



Pool Hayes Primary School

Attendance policy

At Pool Hayes Primary School we set a minimum attendance target of
95%

Approved by:

Chair of Governors – Tahra Hussain

Date: September 2023

Last reviewed on: September 2023

Next review due by: September
2024

Contents

1. Aims	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. Recording attendance	4
5. Authorised and unauthorised absence	5
6. Strategies for promoting attendance.....	7
7. Attendance monitoring	7
8. Monitoring arrangements	8
9. Links with other policies	8
Appendix 1: attendance codes	9
Appendix 2: first late letter.....	11
Appendix 3: second late letter and meeting invite	12
Appendix 4: amber attendance letter.....	13
Appendix 5: first red attendance letter	14
Appendix 6: second red attendance letter and meeting invite	15
Appendix 7: green attendance congratulations letter.....	16

1. Aims

At Pool Hayes Primary School we are committed to meeting our obligations in relation to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- 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 in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)

- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.
- [Securing good attendance and tackling persistent absence 2022](#)

3. Roles and responsibilities

3.1 The governing board

The governing board 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.

3.2 The Headteacher

The Headteacher, Mrs Kelly Vaughan, is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.3 The Parent Support and Attendance Officer

The Parent Support and Attendance Officer, Mrs Dawn Davis:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Liaises with education welfare officers regarding when to issue fixed-penalty notices

3.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

3.5 School office staff

School office staff are responsible for taking calls and messages from parents about absence and record it on the school system.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. Registers will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional

circumstances See appendix 1 for the DfE attendance codes.

All pupils must arrive in school between 8.45 and 8.55am on each school day.

The register for the first session will be taken at 8.50am and kept open until 9.00am. The register for the second session will be taken at 1.15pm

4.2 Unplanned absence

Parent/carers must notify school on the first day of an unplanned absence as soon as practically possible (see also section 7). Absences can be reported to the school office in the following ways:

- A telephone call to 01902 368144 - Parents/carers can choose to leave a message or speak to a member of the office staff
- A message to the attendance class on Class Dojo
- Informing the member of staff on gate duty in the morning

All absence due to illness will be marked as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

For children whose attendance is below 90%, medical evidence may also be requested for an illness.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies school in advance of the appointment.

Planned absences can be reported in the following ways:

- A telephone call to 01902 368144- Parents/carers can choose to leave a message or speak to a member of the office staff
- A message to the attendance class on Class Dojo – this account can be accessed by all office staff

- Informing the member of staff on gate duty in the morning

However, we encourage parents/carers 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/carers must also apply for other types of term-time absence as far in advance as possible of the requested absence. Please see section 5 to find out which term-time absences school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.
- These children will automatically be logged by the system as being in the school building in case there is an emergency such as a fire alarm etc.

Lateness is monitored half termly by our Attendance Officer, Headteacher and Education and Welfare Officer (EWO). Monitoring takes place on a weekly basis.

Where a child is identified as having 5 or more late registration codes in a half term period parents/carers will receive a late letter (see appendix 2) informing them and offering support in improving punctuality.

If punctuality has not improved by the next half termly monitoring, parents/carers will receive a second late letter (see appendix 3) asking them to make an appointment with the Headteacher to discuss what needs happen moving forward.

Where, on rare occasions, punctuality does not improve after a meeting with the Headteacher parents/carers will be referred to the education and welfare officer for additional intervention. This can include issuing fixed penalty notices.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by a phone call in the first instance. Where school is unable to contact a parent/carer, we may choose to visit the home address to ensure the child is safe.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

Attendance will be reported to parents/carers each term on the child's interim report or end of year report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. All leave of absences are granted at the Headteacher's discretion.

School considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons we may grant an 'exceptional circumstance' for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- 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.

This list is not exhaustive and each application for an authorised term time absence will be considered individually.

Please note, annual holidays are not considered to be exceptional circumstances.

5.2 Unauthorised absence

In line with requirements set by the Department for Education, absences for events such as holidays or days out will not be authorised.

Where parents/carers are planning to remove their child from school for a holiday, day out or planned event they are required to complete a holiday notification form (see appendix 7) and return it to school with as much notice as possible.

On receipt of the completed form, school will issue an acknowledgment letter (see appendix 8) to confirm that attendance registers have been amended and to inform parents/carers that the absence will be recorded as unauthorised. All unauthorised absences will be shared with our Local Authority Education and Welfare Officer (EWO) who may pursue the absence further, which could include a fine being issued.

5.3 Reducing persistent absence

Absences are monitored weekly by the school and Education and Welfare Officer.

Where a child's attendance is in danger of slipping below 95%, the school will contact parents/carers using the early concern letter (see appendix 4)

Where a child is identified as having attendance below 95% the school will inform and work with parents/carers using our colour coded attendance system:

- Pupils with attendance below 95% but above 90% will be placed in the amber category and parents/carers will receive an amber attendance letter (see appendix 5)
- Pupils with attendance below 90% (considered persistent absence by the Local Authority and DFE) will be placed in the red category and parents/carers will receive a red attendance letter (see appendix 6)
- If attendance of pupils in the red category has not improved at the next half termly review, parents/carers will receive a second red attendance letter (see appendix 7) asking them to make an appointment with the Headteacher to discuss what support is needed to improve the pupil's attendance.

At all stages, attendance information is shared with the education and welfare office, who may contact parents/carers for further discussions.

Where, on rare occasions, attendance does not improve after a meeting with the Headteacher, parents/carers will be referred to the Local Authority for additional intervention. This can include parenting contracts, education supervision orders, parenting orders, issuing fixed penalty notices or attendance prosecution.

5.4 Legal sanctions

School or the local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fixed penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

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

6. Strategies for promoting attendance

Parents/carers are informed of their child's excellent or improved attendance of 95% or above. A green attendance category letter (see appendix 9) is sent to all parents/carers termly.

Attendance focus weeks will be held half-termly to promote the importance of attending regularly. Rewards will be given to children who attend each day. Children with long-term medical conditions will receive the necessary adaptations to enable them to meet their personal target for focus weeks.

7. Attendance monitoring

The school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to notify school in the morning if their child is going to be absent due to ill health (see section 4.2).

Parents/carers must inform school if an absence is expected to last more than one day.

If a pupil's absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss when the pupil will be returning to school.

If a pupil's absence continues to rise after communications, letters and meetings with the parents/carers, the education welfare officer may choose to contact parents/carers.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be 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. School will compare attendance data to the national average, and share this with the governing board each term.

We will collect and store attendance data internally. This data is used to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the Headteacher. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND policy

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 a 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		
Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
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 examinations
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 after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Appendix 2 – First late letter template

<<school header>>

<<date of printing>>

Dear Parent/Carer of {Pupil Name},

We have noticed that {Pupil Name} is often late in the mornings. Since the beginning of this academic year, they have been late on {number} occasions.

We know that mornings can be difficult for some pupils, and we are keen to help to improve {Pupil Name}'s attendance.

We would love to talk to you to discuss avenues for support to help {Pupil Name} attend school well. If there are ways in which we can support you, please contact Mrs. Davis via Class Dojo to make an appointment or arrange a phone call.

Yours sincerely,

Mrs Kelly Vaughan

Headteacher

Appendix 3 – Second late letter template

<<school header>>

<<date of printing>>

Dear <<salutation>>

Since the beginning of this academic year, <<child's name>> has been late on <<number>> occasions and <<number>> more since we last contacted you. A registration certificate is enclosed for your information.

Lateness has a large impact on your child's learning as they are arriving at school after their first lesson has started and the teacher has explained what is expected for that session. This is unsettling for your child as well as being disruptive for the other pupils.

As this is your second consecutive late letter, we politely ask that you contact school to arrange a meeting to discuss how we can support you further in ensuring your child arrives at school on time each day.

Yours sincerely,

Mrs Kelly Vaughan

Headteacher

Appendix 4 – Early Concern Letter

Dear Parent/Carer of {Pupil Name}

We need your help, please.

{Pupil Name} has been absent for {#} days of school, which is equal to {#} lessons missed so far this school year.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](#) is designed to support families in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At Pool Hayes Primary School we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on {Pupil Name's} absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please contact {Pupil Name}'s class teacher or Mrs Davis via Class Dojo if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

Mrs. Kelly Vaughan

Headteacher

Attendance	99 - 100%	96.5- 98.9%	95-96.4%	90- 94.9%	Below 90%
	Excellent	Good	Satisfactory	Need to improve	Concern

Appendix 5 – Amber Attendance letter template

<<school header>>

<<date of printing>>

Dear <<salutation>>

Your child is in the AMBER group for school attendance

Since the beginning of this academic year, <<child's name>> attendance percentage is <<%>>. A registration certificate is enclosed for your information. At Pool Hayes Primary we set a minimum attendance target of 95% and where attendance falls below this, our policy states that we will contact parents/carers to inform them. Please see the table below for percentages.

Attendance	99 - 100%	96.5- 98.9%	95-96.4%	90- 94.9%	Below 90%
	Excellent	Good	Satisfactory	Need to improve	Concern

We operate a colour-coded system of attendance at Pool Hayes Primary to allow us to support all families in ensuring their child's attendance is 95% or above. Evidence shows that absences have a detrimental effect on children's learning and progress. We understand that genuine illness may have impacted upon attendance and that this is unavoidable.

As <<child's name>> is below 95% but above 90% <<he/she>> is now in our amber category. We would now like to work with you to raise <<child's name>> attendance to enable them to achieve their potential at school.

If you would like any advice or support on managing your child's attendance moving forward, please contact the school to discuss this over the phone or make an appointment to come into school.
Yours sincerely,

Mrs Kelly Vaughan

Headteacher

Appendix 6 - Red Attendance letter template

<<school header>>

<<date of printing>>

Dear <<salutation>>

Your child is in the RED group for school attendance (classified as persistent absence)

Since the beginning of this academic year, <<child's name>> attendance percentage is <<%>>. A registration certificate is enclosed for your information. At Pool Hayes Primary we set a minimum attendance target of 95% and where attendance falls below this our policy states that we will contact parents/carers to inform them. Please see the table below for percentages.

Attendance	99 - 100%	96.5- 98.9%	95-96.4%	90- 94.9%	Below 90%
	Excellent	Good	Satisfactory	Need to improve	Concern

We operate a colour-coded system of attendance at Pool Hayes Primary to allow us to support all families in ensuring their child's attendance is 95% or above. Evidence shows that absences have a detrimental effect on children's learning and progress. We understand that genuine illness, including Covid-19, may have impacted upon attendance and that this is unavoidable.

As <<child's name>> is below 90% <<he/she>> is now in our red category. Attendance below 90% is categorised by the DFE and local authority as being 'persistent absence'. We would now like to work with you to raise <<child's name>> attendance to enable them to achieve their potential at school.

If you would like any advice or support on managing your child's attendance moving forward, please contact the school to discuss this over the phone or make an appointment to come into school.
Yours sincerely,

Mrs Kelly Vaughan

Headteacher

Appendix 7 – Second Red Attendance letter template

<<school header>>

<<date of printing>>

Dear <<salutation>>

Your child is in the RED group for school attendance (persistent absence)

Since the beginning of this academic year, <<child's name>> attendance percentage is <<%>>. A registration certificate is enclosed for your information. At Pool Hayes Primary we set a minimum attendance target of 95% and where attendance falls below this our policy states that we will contact parents/carers to inform them.

Attendance	99 - 100%	96.5- 98.9%	95-96.4%	90- 94.9%	Below 90%
	Excellent	Good	Satisfactory	Need to improve	Concern

We operate a colour coded system of attendance at Pool Hayes Primary to allow us to support all families in ensuring their child's attendance is 95% or above. Evidence shows that absences have a detrimental effect on children's learning and progress. We understand that genuine illness, including Covid-19, may have impacted upon attendance and that this is unavoidable.

As <<child's name>> has been below 90% for two consistent half terms you are now receiving a second red category letter. Attendance below 90% is categorised by the DFE and local authority as being 'persistent absence'.

We now politely request that you make an appointment with school at your earliest convenience to allow us to improve <<child's name>> attendance as quickly as possible.

Yours sincerely,

Mrs Kelly Vaughan

Headteacher

Appendix 8 – Holiday notification form

Holiday Notification Form

Complete the form below and email/hand in to the school office to notify us of absences due to a holiday.

Please note, we are unable to authorise holidays during term time.

A copy of our attendance policy is available on the school website or on request from the school office.

Child(ren)name	
Year group(s)	
First date of absence from school (do not include weekend or school holiday dates)	
Last date of absence from school (do not include weekend or school holiday dates)	
Total number of school days missed	

Received by:

Date:

Appendix 9 – Holiday acknowledgment letter

<<school header>>

<<date of printing>>

Dear <<salutation>>

We have received your holiday notification letter and have recorded on our register **that <child's names>** will be absent from **<insert dates>**

Please be aware that in line with Government advice, this absence will be recorded as unauthorised and will affect your child's attendance. Full details on how we monitor, record and share attendance with you can be found in our school attendance policy on our website.

All unauthorised holiday absences are shared with our Local Authority Education and Welfare Officer (EWO), who may contact you to pursue this further.

For your reference, please see the table below with an explanation overleaf for how this can affect your child's attendance and their school learning.

Attendance	99 - 100%	96.5- 98.9%	95-96.4%	90 94.9%	Below 90%
	Excellent	Good	Satisfactory	Need to improve	Concern

Yours sincerely,

Mrs Kelly Vaughan

Headteacher

Appendix 9 – Green Attendance letter template

<<school header>>

<<date of printing>>

Dear <<salutation>>

Your child is in the GREEN group for school attendance (Good)

Attendance	99 - 100%	96.5- 98.9%	95-96.4%	90- 94.9%	Below 90%
	Excellent	Good	Satisfactory	Need to improve	Concern

We would like to congratulate you and <<child's name>> on their great attendance since the start of this academic year. <<child's name>> attendance is <<%>> - this is very good!

At Pool Hayes Primary we set a minimum attendance target of 95% and you are supporting us in ensuring that <<child's name>> is able to achieve their potential at school. Thank you for your continued support.

Yours sincerely,

Mrs. Kelly Vaughan

Headteacher

Appendix 10 – Excellent Attendance letter template

<<school header>>

<<date of printing>>

Dear <<salutation>>

I am writing to congratulate <child's name> for his/her **excellent attendance** of 99/100% since the start of the academic year. This is fantastic!

Attendance	99 - 100%	96.5- 98.9%	95-96.4%	90- 94.9%	Below 90%
	Excellent	Good	Satisfactory	Need to improve	Concern

Attendance at school is essential to ensure that all children reach their full potential. By maintaining such a high attendance <<child's name>> maximises his/her chances of success.

You should be proud of his/her achievements and I hope that it continues for the remainder of the academic year.

Thank you for your ongoing support.

Yours sincerely

Mrs. Kelly Vaughan
Headteacher