's Attendance Officer and/or Administration Team is responsible for ensuring that the correct code is entered to record the reason for a child's absence. The current codes are as follows:

/ \	indicate present at school (AM/PM)
L	indicates a late arrival but before registers closed
B	indicates that the child is attending an approved off-site educational activity
D	indicates that the child is Dual Registered at another educational establishment
J	indicates that a pupil is attending an interview at another educational establishment
P	indicates that the pupil is taking part in a supervised sporting activity
V	indicates an educational trip or visit (including residential trips)
I	indicates absence due to illness (not medical or dental appointments)
E	excluded but no alternative provision made
H	indicates a holiday authorised by the school
C	indicates a leave of absence authorised by the school
M	indicates medical or dental appointments
R	Religious observance
T	Gypsy, Roma and Traveller absence
G	indicates holiday not authorised by the Headteacher
N	indicates reason for absence not yet provided
O	indicates absence from school without authorisation
S	study leave
U	indicates arrival in school after registration closed
Y	indicates the pupil is unable to attend due to exceptional circumstances, such as the school being closed
Z	indicates the pupil is not yet on the admission register but will shortly be joining the school
X	pupil not required to be in school
X	indicates non-attending in circumstances relating to COVID-19
#	planned whole or partial school closure (bank holidays, polling stations, INSET)

In accordance with DfE Guidance: Children missing education (2016)

Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

Where a pupil has not returned to school for ten days after an authorised absence¹⁵ or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.