

Thames View Junior School

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Attendance and Admissions Policy

Updated by Jade Lines

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Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Parents are primarily responsible for ensuring that children attend school and it is the school's responsibility to support attendance and to take seriously problems which may lead to nonattendance. Parental responsibility extends beyond securing regular school attendance, so it is also important that parents ensure that their children arrive at school on time.

Ofsted considers the effectiveness of school's attendance figures by:

- Overall absence and persistent absence rates for all pupils, and for different groups, in relation to national figures for all pupils
- The extent to which low attenders are improving their attendance over time and whether attendance is consistently low (in the lowest 10%)
- Punctuality in arriving at school and at lessons

We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to create a safe, happy and rewarding environment for all children so that all children want to attend school. We will make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

We recognise that children alone cannot be responsible for their own regular and punctual attendance at school. At all times, parents are encouraged to take an active role in the school life and to share and support their children's learning. Through our Home-School Agreement, parents agree to ensure that their child

attends school regularly and punctually. We keep parents regularly informed about their children's attendance in a variety of ways.

1. Aims

We aim and work towards ensuring that all pupils value their education and rarely miss a day at school. No groups of pupils should be disadvantaged by low attendance. We aim to have exceptionally high levels of attendance for all children.

- Our school aims to meet its obligations with regard to school attendance by:
- Ensuring every pupil has access to the full-time education to which they are entitled to
- Promoting good attendance and punctuality
- Reducing absence, including persistent absence

Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality at the beginning of a school day and to lessons. We also work with families to ensure they collect their children on time from school.

Our approach to attendance is supportive, inclusive and rooted in early intervention. We seek to understand the individual barriers to attendance and work collaboratively with pupils, parents/carers and relevant professionals to remove those barriers. Where support does not result in sufficient improvement, or where parents/carers do not engage with support, the school will consider formal attendance interventions and, where appropriate, legal intervention.

2. Legislation and guidance

This policy has been developed in accordance with the Department for Education's statutory guidance, *Working together to improve school attendance: statutory guidance for maintained schools, academies, independent schools and local authorities* (DfE, updated July 2026), and should be read alongside the following legislation and guidance:

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Education (Pupil Registration) (England) Regulations 2006, as amended
- School Attendance (Pupil Registration) (England) Regulations 2024

- Children Missing Education – statutory guidance for local authorities
- Keeping Children Safe in Education
- The school's safeguarding and child protection procedures
- The London Borough of Barking and Dagenham attendance and penalty notice procedures.

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

This policy complies with our funding agreement and articles of association.

3. School procedures for Registration/Attendance registers

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the morning session and once during the afternoon session. It will mark whether a pupil is:

- Present or Absent
- Any amendment to the attendance register will include:
- The reason for the amended entry e.g.
- Attending an approved off-site educational activity Unable to attend due to exceptional circumstances Lateness
- DfE attendance codes. (APPENDIX 1)
- Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Procedures

Gates open for all children to enter the school grounds at 8:30am. A bell is rung at 8.35am, which signals for parents to leave the school grounds whilst the class teachers ensure children are ready to enter classrooms at 8:40am. Gates are closed again at 8:40am. The register is taken by the class teacher on Bromcom. Teachers to save and close registers at 9:00am. Children arriving after 8:40am or arriving after the Register has been taken (9:00am) will need to enter via the Main Reception to be registered by the Admin team and they will be marked late (L) . Any child arriving late to school at 9:30am or onwards will be marked as 'U'.

If children arrive during the day (after a Medical Appointment etc.) they will need to enter via the Main Reception to be registered by the Admin team. Parents need to sign them in and if here for the afternoon, they will be registered then.

The afternoon register is taken at 1:30pm for all year groups.

4. Unplanned Absences

Parents must notify the school on the first day and every day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9:00am or as soon as practically possible

For the process for unplanned absence see 'First Day Calling ' (APPENDIX 2)

Parents contact the school and can speak directly to the attendance lead. They can also leave a voice message on the attendance mailbox. Bromcom also has an absence reporting feature which parents have access to also.

If a pupil is absent and the school has received no contact from the parent(s) then the attendance lead will telephone and text directly to the parent informing them that they must respond with details of the absence.

If a child who is on the child protection register is absent from school, then the attendance officer must report this to the safeguarding team.

If a child who is in the SEND Persistent absentee monitoring group, is absent from the school, then the SENDCo must be informed.

If by the second day contact between home and school has still not occurred, then the attendance lead will:

- Make further calls and send an email to the parent
- Try and ascertain if there are other numbers on which the parents can be contacted

If by the third day, there is still no contact then the safeguarding team **MUST** be alerted to investigate whether a home visit is to be conducted.

The school safeguarding team may conduct an announced or unannounced home visit at any time to ensure the safety and well-being of a child. Each case will be assessed individually based on its specific circumstances.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. Medical evidence must be provided if the absence is more than three days or the pupil's attendance is under particular scrutiny due to a poor absentee rate.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Child Missing Education (CME)

The school will continue to try and establish contact with home via various means including pupil's friends and parental acquaintances. However, if after 10 days no

contact has been made then CME proceedings are initiated utilising the LA's BACME service. A full procedural flowchart is available.

Where a pupil is absent without explanation and the school is unable to establish the pupil's whereabouts, the school will follow its safeguarding procedures and work with the local authority in accordance with current Children Missing Education statutory guidance and LBBD procedures. Any referral or action will be taken in accordance with the circumstances of the individual case.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an unauthorised absence unless advance notice is provided.

We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents must use official appointment cards or letters when informing the school about medical or dental appointments. Our school admin staff will make a copy of the letter to store in the child's personnel file. Also, a second copy will be scanned into the Bromcom system.

If a child becomes unwell whilst on the school site, only a member of SLT can authorise a child to leave the school site. Parents will be contacted to collect the child.

When a child leaves the school site for such appointments, they must sign out using the inventory system in the main reception area.

Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

The school values good punctuality as much as it values good attendance. Pupils and parents are constantly reminded via: newsletters, school magazines, letters, assemblies, parents' evenings, annual reports, parent meeting about the benefits of having good punctuality.

The attendance lead will track and monitor children who are late: -

- First 5 lates accumulated, by a family, will result in a letter being sent home, along with a phone call from the attendance officer to offer support to families. (Appendix 5)
- A total of 10 lates will result in a phone call home from the SBM to offer support to families.
- A total of 20 lates will result in face-to-face meetings with SLT.

- If further lates are accumulated, Ann Colloff (PL admissions link advisor will be involved).
- Any child who arrives at school after 9:30am, a 'U' code will be issued, this will be tracked and monitored by the admissions officer. The 'U' code counts as an unauthorised absence and can be included when considering a penalty notice for irregular attendance.

Late collection

Children may only be collected by an adult (16 years or older) whose details have been provided to the school prior to collection by a parent/carer. We ask all parents to make sure their child is collected on time by an adult at the end of the school day 3.10pm.

Children can get upset if they are not collected on time. If your child is not collected by 3.25pm, we will try and contact you. Children will be taken to after school club at 3.30pm while waiting for parents to arrive. Parents will incur a charge if this happens. If we cannot make contact, we will telephone other authorised adults that you have given us details for.

If we cannot make contact within 1 hour, we will contact Social Care or the Police. To help us keep your child safe, please inform the school office if someone other than you or the usual person is going to collect your child at the end of the day.

The attendance lead will keep a tracker for late collection tracking late pick up times after school.

If a child is collected late 5 times or more, then the attendance lead needs to bring this to the attention of the SBM. The SBM will then meet with parents offering support. If there is no improvement with the number of late collection times, then a safeguarding concern must be raised by the attendance officer.

5. Authorised and Unauthorised Absence

The Headteacher will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.

- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional.
- Out of school programmes such as music, arts or sport, operating at a high level of achievement. Documentary evidence of this event will be required.
- Religious observance – “on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs” The Education Act 1996 S444(3) (c).
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional. Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents to show clear evidence that this absence is absolutely an exceptional circumstance.
- The school does not permit children to go home early during curriculum hours, unless exceptional circumstances. Evidence may be requested.
- We will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.
- Valid reasons for authorised absence include:
 - Illness and medical/dental appointments (with medical evidence if required)
 - Bereavement
 - Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. A maximum of two days is granted.
 - Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

Should the school not deem an absence as authorised, then it will be recorded in the register and monitored in case of repeat offences.

As the school believes that poor attendance prejudices achievement, attainment and progress it will not sanction ‘term time holidays. All requests to remove a student from school to attend a holiday during term time will be denied.

All absences during term time for holiday purposes will be recorded as unauthorised and may result in ‘parental fixed penalty fines’. (See Legal Sanctions Section)

Legal sanctions

The school will work with the local authority in accordance with the local authority's Code of Conduct when considering legal intervention for irregular attendance.

Where the national threshold is met, the school will consider whether a request for a Penalty Notice is appropriate and will work with the local authority in accordance with its current Code of Conduct.

A Penalty Notice must be considered where a pupil has accrued **10 sessions of unauthorised absence (usually equivalent to 5 school days) within a rolling 10-school-week period**, subject to the circumstances and requirements set out in the local authority's Code of Conduct.

The national framework provides for a fine of **£80 per parent, per child if paid within 21 days, increasing to £160 if paid within 28 days**.

A second Penalty Notice issued to the same parent for the same child within three years is charged at £160, with no reduction for early payment. A third or subsequent offence within three years may result in prosecution rather than a further Penalty Notice.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

6. Strategies for Promoting Good Attendance

Good attendance is promoted throughout the school. We engage with families to ensure that they understand the value of ensuring that their children attend every day. Letters, texts, parent information evenings, newsletters, school magazines and the website all promote an ethos of high expectations and standards of attendance and punctuality.

Pupils are rewarded for good, and just as importantly, improved attendance and punctuality. Initiatives such as:

- 100% weekly attendance dojo points
- Published results weekly in Primary Newsletter
- Non-uniform days

7. Attendance Monitoring and Intervention

The attendance lead and Inclusion lead are constantly monitoring school attendance and pupil absence. As safeguarding our pupils at Thames View Junior is of paramount importance, the attendance lead works extremely closely with all members of the pastoral and safeguarding teams.

The Attendance lead joins the inclusion team and Attendance officer Ann Colloff (PL attendance lead) on a fortnightly basis, at these meetings every pupil's attendance and absence patterns are monitored and scrutinised.

Where necessary measures are put in place to support pupils and their families understand the necessity for good attendance and inform them that should the

attendance not improve without authorised reasons then further measures will be sanctioned which may include the involvement of the Education Welfare Service.

Measures include:

- When a child's attendance drops to 94%, the attendance officer will send a letter (appendix 6) to the family to inform them of the attendance drop. If the attendance rate does not increase, then the family will be referred to the School Business Manager to intervene alongside the safeguarding team.
- When a child's attendance drops to 93%, the attendance officer will send a medical evidence letter which means any absences not supported by medical evidence will be unauthorised.
- Meetings/ telephone meetings with pupils and their families
- Parental meetings (Including 'parental attendance contracts' (APPENDIX 3) NPR proceedings (involving the EWS)
- Court action. Thames View Junior will always pursue this course of action when all other measures have been exhausted.

These are internal monitoring and intervention triggers set by the school.

Persistent Absence

See 'Persistent Absence Attendance Flowchart (APPENDIX 4)

The school will not wait until a pupil reaches the persistent absence threshold before providing support. Attendance concerns will be identified and addressed at an early stage.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

Vulnerable students including CP, CIN and LAC are monitored on a weekly basis and parents, carers and CSC are constantly updated and informed of any absence.

Severe Absence

Severe absence is attendance at 50% or below. Pupils experiencing severe absence require a more intensive and individualised response. The school will work closely with the pupil, parents/carers, the local authority and other relevant services to understand the barriers to attendance and develop an appropriate support plan.

8. Roles and responsibilities

The Governing Body:

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

The Headteacher:

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and refers cases through the local authorities process.

The Attendance Lead:

- Monitors attendance data at the school and individual pupil level
- Meets with SLT, Inclusion Lead and safeguarding team to implement strategies to combat poor attendance of individuals and groups
- Arranges meetings/telephone meetings with parents to discuss attendance issues
- Works with education welfare Service and Ann Colloff (PL attendance lead) to tackle persistent absence
- Advises the Headteacher when refer a penalty consideration by the local authority

Learning Leaders & Senior Leadership Group:

- Promote good attendance and its ethos
- Devise motivational initiatives to improve year group and phase attendance
- Monitor absence and attendance alongside the attendance lead
- Meet with pupils and parents of concern
- Conduct home visits

Class teachers:

- Ensure that registers are accurately taken on Bromcom
- Support the ethos of good attendance
- Monitor patterns of attendance and punctuality, informing SLT, Safeguarding Team and phase leads with concerns.
- Use provided data enable pupils to engage with their own attendance profile

9. Admissions process

- Admissions Lead will check the SAMS system on a weekly basis to ensure families who have been allocated a place at TVJ, are contacted within 10 working days.

- Admissions lead will organise and complete an admissions interview with the family.
- Admission lead will allow at least x3 working days' notice for class teachers before a child is admitted into TVJ.
- Admission lead will email class teachers information collated during admission interview to ensure class teacher has much information as possible before the child starts at TVJ.
- Admissions lead will organise a phonics and /or EAL assessment with the EAL lead, if required.
- Admissions lead will ensure any medical needs are assessed appropriately, e.g any medical training that needs to be undertaken before the new pupil starts at TVJ. This information is also passed onto the class teacher x2 days prior the pupil starting at TVJ.

Links with other policies

This policy is linked to our:

Child Protection and Safeguarding Policy

Behaviour Policy

Exclusions Policy

Teaching and Learning Policy

London Borough of barking and Dagenham- Penalty notice code of conduct for irregular School Attendance [LBBD-penalty-notice-code-of-conduct-2020.pdf](#)

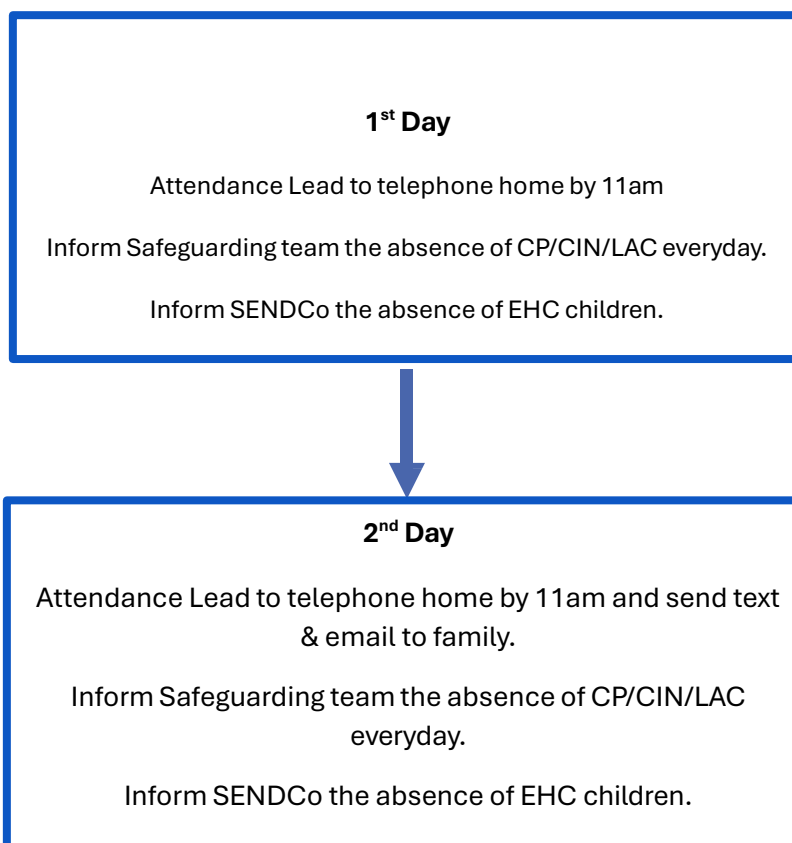
Appendix 1: Attendance Codes

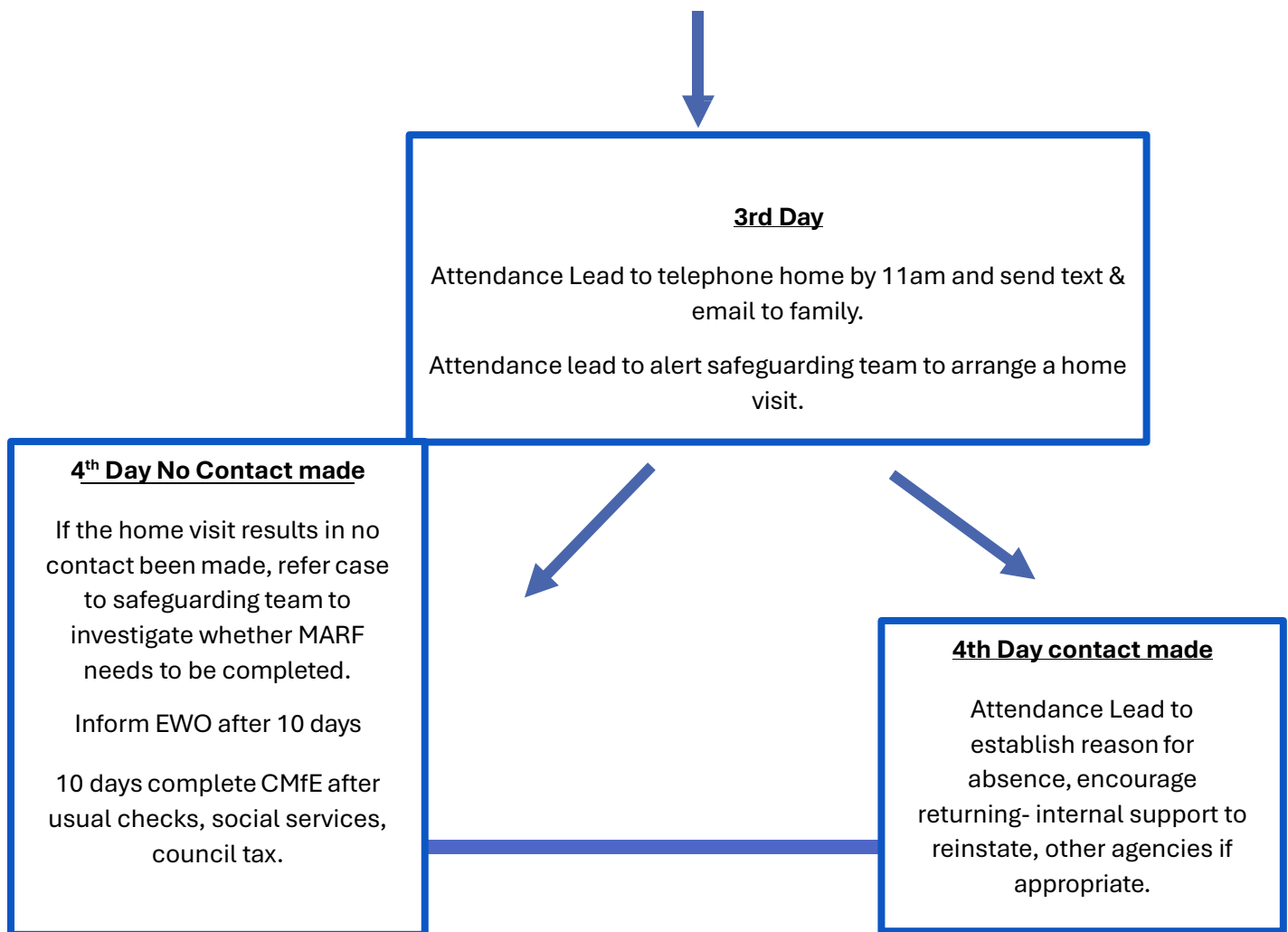
The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (AM)	Pupil is present at morning registration
\	Present (PM)	Pupil is present at afternoon registration
L	Late Arrival	Pupil arrives late before register has closed
B	Off—site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual Registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Authorised Absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised Holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/Dental Appointment	Pupil is at a medical or dental appointment
R	Religious Observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examination
T	Gypsy, Roma and Traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised Absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil 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)
O	Unauthorised absence	School is not satisfied with reason for pupils absence
U	Arrival after registration	Pupil arrived at school after the register closed
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is close, there is disruption to travel as a result of local/national emergency, or pupil is in custody
Z	Pupil is not on admission register	Register is set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/ INSET day

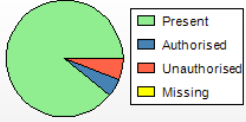
Appendix 2: First day calling protocol





Appendix 3: Attendance Contract

<u>Thames View Junior</u> <u>Attendance Contract</u>
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Name and image of child:	NAME OF CHILD Analysis of session marks 01/09/2020 - 28/04/2021  <table border="1" style="font-size: 0.7em; margin-top: 5px;"> <thead> <tr> <th>Description</th> <th>Sessions</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Present</td> <td>149</td> <td>89.2</td> </tr> <tr> <td>Authorised Absence</td> <td>8</td> <td>4.8</td> </tr> <tr> <td>Unauthorised Absence</td> <td>10</td> <td>6.0</td> </tr> <tr> <td>Possible Attendances</td> <td>167</td> <td></td> </tr> <tr> <td>Including</td> <td></td> <td></td> </tr> <tr> <td>Approved Educational Activity</td> <td>0</td> <td>0.0</td> </tr> <tr> <td>Late before reg closed</td> <td>1</td> <td>0.6</td> </tr> </tbody> </table>	Description	Sessions	%	Present	149	89.2	Authorised Absence	8	4.8	Unauthorised Absence	10	6.0	Possible Attendances	167		Including			Approved Educational Activity	0	0.0	Late before reg closed	1	0.6	PHOTO OF CHILD
Description	Sessions	%																								
Present	149	89.2																								
Authorised Absence	8	4.8																								
Unauthorised Absence	10	6.0																								
Possible Attendances	167																									
Including																										
Approved Educational Activity	0	0.0																								
Late before reg closed	1	0.6																								
Date of birth:																										
Address:																										
Current attendance recorded on Bromcom:																										
People attending the meeting:																										
Actions agreed:																										
Attendance Target to be achieved by when?																										
Date:																										
Parent/carers name:																										
Parent/carers signature:																										
SLT member name:																										
SLT signature:																										

Appendix 4: Persistent Absence Attendance

Attendance Lead, safeguarding and Inclusion Lead to meet fortnightly to identify pupils below 95%.



Children with an attendance between 95 % and 93% to be contacted via telephone by Attendance lead. Attendance lead to also send letter home informing them of their child's attendance if below 94%.

Children with an attendance below 93% to be invited to meet with SBM to discuss attendance and potential attendance contract.



If attendance continues to drop for each identified pupil then Ann Colloff (PL attendance lead) to be involved to send letter **Notification of Parent Responsibility (NPR-monitoring period 2 weeks)**



Attendance lead to arrange school attendance panel meeting (SAP)- 10 days' notice for parent/carers to attend, attendance below 85%.



Further absences attendance lead & PL/LA start court proceedings and section 9. Also see London Borough of Barking and Dagenham

Appendix 5:

Total of 5 lates letter:

Dear Parent/Carer,

We are writing to raise our concern about **CHILD'S NAME's** punctuality. Since **DATE**, they have been late to school on five occasions.

Regular and punctual attendance is important to ensure your child does not miss valuable learning and is able to make the most of the school day.

If there is anything affecting CHILD'S NAME's ability to arrive on time, please speak with their class teacher or a member of the Senior Leadership Team. We are keen to understand any difficulties and will work with you to provide appropriate support.

If lateness continues without improvement, the matter may be referred to the Attendance Officer from Partnership Learning. Continued poor attendance or punctuality may result in further action, including legal sanctions where appropriate.

We hope to see an improvement and will continue to monitor the situation. Please contact the school if you would like to discuss this further.

Thank you for your support and cooperation.

Yours sincerely,

Attendance Officer

Appendix 6:

Attendance Letter:

Dear Parent /Carer,

I am writing to you because CHILD'S NAME attendance has become a cause for concern. It currently stands at INSERT PERCENTAGE. The school monitors attendance regularly and considers individual attendance patterns, the number and nature of absences, persistent or severe absence, and the impact of attendance on the pupil's education and wellbeing.

The Law

Children must attend school under Section 7 of the Education Act 1996. Poor attendance at school can result in one or more of the following:

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a fine (sometimes known as a 'penalty notice')

Regular attendance is an important factor in a child's academic success. When pupils are frequently absent, it is difficult for them to keep up with their school work and this could affect their life chances. For this reason, we take school attendance very seriously.

If your child is going to be absent from school, it is important that you contact the school on the first day of the absence to inform us of the reasons. If this continues for more than one day, you should make contact with the school on a daily basis to keep us updated.

We are keen to work with you to address any barriers to your child's attendance. If you require any advice or support on this matter, please get in touch with me to discuss this and we will do our best to help.

Yours sincerely,

Attendance Officer

<u>GREEN</u> Pupils with attendance from 96% to 100%
<u>AMBER</u> Pupils with attendance from 90% to 95.9%
<u>RED</u> Pupils with attendance Below 90%