



## ATTENDANCE AND PUNCTUALITY POLICY

KBU June 2025  
Next Review: June 2026

### Introduction:

This policy represents our commitment to striving for 100% attendance, which is achieved by many of our children. It sets out the principles, procedures and practises the school will undertake. Strategies, sanctions and possible legal consequences of poor attendance and punctuality are also detailed, as well as rewards for and benefits of good attendance.

This policy meets the requirements of the School Attendance Guidance and Working together to improve school attendance document (May 2022, updated August 2024) from the Department for Education (DfE) and refers to the DfE's statutory guidance on School Attendance Parental Responsibility Measures.

This policy will be reviewed, amended as necessary and published annually in accordance with current legislation and guidance.

### Principles:

- Receiving a full-time, suitable education is a child's legal entitlement.
- The parents' and carers' legal responsibility ensures this happens.
- Attending school regularly aids intellectual, social and emotional development.
- Attending school regularly safeguards the welfare of children whilst they are not in the care of their parents.
- All children whose attendance is poor will be treated as vulnerable.

These principles are enshrined in British law within the Education Act 1996, the Children Act 1989, and other associated pieces of legislation.

### Aims of the Policy:

- To ensure that all children attend as near full-time as possible, in order to maximise their educational achievement and social development.
- To discharge the school's duty to safeguard its students to the best of its ability.
- To ensure that all those responsible for children's education, including parents, carers, staff and governors understand and accept their responsibilities in relation to attendance.
- To minimise absence from school, thereby reducing levels of persistent absence.

- To improve the life chances of Newham's children and young people and prepare them to be fully contributing citizens when they reach adulthood.

#### Policy objectives:

- To safeguard the welfare, health, social and emotional development of children.
- To reduce persistent absence.
- To reduce or eliminate term time holidays/leave of absence.
- To promote commitment to education and high achievement.
- To maximise the potential of every individual student.

#### Promoting Attendance:

The Governors, Headteacher, Pastoral Teams and all staff will use all possible opportunities to promote the importance of good attendance and punctuality. These will include the home/school agreement, newsletters, rewards and incentives for good or significantly improving attendance.

Regulation 7 of 'The Education (Pupil Registration) (England) (Amendment) Regulations 2013' states that leave of absence shall not be granted by the Headteacher unless:

1. An application has been made in advance to the Headteacher by a parent with whom the student normally resides, and
2. The Headteacher considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

Further guidance is set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024.

#### Link with other policies and protocols:

This policy has to be read in conjunction with:

- Child Protection and Safeguarding Policy
- Absent Students Precautionary Protective Protocol
- Attendance and Punctuality Actions Protocol
- Taking and Marking Registers Protocol
- Behaviour Policy

#### Roles and responsibilities:

We are a good school, and parents/carers and their children play a part in making it so. We aim to encourage all school community members to reach out for excellence.

For children to gain the most significant benefit from their education, it is vital that they attend school regularly and punctually.

To maintain high levels of attendance, it is necessary to have an effective partnership between students, their parents/carers and the school, especially with the relevant pastoral team.

#### Responsibilities of parents/carers:

Students should be at school in good time for the start of the school day, whenever the school is open, unless they are genuinely ill or there is some other unavoidable reason.

Some children are reluctant to go to school and say they do not feel well. It is for parents/carers, as the adults, to judge whether they are genuinely unwell or just unwilling. It is the job of the parents/carers to encourage their children to attend school and to be in on time, as it is their legal responsibility. Permitting absence without good reason is an offence in law which may result in legal action being taken, or a Penalty Notice being issued (see below).

- To ensure that they send their child to school unless they are too ill to attend.
- To contact school and leave a voice message, send a message or use the app before 8 am to explain any absence. When a child has to be unexpectedly absent, parents/carers must notify the school as soon as possible indicating the reason and when the child is expected to return to school.
- To avoid holidays or leave of absence during term time and only request leave of absence in exceptional circumstances and do so in advance in writing to the Headteacher.
- Parents/Carers should book medical appointments around the school day where possible.
- To work with the school's pastoral team or other agencies to ensure their child attends school.
- To attend meetings with pastoral teams or other professionals as and when required.
- To ensure their children catch up with any work missed during their absence. For longer term absences (e.g. hospitalisation), teachers will set work, which students are expected to complete if they are not too ill.

Responsibilities of admin/office staff:

- To take calls and messages from parents/carers about absence and pass the information to the relevant pastoral team in a timely manner.
- To enter a comment on the school SIMS system with the message as set out in the Attendance Protocol.

Responsibilities of Attendance Officer:

- To carry out the administration of CMEs; Penalty Notices and stepped attendance letters in liaison with the relevant pastoral teams and Attendance Targeted Support Service.
- To communicate with stakeholders including parents regarding attendance matters.
- To produce reports and data analysis for different stakeholders.

Responsibilities of teachers:

Registers are an instrumental part of our safeguarding procedures. Members of staff who do not complete registers or mark them inaccurately are not fulfilling their teachers' roles and responsibilities and are not, therefore, meeting the Teacher Standards.

- All teachers are required to fulfil their legal requirement of marking registers. Teachers must do so in the first 15 minutes of the lesson to monitor attendance to lessons and spot truants.
- Teachers must mark registers accurately as these are legal documents.
- To inform by email the relevant pastoral team and any other relevant member of staff (e.g. Behaviour Team) of any student missing from the lesson
- To update the register if a student arrives late to the lesson
- To inform the relevant Pastoral Achievement Leader (PAL) and Curriculum Team Leader (CTL) of any attendance concerns to establish if there is a pattern (e.g. student avoiding a specific subject, etc.)
- To enter the correct code when marking the registers. Teachers can only enter a present (/) mark if the student is in the lesson, an N mark if the student is not present in the lesson (N) or a

L (late to lesson) mark. A present mark must not be entered if a student is not physically present in the classroom.

- To ensure that missed work is caught up.

#### Responsibilities of form tutors:

Form Tutors play a vital part in supporting students and the pastoral teams to improve attendance and punctuality.

- To monitor attendance and punctuality of students in their form, particularly those whose attendance falls below 97% and above 93%.
- To monitor their tutees' attendance to lessons and spot patterns of absence or lateness.
- To monitor their tutees' punctuality to school and to lessons and to spot emerging patterns (e.g. student not coming on a specific day of the week, student avoiding a specific subject, etc.)
- To discuss attendance and/or punctuality concerns with students and parents and record these on SIMS or/and as indicated by school.
- To place students in attendance and/or punctuality reports in liaison with the relevant PAL.
- To inform the relevant PAL of any attendance and/or punctuality concern.

#### Responsibilities of pastoral teams:

##### Responsibilities of the Pastoral Achievement Leader (PAL):

Pastoral Achievement Leaders have full responsibility for the attendance and punctuality of students in their year group and for improving it, as well as to eliminate truancy.

- To enter the relevant code for student absent.
- To inform parents/carers of any absent student as soon as possible and no later than 10.30am following the procedures as set out in the Missing Student Safeguarding Protocol.
- To inform the relevant teacher, their Curriculum Team Leader (CTL) and SLT Attendance Lead or missing registers or registers marked wrongly.
- To promote good attendance and punctuality regularly in assemblies, year bulletin, Year Team Meetings (YTM's), parents evenings and at every possible opportunity.
- To have attendance and punctuality as an agenda item regularly at YTM's.
- To liaise with form tutors and ensure they are monitoring attendance and punctuality and provide support and/or training when necessary.
- To monitor form tutors' records related to attendance and punctuality of their tutees, ensuring these are completed and up to date, parents are informed and actions recorded accordingly as indicated by the school.
- To place students on attendance and/or punctuality report if they fail FT's report.
- Review attendance of their year group weekly, including attendance to lessons, and to look for emerging patterns to put relevant interventions in place.
- To perform deep dives on students' attendance and punctuality at least every half a term, to act on findings and to report findings and actions to SLT attendance lead.
- To review persistent absence list weekly and take actions as appropriate to improve attendance
- To meet regularly with the Attendance SLT and/or Attendance Support Services as relevant to discuss actions for students whose attendance falls below 97%.
- To monitor closely the attendance of those whose attendance is 94% or below.

- To ensure letters are sent home, are kept in the student's file and recorded as required where there are attendance and/or punctuality concerns.
- To ensure the relevant steps are carried out as set out in the protocol and procedures for attendance and punctuality.
- To be responsible for evidencing actions taken (e.g. letters, meetings, etc.) as required and set out by the school.
- To ensure meetings with parents and students are taking place to improve attendance and/or punctuality and are recorded on SIMS. A school contract will be also signed by the pastoral team, parent and the student, which will be placed in the student's file.
- To ensure relevant referrals and interventions take place early enough and as soon as possible for students with mental health or other issues that keep them absent from school.
- To supervise detentions for attendance and/or punctuality as set out by the school.
- To organise and oversee whatever support is needed for students who have been on long term absence.
- To implement a number of strategies, in consultation with the SLT Attendance Lead, to ensure persistent and severely absent students return to school.
- To attend any necessary legal meetings in relation to attendance.
- To analyse data and produce clear information as indicated in the attendance report.
- To present or report to SLT and/or Governing Body actions and impact of interventions with regards to attendance and punctuality as set out in the Monitoring Schedule.
- To ensure students in alternative provision are attending by seeking this information daily and to activate the attendance protocol if they are not.
- To follow up absences and address concerns with students and agree strategies to improve attendance.
- To identify when home visits are required for students who are absent for more than two days and persistent absentee as set out in the protocol.
- To produce a weekly persistent absent list for their SLT LM and SLT Attendance Lead or as and when required by the school.
- To ensure admission and attendance registers are completed accurately.
- To ensure attendance codes and comments for students are up to date and include information as set out in the Attendance Protocol.
- To reward students who have excellent attendance and punctuality.
- To monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to students and families. This should go beyond headline attendance percentages and should look at individual students, cohorts and groups (including their punctuality).
- When analysing patterns, to look further into patterns of attendance within a session to ensure all students are attending all timetabled lessons.
- To undertake relevant training in relation to data analysis, monitoring and evaluation.
- To carry out other tasks and implement other interventions as necessary in liaison with or as directed by SLT to improve attendance.
- To ensure notes produced by students to justify an absence are genuine by following up with a phone call home unless it is a note from a doctor, hospital, pharmacist, etc., indicating name and dates related to the day or period of absence.
- To be responsible for the implementation of this policy by form tutors, mentors and those in their teams.

#### Responsibilities of the Deputy Pastoral Achievement Leaders (DPAL):

- To assist PALs to carry out the task above mentioned

- To act as PALs when the PAL is absent or unable to fulfil the roles above mentioned.

#### Responsibilities of SLT:

- To monitor attendance and punctuality of students by having attendance and punctuality as a regular item in line management meetings.
- To support PALs with the weekly monitoring and analysis of attendance to look for patterns and trends and deliver intervention and support in a targeted way to students and families. This should go beyond headline attendance percentages and should look at individual students, cohorts and groups (including their punctuality).
- To look further into patterns of attendance within a session when analysing patterns, to ensure all students are attending all timetabled lessons.
- To discuss students of concern with PAL (as set out above), have clear actions and review date of outcome.
- To monitor attendance and punctuality interventions, ensuring pastoral teams implement the steps set out in the Attendance and Punctuality Protocol.
- To ensure teachers in the department they line manage mark registers and do so accurately and take the necessary intervention when that is not the case.
- To promote good attendance and punctuality and have it as a priority in school.
- To celebrate students who have excellent attendance and punctuality records.
- To take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
- To carry out regular and random checks on SIMS to ensure attendance procedures are followed as set out in the Attendance Protocol.
- To perform deep dives on students' attendance and punctuality at least every half a term and discuss findings and actions with Pastoral Teams and/or AMS..
- To ensure all members of staff fulfil expectations and statutory duties as set out in this policy.
- To ensure pastoral teams receive training on attendance related matters, including robust data analysis.

#### Responsibilities of the Headteacher:

- To ensure the implementation of this policy at the school.
- To support staff with monitoring the attendance of individual students.
- To issue fixed-penalty notices and implement any other action necessary in liaison with the Attendance Management Services, where necessary.
- To monitor school-level absence and punctuality.
- To report whole school attendance and punctuality to governors.

#### Responsibilities of the Governing Body:

- To monitor the attendance for the whole school on a termly basis.
- To hold the Headteacher to account for the implementation of this policy.
- Take an active role in attendance improvement, support their school to prioritise attendance, and work together with leaders to set whole school cultures.
- To ensure school leaders fulfil expectations and statutory duties.
- To ensure school staff receive training on attendance.

### Attendance, Punctuality and Safeguarding:

As set out in the Keeping Children Safe in Education (2020) document and other extensive research, there is a link between poor school attendance and exclusion, with crime, anti-social behaviour, risk of exploitation by unsuitable adults, victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training). For this reason, failure to attend regularly or arriving late regularly will be regarded as a safeguarding issue.

### Understanding Types of Absence Coding:

Every half-day absence from school has to be classified by the school as AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required in writing. If relevant, medical evidence is also required in the form of a copy of a prescription, GP note or similar as designated by the school.

Little Ilford School expects all parents to contact school informing of their child's absence and the reason.

Types of absence that are likely to be authorised are: illness; medical or dental appointments which unavoidably fall in school time; emergencies.

We will only authorise (3) three calls from parents/carers for three different episodes of sickness during a school year. If a child keeps getting sick/ill, it is a parental duty to ensure medical checks are taking place and school is provided with evidence of those. Any other absence for illness after the 3 episodes of sickness, will require medical proof to be authorised.

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are:

- Going shopping with parents
- Minor ailments (e.g. headache)
- Oversleeping
- Traffic/transport issues
- Birthdays
- Minding other younger children in the family
- Dropping a sibling to school
- Staying at home because other members in the family are unwell
- Day trips and holidays in term time
- Arriving at school too late to get a present mark without a valid reason.
- Truancy
- Acting as a translator (e.g. for family members)
- Etc.

### Reluctant Attenders/School Refusers:

Parents/carers should do everything possible to encourage their child to attend school. However, if the reason for their reluctance appears to be school-based, such as difficulty with work or bullying, these



need to be discussed with the school at the earliest opportunity and the school will do everything possible to sort out the problem. Colluding with your child's reluctance to attend is likely to make the matter worse.

In case of school refusal, other arrangements may be put in place in consultation with the Local Authority and other external agencies as relevant.



## School Procedures:

### 1. Registration and punctuality procedures:

Registers are taken at the start of the school day at 8.30am. The morning register will remain open for 30 (thirty) minutes and closes at 9:00am. For the afternoon register after lunch (PM session), the register will be open for 5 (five) minutes.

Pupils arriving before the end of the registration period (between 8.30am and 9:00 am) will be coded L (Late before registers close) which is a present mark. The number of minutes late will be recorded in the register.

Pupils arriving after the registers have closed (after 9am) will be coded U (Late after registers close) which counts as an unauthorised absence.

- Pupils are expected to be in school before 8.20am every morning.
- For the AM register, students are registered at the start of the first period of the day. The PM register is taken at the start of the last period of the day.

Only the Headteacher or designated member(s) of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view, and/or evidence of the reason cannot be provided, the absence will be coded as O (Unauthorised absence).

Absence notes received from parents/carers will be kept for the remainder of the academic year; or longer if there are concerns that require further investigation or legal action.

If no evidence has been provided after two weeks, the unauthorised absence mark will become permanent, even if evidence is provided at a later date.

If a student is persistently late, the Pastoral Achievement Leader (PAL)/Deputy Pastoral Achievement Leader (DPAL) will arrange to meet with the family as soon as the pattern is identified.

### 2. First Day Absence Contact:

Parents are expected to notify the school if their child is unable to attend for any unavoidable reason, such as being too ill to attend. If the school does not receive notification, the pastoral team will telephone on the first day of absence to try to ascertain the reason. First day contact will be carried out as early as possible in the school day, in order to notify parents whose children may have set off for school but not arrived.

If the pastoral team is unable to make contact with parents when calling, a message must be left if that is possible, which must be followed up with a parent mail informing parent/carer of their child's absence, as well as asking them to contact school to provide a reason and confirm absence. If the student is still absent in the afternoon and there has been no reply from parent/carer after the call/parent mail was sent, a further phone call should be made with a further parent mail if still unable to make contact. Any message received and/or communication with Parents/Carers will be entered on SIMS, with the time and initials of the member of staff who entered the comment clearly indicated. All actions taken must be clearly indicated with a red flag on SIMS with initials of the member of staff who contacted parents/guardian and the time.

In some cases, if there are safeguarding concerns, the safeguarding team may carry out a home visit. When carrying out home visits, the safeguarding team will request to see the child.

If a parent has called or used the app to inform the school of their child's absence, there will be no requirement to call the parent back unless there are safeguarding concerns or there have been previous issues such as truancy by the student. If the parent has not contacted the school by 9.30 am, then the relevant pastoral team must contact home by telephone.

If a student has left home but not arrived to school:

If upon making the safeguarding call home, the parent/carer informs that the student left home to come to school, the following must take place:

- Pastoral team checks the timetabled classroom, first aid room, toilets, office (in case the student has been signed off site), ask their friends in school, and if not found, make a tannoy announcement.
- If after these steps the student has not been located, the pastoral team must inform the following: DSL, SLT LM, the Headteacher and the student's parents.
- When phoning to inform parents/carers, pastoral teams must also ask them to call the police and call back to ensure parents/carers have done and at this point taking the CAD number from them. Pastoral teams must also advise parents to phone friends/relatives who may know where the student is and to walk around their local park or areas where they think their child may be
- The Safeguarding team, with a second member of staff, will walk around the school building and up to Little Ilford Park or other areas. If there is information indicating the student may be at another location (e.g. Plashet, Central Park, etc.), a visit should be coordinated if possible
- Keep all the staff above informed at all times

### 3. Second Day Absence Contact:

If the child is still absent on the second day without contact from the family, the pastoral team will again telephone home, following the same procedure as for first day absence. The family may be asked to come to school for a meeting. If there are safeguarding concerns, the safeguarding team will carry out a home visit to see the student.

### 4. Continuing Absence Procedures (3 or more days):

In the event of an absence of three or more days without contact from the family, the safeguarding team will conduct a home visit.

Any child who is absent without explanation for 5 consecutive school days will be referred to the Attendance Management Service or other agencies in order that further investigations can be made. The school may also inform the police for them to carry out a Welfare Visit.

### 5. Frequent, Persistent (PA) and Severely Absence (SA) Procedures:

A student is classed as a persistent absentee when they miss 10% or more schooling across the school year, for whatever reason, whether it be authorised or unauthorised, or a mixture of both. A student is classed as Severely Absence (SA) when they miss 50% or more of school.

Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and encouragement to tackle it.

PA students are tracked and monitored carefully through our pastoral system, and we combine this with tracking academic progress to assess the effect on the student's attainment.

All of our PA students and their parents/carers are subject to an Action Plan, which may include allocation of some kind of support

Regular trawls of the registers will be made to identify students with a pattern of absences that may lead to Persistent Absence (that is to say, an absence of 10% or more in a half term) or Severely Absence, an absence of 50% or more.

The Pastoral Achievement Leader (PAL) for each year group will be responsible for identifying any emerging patterns and putting in place actions for each student of concern. Initially, the school will try to resolve the problem with parents/carers, if the pattern continues, the school will refer the student to the School Nurse and ask parents for permission to contact the GP if the problem appears to be a medical one. In cases where there appear to be issues requiring outside intervention to support the family and the child, a referral may be made through the Triage system for external agency support.

Pastoral Teams will try to work with the parents/carers and students to ensure regular attendance to school and will put a series of actions in place to enable this, which include putting students on report, meeting students and their parents/carers to agree support to be implemented, a school-parent/carer/-student contract, intervention of the local authority attendance services for further intervention and/or sanctions.

#### 1. Consequences of Poor Attendance/Punctuality. Local Authority intervention, Penalty Notices and other legal interventions:

When systems and support put in place by the school do not work, the school will ask the local authority to intervene. There are a range of actions they can put in place, like a parent contract or support from other agencies. However, in some cases, there is a need to use more severe actions, like issuing fixed Penalty Notices.

Reasons for issuing a Penalty Notice include unauthorised term-time holidays, poor attendance and poor punctuality, a child coming to the attention of the police during school time, or being located twice or more in truancy sweeps in 6 months.

A Penalty Notice will be considered by school for Unauthorised absence during a 10 school week period:

- 5 consecutive days (10 sessions) - one after another
- 10 nonconsecutive days - not one after another.

The 10 week period can go across different school terms or school years.

For students whose attendance and/or punctuality fails to improve after a range of interventions and support measures have been tried by the school, the ultimate consequences may be one of the following:

- The school may ask the Council to issue a first Penalty Notice on its behalf. A Penalty Notice carries a fine of £80, per parent, per child. If the fine is not paid within 21 days it rises to £160 per parent, per child to be paid after 21 days but within 28 days. If not paid at all, court action may be initiated.

The second time a Penalty Notice is issued for unauthorised absence the amount will be £160 per parent, per child with no discount for paying within 21 days.

The third time an offence is committed a Penalty Notice will not be issued.

- The case will instead be presented straight to the Magistrate's Court.
- Prosecution can result in a criminal record and fine of up to £2500
- Cases where the defendant is found guilty in Magistrate's Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

Further details are available on [www.newham.gov.uk/schools/Attendance](http://www.newham.gov.uk/schools/Attendance)  
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

#### 7. Children who cease to attend without prior notification (Child Missing in Education - CME) procedures:

Procedures for trying to trace children who cease to attend without prior notification are covered in detail in the CME Policy and Procedures (Keeping Children Safe in Education).

However, if the school has been unable to verify the child's whereabouts or new school details, we will refer this information to the Local Authority for further checks to be made.

#### 8. Non-starters:

Pupils who are allocated places but fail to start are also treated as CME. If the school has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the students to the local authority CME team for further checks. Home visits will be carried out on the third day of absence.

#### 9. Vulnerable Children:

Children who are Looked After (LAC), subject to a Child Protection Plan (CP), Children in Need (CIN) will be treated with the highest priority and will be known to all attendance team members.

Any unexplained absence will be followed up immediately by a telephone call to the home, a home visit or by a call to the Attendance Management Service so that a same-day visit can be made if relevant.

Children with Special Educational Needs (SEN) will be treated with similar priority so that their time in school can be maximised and their learning supported to the greatest extent possible.

#### 10. CME (Children Missing Education):

The 2016 document '[Keeping Children Safe in Education](#)' Appendix A references the procedures schools should follow to avoid children becoming CME (Children Missing Education). These include the following:

- Adding the expected start date to SIMS when a student is added to the roll.
- Consider notifying the LA immediately if the student does not arrive.
- Notify the authority within 5 days if a student comes onto roll mid phase (MPA).

The school will not delete a student from SIMS / take the student off roll without the Local Authority indicating so. When a student's name is to be deleted from SIMS / taken off roll, the school must inform the local authority to do further checks before authorising the student's removal from the school register. In order to complete a Verified CME. The school must supply the following information:

- the full name of the student
- the full name and address of any parent with whom the student lives
- at least one telephone number of the parent with whom the student lives
- if applicable, the full name and address of the parent with whom the student is going to live, and the date the student is expected to start living there
- the name of student's destination school and the student's expected start date there, if applicable
- the grounds under which the student's name is to be deleted from the admission register

When a student leaves the school to attend another school, there must be a record of:

- the name of the student's new school/borough/home education provision
- the expected start date at the new school

Where information is missing, the school must inform the local authority via an Unauthorised CME form, providing as much information as possible. In both cases, 3 home visits must be carried out prior to completing the form. It may be appropriate to highlight any contextual information, such as safeguarding concerns, when a vulnerable student is missing education (See 'Keeping Children Safe in Education' Sept 2016).

#### 11. Students leaving the school during the school day:

When a student leaves the school due to feeling ill, to attend an appointment, etc., the following steps must be followed:

Student feeling ill:

- First Aider must inform the pastoral team of any student who goes to the First Aid Room. First Aider to pick up patterns if relevant and refer to the pastoral team
- The pastoral team must permit for the student to be sent home
- First Aider will contact the parent/carer to ensure there is someone at home to look after the student and that he/she can go home by themselves or is being picked up
- First Aider will enter a note on SIMS indicating the student is in the First Aid Room or has been sent home. Name and time must be included
- Office staff will sign the student off
- The pastoral team must enter the relevant absent code on SIMS for the rest of the day
- The pastoral team will call home the following day if the student is absent from school to check on their wellbeing. A relevant absence code is entered on SIMS
- A relevant member of SLT may also be contacted in the absence of the pastoral team or where there are concerns about the circumstances of the illness

A student leaving school for an appointment:

- There must be evidence of an appointment for a student to be allowed to leave school
- Pastoral teams must be aware of this appointment and ~~sign a note~~ put a stamp in the student's diary agreeing for students to leave and at what time
- Office staff will carry out all the necessary safeguarding checks with parents/carers, sign students off and enter a comment on SIMS. Name of staff and time must be entered too

- The pastoral staff will enter relevant attendance code for students on SIMS

## 12. Applications for leave of absence in term time:

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. Little Ilford School cannot authorise holidays during term time. Any applications for leave due to exceptional circumstances must be made in writing to the Headteacher. There is no automatic right to term time leave of absence, and your request is likely to be declined except in the most exceptional circumstances.

Each application will be considered on its own merit, and the attendance record(s) of the child/ren concerned will be taken into account when making a decision.

## 13. Punctuality to school

A student is classed as late if they arrive at school after 8:20 am. Pupils arriving after 8:20 am will not be in their classrooms and ready for learning by 8:30 am,

If a student arrives at school after 9:00 am, they will have missed the majority of their first period. Late students will receive a 1 hour detention on the day from their Pastoral Leaders, a behaviour point and either a Late (L) or an Unauthorised (U) mark, depending on the time they arrive. A U mark counts as an unauthorised absence for the morning. A letter or note from the parent may also be required.

Any student who arrives late to school, receives a one hour detention on the same day (or next appropriate day). Students who are frequently late or absent will be removed from some extracurricular activities at the school's discretion. Other sanctions may also be applied to recidivists.

## Attendance and Learning:

Any absence affects the child's learning, and the more they miss, the harder it will be for them to catch up. Research has shown that attainment at GCSE level is significantly lower for every percentage point of absence.

## Understanding absence percentages:

You may wonder why a school would be concerned if your child's attendance is 95%. This may make it easier to understand:

- 95% equates to half a day off every two weeks
- 90% equates to a day off every two weeks
- 85% equates to one and a half days off every two weeks
- 80% equates to one whole day off every week

A secondary age child whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school.

Even the brightest and most enthusiastic learners will find it hard to keep up with their work with these absence levels. That is why we encourage the highest attendance possible.

## Recognising excellent attendance and punctuality:

Little Ilford School will reward students who have 100% attendance and punctuality. This can be done by recognising these students in assemblies, issuing certificates, special lunches in school, lunch passes to avoid the queue, etc.

Local Authority intervention, Penalty Notices and other legal interventions:

When systems and support put in place by the school do not work, the school will ask the local authority to intervene. There are a range of actions they can put in place, like a parent contract or support from other agencies too. However, in some cases, there is a need to use more severe actions, like issuing fixed penalty notices.

Penalty Notices (£80-£2500) can now be issued for a range of attendance-related offences, including unauthorised term-time holidays, poor attendance and poor punctuality, a child coming to the attention of the police in school time, or located twice or more in truancy sweeps in 6 months. Further details are available on [www.newham.gov.uk/schools/Attendance](http://www.newham.gov.uk/schools/Attendance).

Parents/Carers contact details:

It is important that the contact details of parents/carers are up to date so that in the event of an emergency or any other need, contact can be made.

Useful school contacts:

Pastoral Achievement Leaders and Deputy Pastoral Achievement Leaders:

Year 7 – Ms Dennis and Ms Hughes

Year 8 – Ms Egundebi and tbc

Year 9 – Mr Uylett and Ms Morrison

Year 10- Ms Louka and Ms Ofori

Year 11- Ms Lebreton and Ms Doubravska

Senior Leaders with attendance responsibilities:

Assistant Headteacher - Attendance Lead and Pastoral Line Manager and Behaviour Lead:  
Mr K Burke

Governor (Attendance):  
Mr Rashmi Makwana

Legal References:

Section 7 of the Education Act 1996 states that the 'parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable to his/her age, ability and aptitude, and to any special educational needs he/she may have, either by regular attendance at school, or otherwise.'



Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

The Children Act 1989 provides for a number of actions that can be taken to protect children's safety and welfare, on the premise that the welfare of the child is paramount. Further information can be found in the Department for 'Education Working Together' Document

A fuller list can be found in appendix 1.

## **Appendix 1**

### **Other relevant legislation and guidance Relevant legislation**

The Education Acts 1996 and 2002 The Children Act 1989  
The Crime and Disorder Act 1998  
The Anti-Social Behaviour Act 2003  
The Education and Inspections Act 2006  
The Sentencing Act 2020  
The School Attendance (Pupil Registration) (England) Regulations 2024  
The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007  
The Education (Penalty Notices) (England) Regulations 2007, as amended  
The Education (Information about Individual Pupils) (England) Regulations 2013  
The Children and Young Persons Acts 1933 and 1963 The Equality Act 2010

### **Relevant government guidance**

Children missing education  
Keeping children safe in education and Working together to safeguard children  
Special educational needs and disability code of practice: 0 to 25 years  
Elective home education  
Alternative provision: statutory guidance for local authorities  
Exclusion from maintained schools, academies and student referral units in England  
Supporting students at school with medical conditions  
Arranging education for children who cannot attend school because of health needs  
Promoting and supporting mental health and wellbeing in schools and colleges  
Preventing and tackling bullying Providing remote education