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# Attendance and Punctuality Policy



**Shaw  
Education  
Trust**

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At Streethay Primary we are committed to working together to ensure all children receive the best education possible and to enable them to make progress and do as well as they can. For this to happen children clearly need to be in school. This policy aims to make clear what is expected of parents and children and to assure parents of our willingness to work positively with them if problems arise.

## **Principles**

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community. The school will promote the importance of positive behaviour and good attendance through the curriculum and personal/social opportunities. Good attendance and behaviour by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. We will ensure that parents are aware of attendance matters as they relate to their child and work with them to ensure good attendance and punctuality.

All children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent.

The attendance policy includes procedural referral agreements that are designed to promote and safeguard the welfare of pupils.

## **Collaboration with VIP Education**

Streethay Primary School employ VIP EDC Ltd. They are an Independent Education Welfare Company who work with the school, to raise attendance and deal with welfare matters. They will communicate with you if there is an issue, they can support us with. Pupil's attendance will be monitored and may be shared with VIP EDC if it becomes a cause for concern. VIP EDC are GDPR Compliant and will not share personal data with any third party.

## **Attendance in Nursery**

We would encourage Nursery parents to follow the same principles and processes detailed in this policy. As a continuous provision we would emphasise the importance of establishing a consistent approach to attendance from an early stage. Whilst Nursery parents will not receive a fixed penalty notice for non-compliance with our policy, we would like to make it clear that all booked provision is chargeable, regardless of attendance. This means if you go on holiday in term time you will still be charged for provision. We may refer concerns about attendance without reasonable explanation to our Educational Welfare Officer VIP EDC.

When Nursery children are absent due to illness for more than a week and evidence of illness is provided, we will reduce charges for provision by 50% and hold the child's place.

## **Registration**

Schools are required by law to take an attendance register twice a day and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. Only school can authorise the

absence, not parents. Therefore, information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical appointments or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- **parents keeping children off from school unnecessarily**
- **truancy before or during the school day**
- **absences which have never been properly explained**
- **children who arrive to school after the close of the register**
- **school refusal**
- **holidays taken during term time that have not been authorised by the Head Teacher**

When completing the register, school follow the DFE school attendance guidance to determine which relevant code to use; <https://www.gov.uk/government/publications/school-attendance>

The register will be taken twice a day, at the start of the morning and the afternoon. **Morning registration;**

The morning register is taken at 8:35. Children arriving after the register has been taken but before 9:05 are recorded as late – L.

Registration closes at 9:05. Children arriving at school after this time are "late - after registration closes" and this will be recorded as an unauthorised absence unless there is an acceptable reason for the lateness – U.

#### **Afternoon registration;**

The afternoon register is taken at 1:00.

If lateness is a cause for concern, the following procedures will be followed;

- **Parents will receive a letter informing of the concern**
- **The Education Welfare Officer (EWO) from VIP Education will contact Parents to further discuss and offer support and advice to improve punctuality**
- **Parents will be invited to a meeting with the EWO. The discussion held will be documented by the EWO and an action plan to improve school attendance will be devised with Parents and the pupil during the meeting and a review date set if needed.**
- **If no improvement is seen, the school may follow Staffordshire County Councils Code of Conduct for issuing penalty notices for persistent lateness. More information can be found at;**  
<https://www.staffordshire.gov.uk/Education/Education-welfare/Attendance.aspx>

## Absence

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful.

Alternatively, parents or pupils may wish to contact the Education Welfare Officer (EWO) from VIP EDC themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office.

If a child is absent from school, we ask parents to:

- **Contact the school office by 9:30 on the first morning of absence**
- **Send in a letter explaining the reason for absence when the child returns to school**
- **Reply promptly to any request or inquiry concerning an absence**

If parents do not contact the school on the morning of the first day of absence, a member of the administration staff will try to contact them to find out the reason for absence. This ensures that the parent is aware their child is not in school enabling the parent, where necessary, to establish that their child is safe. If a reason for absence is not known by 10:30am, school will request the EWO from VIP EDC to establish contact either by telephone, text message or a home visit may be completed. We may trigger this before 10:30am where we deem necessary.

A reason for a period of absence is always required. The school will contact parents who have not offered a reason and after a two-week period, will mark the absence as unauthorised if no suitable reason is provided.

## Children Absent from Education

Schools have a duty by law to refer any child absent from education without explanation. Referrals are made to Staffordshire County Council (Children Absent in Education department) where they have been unable to make contact with the parent/child or have general concerns about the absence.

In order to avoid any referrals, parents are requested to inform the school if they are moving-house/area or country and to provide a forwarding address, contact number and the name of new school if known.

We follow the procedures set out in Staffordshire County Council's Children Missing in Education Policy <https://www.staffordshire.gov.uk/Education/Education-welfare/Children-missing-from-education.aspx>.

## Medical Absence

Schools have the responsibility to decide whether an absence can be authorised on medical grounds. In a few cases parents may be asked to provide evidence that their child is too unwell to attend school by providing a note from a medical professional. If the school has concerns about the level of medical absence that a pupil has incurred, they will contact the parents/carers to discuss it further and to find out whether their GP or other health professional has been contacted.

If attendance does not improve the school may request parents seek a note of explanation from the relevant health professional or may involve the school nurse. If despite the request for the note of explanation, no note is forthcoming, school may not be able to authorise absences unless satisfactory medical evidence is provided to support the pupil's inability to attend school.

## Long term medical absence

The school follow the procedures set out by Staffordshire County Council “Children who are missing Education due to Health/Medical Needs” More information can be found at; <https://www.staffordshireconnects.info/kb5/staffordshire/directory/advice.page?id=cwhbuUNF4cc>

## Medical and Dental Appointments

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays whenever possible. If this is not possible then confirmation of the appointment will be required, and a leave of absence form will need to be completed before we can authorise the absence. The leave of absence form can be found in the appendix and on our website. Children are expected to attend school prior to the appointment and parents expected to return their children to the school following the appointment whenever possible.

## Requests for leave of absence

Leave of absence requests, including holiday leave requests, may only be granted in exceptional circumstances.

If a parent wishes to request leave for their child for any reason they must apply in advance and in writing using the leave of absence request form which can be found on our website and at the end of this document. Where a child does not reside with both parents, it is the responsibility of the parent making the request to inform the other parent. The school will send a reply to both parents.

If a request for leave has not been received and we have reason to believe a pupil is on holiday, a letter will be sent to Parents requesting medical evidence. If no medical evidence can be provided the absence may be coded as unauthorised and a penalty notice request sent to the Local Authority. Parents will also be requested to attend a meeting with the Education Welfare Officer.

Any request made because of exceptional circumstances can only be judged on a case-by-case basis, taking into account individual circumstances. Requests should be made in writing at least 28 days before the period of requested absence, otherwise they will be automatically be unauthorised. Only the headteacher can overrule this, in discussion with the Academy Council, and only in exceptional circumstances, eg overseas funerals.

Even with the exceptional circumstances we will still consider the following on a case-by-case basis before permission can be granted:

- **Current level of school attendance including punctuality. Where attendance is below 93%, the absence may not be authorised, even in the case of exceptional circumstances;**
- **The current progress being made towards individual pupils’ academic targets;**
- **The time and length of the requested exceptional absence;**
- **The amount of exceptional absence that has been authorised previously. If an unauthorised leave of absence is taken, the school follow Staffordshire County Council’s Code of Conduct for issuing penalty notices for unauthorised leave of**

absence. More information can be found at;

<https://www.staffordshire.gov.uk/Education/Education-welfare/Attendance.aspx>

## Rewarding good school attendance

### Class Recognition

Attendance is monitored by Senior Leaders each week. Class attendance is displayed and each week winning classes are announced in assemblies. We celebrate increases in percentages and any classes above 97% (school target).

### Individual Recognition

Children with attendance at 100% or above each half-term receive a certificate and their certificate is displayed for the school community to see. At the end of the year the children with 100% for the whole year receive a special treat afternoon to celebrate their professionalism, such as, an afternoon tea or trip to the park.

### Monitoring attendance and lateness

The school aims to achieve at least 97% attendance each year. To help with this, we monitor attendance regularly. The school has established a system for monitoring attendance and lateness, the purpose and aims of which are as follows:

- **To improve the overall percentage of attendance and improve pupils' punctuality at school.**
- **To make attendance and punctuality a high priority for all those associated with the school including pupils, parents, staff and governors.**
- **To provide support, advice and guidance to parents and pupils.**
- **To develop a systematic approach to gathering and analysing attendance and punctuality related data.**
- **To develop and implement an effective system of communication between school and home.**
- **To reward good attendance and punctuality.**
- **To work effectively with the Local Authority and other agencies that support attendance and punctuality**

Our Independent Education Welfare Officer from VIP EDC regularly monitors children's attendance that fall below the school's annual attendance target. Where there appears to be a particular problem with attendance, the following procedures are applied;

- **A letter is sent to Parents informing them of a decline in school attendance and the need for this to improve due to the impact on the pupil's education**
- **If school attendance continues to decline, a further concern letter is sent to Parents**
- **If still no improvement seen, Parents and pupils will be invited into a meeting with the Education Welfare Officer to discuss the concerns and to offer support around any possible barriers or problems at home or at school which may be contributing to poor school attendance. The discussion held will be**

- **documented by the EWO and an action plan to improve school attendance will be devised with Parents and pupil during the meeting and a review date set if needed.**
- **If school attendance does not improve, the school may follow Staffordshire County Councils Code of Conduct for issuing penalty notice. More information can be found at; <https://www.staffordshire.gov.uk/Education/Education-welfare/Attendance.aspx>**

### **Circumstances where a Penalty Notice may be issued**

Parents/carers have the legal responsibility to ensure that their children attend school regularly and on time, properly dressed, with the correct equipment and ready to learn. Parents may be prosecuted if a child does not attend school regularly and punctually. This will be done under the 1996 Education Act, Section 444. It aims to ensure that parents carry out their duty to secure suitable education for their children. If a child is in the care of foster carers or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the school, education welfare services and social services where such a child's attendance is irregular.

Penalty Notices may be considered appropriate if one of the following criteria is met:

- **There is unauthorised persistent absence. "Persistent" means at least 20 sessions of unauthorised absence over a period of twelve school weeks, excluding holidays. These absences do not need to be consecutive.**
- **There is a period of absence not authorised by the head teacher or in excess of the period authorised by the head teacher.(e.g. family holiday)**
- **Persistent late arrival at school, i.e. after the register has closed. "Persistent" means at least 10 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.**
- **The presence of an excluded child in a public place at any time during school hours in that child's first five days of exclusion. An "excluded child" is one who has been excluded from school for a given period under the Education and Inspections Act 2006.**

A Penalty Notice will not be issued in respect of children in the care of the LA with whom other interventions will be used.

A session is equivalent to half a day in school.

#### **Other conditions**

There will be no limit on the times a Penalty Notice for unauthorised leave of absence can be used in an academic year.

In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child

Use of a Penalty Notice or formal warning of a Penalty Notice for unauthorised persistent absence / lateness will be restricted to one notice/ warning per parent of a pupil per academic year.

As part of this process the parent(s) will first be issued with a 20 day notice period, clearly advising that if unauthorised absence / lateness occurs in this 20 day period, a Penalty Notice may be issued. This is to allow the parents a further period to address their child's irregular attendance by working with the school or other agencies. It is part of a scaled approach and affords the parents an opportunity to avoid receiving a penalty notice. This is seen as good practice and integral to a proportionate response.

Therefore, the process is as follows:

- **School completes and signs a penalty notice request form.**
- **School provides the pupils attendance registration certificate signed by the Head teacher / Principal – or their nominated deputy – confirming that non-attendance / lateness during the period was unauthorised.**
- **School provides an assessment and plan which demonstrates that the use of a Penalty Notice is now the appropriate action to improve the child's school attendance / punctuality.**
- **The local authority issues a 20 day Warning Notice to the parent (s) advising them of the possibility of a Penalty Notice being issued and that the child must have no unauthorised absence / lateness during the set period.**
- **If there are unauthorised absences / lateness in the period and after due consideration of the facts of the case with the school, issue a Penalty Notice through the post.**

**Please note:**

Where the Penalty Notice is requested from a school in response to a leave of absence (holiday) related unauthorised absence or is in relation to an offence under section 103 of the Education and Inspections Act 2006, the formal warning letter and 20 day improvement period will not apply.

All Penalty Notices are entered onto a database maintained by Families First to ensure that no duplicate Penalty Notices are issued.

Use of a Penalty Notice or formal warning of a Penalty Notice for unauthorised persistent absence / lateness will be restricted to one notice/ warning per parent of a pupil per academic year.

**Payment of Penalty Notices:**

Arrangements for payment will be detailed on the Penalty Notice.

The penalty notice fine would be:

- **£60 per parent per child if paid within 21 days, rising to**
- **£120 per parent per child if paid between 21 – 28 days.**

If the fine is not paid within 28 days you may be prosecuted under section 444 (1) of the Education Act 1996.

If prosecution takes place under section 444(1) of the Education Act 1996 the maximum fine is £1000 per parent per child. This reflects the seriousness of unauthorised absence from school.



The County Council retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event of non-payment).

### **Non-payment of Penalty Notices:**

Non-payment of a Penalty Notice will result in the withdrawal of the Penalty Notice and will trigger the fast-track prosecution process under the provisions of section 444(1) of the Education Act 1996.

### **Elective Home Education**

If school receives written notification from parents that they wish to home educate their child then we will inform the Local Authority of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record. Prior to making a decision to Elective Home Educate, Parents are requested to contact Staffordshire County Councils Elective Home Education department; <https://www.staffordshire.gov.uk/education/Elective-Home-Education/Elective-Home-Education.aspx>

### **Summary**

It is vital to a child's progress that they attend school as often as possible and that they are on time. There are strong and proven links between pupil attendance and educational achievement. Attendance of less than 95% (equivalent to 9.5 days or more absence in a school year) has been shown to compromise pupil attainment. An attendance of 90% is equivalent to missing 19 days or nearly 4 weeks from school in a year. Only 10% of pupils who are persistently absent from school achieve 5 A\*-C grades at GCSE.

### **Impact of absence:**

- **90% attendance = 19 days off school**
- **85% attendance = 29 days off school (a whole half term!)**
- **80% attendance = 38 days off school**
- **70% attendance = 57 days off school (a whole term!)**

### **Impact of lateness:**

- **Over a school year –**
- **5 minutes late every day = 3 days absent**
- **15 minutes late every day = 10 days absent**
- **30 minutes late every day = 19 days absent**

If parents have any concerns relating to attendance or lateness that they wish to discuss, they should contact the Headteacher in the first instance. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible. Equally, parents have a duty to make sure that their children attend.

#### **GREEN GROUP**

97% - 100%

**WELL DONE - THIS IS EXCELLENT!**

#### **YELLOW GROUP**

90.1% - 95.9%

**LOW ATTENDANCE**

#### **RED GROUP**

Less than 90%

**PERSISTENT ABSENCE PUPIL**

# Leave of Absence Form

## APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If in exceptional circumstances you require your child to be absent in term time, please complete this form and return it to the school at least 28 days before the date you wish to remove your child from school.

<b>Pupil Name</b>	<b>DOB</b>	<b>Class</b>
<b>Today's Date</b>	<b>Home Address</b>	<b>Reason for absence</b>
<b>First day of absence</b>	<b>Date of return to school</b>	<b>Number of days req.</b>

**Please attach a letter in writing outlining why your child is off school during term time plus a copy of your holiday booking confirmation or other relevant information to support your application i.e. Hospital Appointment Letter.**

*I understand that if the absence request is unauthorised Education welfare will be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school i.e £60 per parent per child, so for a family of four the fine would be £240. I understand that if I do not pay this it may result in legal action. Please refer to the Department of Education website [www.education.gov.uk](http://www.education.gov.uk) or Staffordshire County Council website [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk) for further information.*

**Name of Parent/Carer making application:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please ensure you are giving at least 28 days' notice of the proposed absence)

(NB – if you proceed to take the requested dates this may result in a Penalty Notice being issued)

**B. FOR OFFICE USE ONLY**

<b>Pupil Name</b>	<b>Class</b>	
<b>Total number of absences taken so far in academic school year</b>	<b>Total number of absences taken so far in academic school year</b>	<b>Possible attendances so far in academic year</b>
<b>No. of lates</b>	<b>No. of unauthorised absences so far</b>	

**AUTHORISED:**

**Your request has been authorised for the following dates:**

\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Number of days

**UNAUTHORISED:**

**Your request for a leave of absence during term time has not been authorised because:**

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**Signed** \_\_\_\_\_

**Mr Stuart Taylor – Headteacher**

**Date:**

# Attendance Checklist Staff Summary

All planned absence should be submitted on a Leave of Absence request form 28 days in advance of the absence. This includes holidays and medical appointments. Unauthorised absence (including holidays) can result in a fixed penalty notice.

## Registration

- Doors open at 8:35
- Morning registration is at 8:45
- Children who arrive before 9:05 receives a late mark.
- Children who arrive after 9:05 without a legitimate explanation can have the session marked as unauthorised absence.
- Afternoon registration is 12:45pm or 1pm.

## Unplanned Absence/illness

- Parents should notify the office via phone, email or in person before 9:30am on the first day of absence.
- If parents do not contact the school to give an explanation for absence the office will make contact via text, phone and/or email.
- If no contact is received by 10:30am on the first day of absence a referral should be made to VIP EDC who will follow up the absence. The Headteacher should be made aware of the referral/situation.

## Monitoring Attendance

- Attendance below 94% will be monitored closely.
- If attendance is deemed to be a problem a letter will be sent to the parent informing them of the decline/concern about attendance.
- If there is no improvement the Educational Welfare Officer will support the school by organising a meeting and action plan.
- If there is still no improvement the school will seek to apply a Penalty Notice inline with guidance from Staffordshire Council (this does not apply to Nursery/EYFS).

## Missing in Education

- Day 1-5 best endeavours will be made by the school and VIP EDC to locate the child.
- After 5 days a referral to be made to **Children Missing Education, Staffordshire County Council, Families First, Faraday Road, Stafford ST16 3NQ**  
Telephone: 01785 278999 or 895966 Email: [cme.referrals@staffordshire.gov.uk](mailto:cme.referrals@staffordshire.gov.uk)