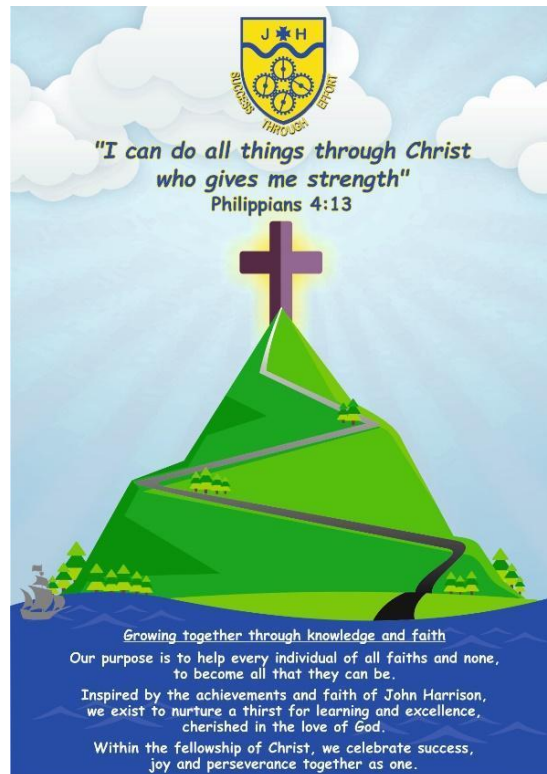


John Harrison CE Primary School

Attendance & Punctuality Policy



Date reviewed: Spring 2026

Date of next review: Spring 2027

John Harrison CE Primary School

Attendance & Punctuality Policy

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them for life. It is a fundamental prerequisite of an effective school. At John Harrison we aim to maximise our attendance rates by operating an attendance policy within which governors, staff, pupils and the Local Authority Inclusion Team can work together in a fruitful partnership. The school will monitor attendance and ensure that there is early intervention if a problem is identified, so that appropriate support can be given by those concerned.

As with good behaviour and academic success, regular attendance is an achievement which we recognise. The Attendance and Punctuality Policy is based on the premise of equal opportunities for all within the school community, so there is every chance for all to benefit from it, regardless of the differences that may exist between pupils.

OVERVIEW

School attendance is subject to various education laws and guidance produced by the Department for Education.

If learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive for school punctually and regularly. As they grow and prepare for their next stages of education and employment the children need to see good attendance and punctuality as important qualities that are valued by others and employers. We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which pupils are eager to learn, feel valued and enjoy coming to school.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances, it is our policy to be supportive of the child and not make them feel guilty or inadequate. Also, at times we have to give allowances for religious beliefs and individual family circumstances.

We believe it is essential to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly. Where learners or families are not conforming to our high expectations for attendance and punctuality, we will put in place effective strategies to bring about improvement.

This policy meets the requirements of the Working Together to Improve School Attendance from the Department for 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:

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

The Education (Learner Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

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

OBJECTIVES

1. To ensure that all learners attend school regularly
2. To ensure that all learners are punctual
3. To work with parents to ensure their children attend school and arrive on time ready to learn
4. To keep good records of attendance and take prompt action to follow up absences
5. To investigate and act quickly where absence is not authorized
6. To work effectively with the Local Authority and other agencies to follow up attendance issues promptly and efficiently
7. To maintain good attendance figures and reduce absence, including persistent (less than 90%) and severe absence (less than 50%).

Our Senior Attendance Champion is Mrs Wells (Family Liaison Officer). Mrs Wells can be contacted via the school email address admin.johnharrison@northlincs.gov.uk

RIGHTS and RESPONSIBILITIES

All those in our school community are responsible for helping to improve and maintain good attendance - pupils, parents, governors and all staff

Pupils

- All pupils are expected to attend school and all their lessons, regularly and punctually
- Support for the class teacher, and others if required, will be provided to those families and pupils who experience attendance difficulties

Parents

- Parents are responsible for ensuring their child attends school regularly, punctually, properly dressed and in a fit condition to learn
- If a child is prevented from attending for any reason, or is late, parents are requested to notify the school on the first day of absence personally
- A pupil's absence from school will be considered unauthorised until a satisfactory explanation is provided
- Parents will be informed promptly of any concerns which may arise over their child's attendance
- Parents should avoid, if at all possible, making medical /dental appointments during school hours
- Any parent whose first language is not English and/or has literacy issues will be offered appropriate support

STRATEGIES FOR PROMOTING GOOD ATTENDANCE

1. All staff complete registers for each session and will draw the Head Teacher's attention to any absences, which are a cause for concern.
2. The school day begins at 9.00am and closes at 3.30pm (32.5 hours per week).
3. Where a child has a specific need to either start later /earlier this will be negotiated between the school, parents and where necessary the Education Inclusion Officer.
4. A 'Meet and Greet' soft start is in place for the children to enter school from **8:50am** in order to give them a smooth and settled start to the day. Parents can generally access the Head teacher at this time to discuss everyday issues; however, parents need to make an appointment with the school office to see the class teacher after school.
5. The school gates will be locked promptly at **9:00am**. Any child arriving after that time will have to enter the school through the office. Late attendance is checked regularly and parents may be contacted to offer support /advice either by the school or by the Family Liaison Officer.

6. Parents are asked to telephone or email the school as soon as possible, if their child is absent or ill.
7. If no message is received about an absence, the school office staff will contact the parent to request a reason, once the register has closed. All reasons are recorded and entered onto the electronic information system to identify patterns.
8. Where attendance is becoming a concern, or a pattern is developing, the parents will be contacted by letter, to identify the concern and percentage attendance and invited into school to discuss any support needed and whether there are any underlying reasons for the absence. If there is no valid reason the situation will be monitored, the ATTEND framework may be utilised and support from the EIO may be requested.
9. Attendance is constantly monitored by the Education Inclusion Officer(EIO) at North Lincolnshire Council.
10. Unless there is a concern, parents will be informed of their child's attendance formally on the end of year report.
11. Any parent requesting a leave of absence, during term time, will be dealt with on an individual basis by the Head Teacher following the most recent guidance.
12. Parents are able to contact school, at any point, if they have a concern about their child's attendance before it becomes an issue that is identified through school monitoring.

Leave of absence during term time – permission, for up to ten days, will **only be granted in exceptional circumstances**. Parents are asked to complete a Leave of Absence form requesting permission to take their child out of school; they must provide additional supporting documentation e.g. shift rotas /letter from line manager etc. This is always at the **Head Teacher's discretion** and is **not an entitlement**.

If a leave of absence is taken, that has not been authorised, a penalty notice may be issued on each parent by the Local Authority.

Religious observance - a maximum of three days of absence is allowed for religious observance

Medical, Dental and Hospital Appointments – we encourage these appointments to take place outside of school time in order not to disrupt the child's education. Any appointments that have to take place during the school day require an NHS appointment card with a stamp from the establishment. Without evidence of the appointment the absence will be marked as unauthorised.

Absence will be considered to be unauthorised if:

- No explanation is given
- The school is dissatisfied with the explanation (variance with child)
- Pupil stays at home to mind a sibling /shopping/special occasion ie birthday
- Pupil does not return from a family holiday on the stated agreed day
- The family take a holiday without permission /declined

13. Attendance figures are reported in the Head Teacher report at the full Governing Body meeting along with persistent absence. Persistent absence is where a child misses 10% or more of school.

MONITORING AND MANAGING ABSENCE

Attendance and absence data is monitored weekly, termly, and yearly across the school and at an individual child level

During these monitoring activities, particular groups of or individual children whose absences may be a cause for concern are identified and plan to improve attendance is put into action.

Where attendance is becoming a concern, in line with National Framework and Working Together to Improve School Attendance DfE, school will invite parents in to discuss the most appropriate strategies to use in order to remove barriers including signposting to wider support services and use of the ATTEND framework. Where concerns are significant, school may make contact with the attendance teams at the schools that the child's siblings attend to potentially offer wider family support. The EIO may be invited to offer support.

A Notification of WARNING PERIOD letter sent to parents –advising that child's attendance is a concern that child's attendance will be monitored for the next 15 school days. EIO will attend review meetings for those cases where there are FURTHER unauthorised absences.

A Notice to Improve School Attendance letter will be sent to parents where there are 10 unauthorised absences in 10 rolling school weeks.

Once the above steps have been completed, and there are 10 unauthorised absences within the 10 rolling school weeks from the start of the Warning Period a Referring for a Penalty Notice will be Issued per parent per child.

OUTCOMES

As far as possible we will do all we can to ensure that our children come happily, willingly and punctually to school to ensure that they gain the greatest possible value from their education in order to become all that they can be. As a school, we aspire to achieve 100% attendance.

This policy meets the requirements of the Working Together to Improve School Attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on School Attendance.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Child is present at morning registration
\	Present (pm)	Learner is present at afternoon registration
L	Late arrival	Learner arrives late before register has closed
B	Off-site educational activity	Learner is at a supervised off-site educational activity approved by the school
D	Dual registered	Learner is attending a session at another setting where they are also registered
J	Interview	Learner has an interview with a prospective employer/educational establishment
P	Sporting activity	Learner is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Learner is on an educational visit/trip organised, or approved, by the school
W	Work experience	Learner is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Learner has been granted a leave of absence due to exceptional circumstances
E	Excluded	Learner has been excluded but no alternative provision has been made
H	Authorised holiday	Learner has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a learner will be absent due to illness
M	Medical/dental appointment	Learner is at a medical or dental appointment
R	Religious observance	Learner is taking part in a day of religious observance
S	Study leave	Year 11 learner is on study leave during their public examinations
T	Romani, Roma, and traveller absence	Learner from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Learner is on a holiday that was not approved by the school
N	Reason not provided	Learner is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for learner's absence
U	Arrival after registration	Learner arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Learner of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or learner is in custody
Z	Learner not on admission register	Register set up but learner has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day