



School Policy Document

Pupil Attendance Policy

Date Adopted by Full Governing board: 05 December 2019

Last reviewed on: 05 December 2019

Next review due by: 31 December 2022

1. General Information

- 1.1. Pinner Park Primary School is a large, maintained school serving the local community.
- 1.2. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of high attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.
- 1.3. Our school aims to meet its obligations with regards 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
- 1.4. 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

- 2.1. 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:

[The Education Act 1996](#)

[The Education Act 2002](#)

[The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

[The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

- 2.2. This school follows the Harrow Council 'Attendance Intervention Model (AIM)' which can be viewed on the Council website, <https://www.harrow.gov.uk/schools-learning>

3. Rights Respecting School

- 3.1. Pinner Park Primary School is a Rights Respecting School. We seek to place the UN Convention on the Rights of the Child (UNCRC) at the heart of our ethos and curriculum. A Rights Respecting School not only teaches about children's rights; it also models rights and respect in all its relationships, whether between children or between children and adults.
- 3.2. We have identified the following article from the UNCRC as being of particular relevance in formulating this attendance policy:

Article 28: Every child has the right to an education, which should be free.

4. Attendance Register

- 4.1. By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.
- 4.2. The attendance register will be taken at the start of the first session of each school day and once during the second session.
- 4.3. The following DfE attendance codes will be used:

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity (present)
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity (present)
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity (present)
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller Absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity (present)
W	Work experience	Approved Education Activity (present)
X	Non-timetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

- 4.4. Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.
- 4.5. Morning registration will take place at the start of school at 08.50am (Lower School) and 08.55am (Upper School). Afternoon registration will take place immediately following the lunch break. The registers will remain 'open' for 30 minutes after the registration time.

- 4.6. Any pupil arriving after the close of registers will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases where the absence at registration was for an authorised reason (for example, a medical appointment) the appropriate authorized absence code will be entered.
- 4.7. Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes as present, but will be coded as late before registers close.

5. Unplanned absence

- 5.1. Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.30am or as soon as practically possible.
- 5.2. To notify the school of an absence, parents should telephone the school office (0208 863 2191) then press 1 to report an absence.
- 5.3. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
- 5.4. If the authenticity of the illness is in doubt, the school may ask parents 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.
- 5.5. 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.

6. Medical or dental appointments

- 6.1. Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.
- 6.2. 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.
- 6.3. For medical or dental appointments, parents must seek permission before the absence using the form in the appendices. Where a school-time appointment is unavoidable, a copy of the appointment card or letter should be provided.

7. Lateness and punctuality

- 7.1. A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.
- 7.2. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.
- 7.3. If a pupil has a pattern of lateness, this will be followed up by the attendance officer and/or headteacher.

8. Authorised and unauthorised absence

- 8.1. Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.
- 8.2. The school considers 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.
- 8.3. Valid reasons for authorised absence include:
 - Illness
 - Medical and dental appointments
 - 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.
- 8.4. The school will not routinely grant permission for holidays or extended leave to be taken in term time.

9. Legal Sanctions

- 9.1. If your child has an unauthorised absence, such as taking holidays during term time, reoccurring lateness, or persistent absence for any other reason other than certified illness, the school will refer the matter to London Borough of Harrow for consideration of a Penalty Notice and/or Prosecution in the Magistrates' Court which may lead to a criminal record with a maximum fine of £2,500 and/or 3 months imprisonment.
- 9.2. Regular and punctual attendance is both a legal requirement and essential for your child to maximise the opportunities available to them.
- 9.3. Parents/carers commit an offence if a child doesn't attend school regularly and the absence is not agreed by the school (unauthorised).
- 9.4. In some cases unauthorised absence may result in prosecution under Section 444 of the Education Act 1996. The Anti-Social Behaviour Act 2003 introduced Penalty Notices as an alternative to prosecution. If paid within deadlines a Penalty Notice does not require a court appearance, but still aims to improve attendance.
- 9.5. If a penalty notice is issued, the payment will be £60 if payment is made within 21 days, or £120 if paid after 21 days but within 28 days.
- 9.6. If the fine is not paid it may lead to a court hearing.

10. Promoting attendance

10.1. The school will use opportunities as they arise to remind parent(s), that it is their responsibility to ensure that their children receive their education. This may be achieved through:

- Letters to parents
- The school's website
- The school newsletter
- Information leaflets

10.2. The school will use opportunities to teach children to value high attendance at school. For example, through assemblies, certificates and awards, PSHE.

11. Attendance Monitoring

11.1. The attendance officer monitors pupil absence on a weekly basis.

11.2. The School follows the following procedures for dealing with the absence of a child:

First Day of Absence

On a child's first day of absence parents are expected to contact the school. We have a dedicated voicemail system for absence messages. If there has been no contact by 10.30am the administrative staff in school will make telephone contact. Any information collected will be transferred to the registers and a note made to the class teacher. One day is the normal period of time to be authorised. Parents are expected to contact the school on each subsequent day of absence to confirm the reason for their child's non-attendance.

Third Day Absence

If a child continues to be away and there has been no contact from the parent(s) then a letter will be sent. Parents will be asked in the letter to contact the school that day.

Continuing Absence

If there has still been no contact from the parent(s) then a further letter will be sent and further attempts will be made to contact the parent(s).

Ten Days Absence

If any pupil is absent without an explanation for 10 consecutive days, the Child Missing Education Officer at Harrow Council will be informed (through Harrow Multi-Agency Safeguarding Hub), in accordance with the guidance set out in the appendices to this policy.

11.3. The school has adopted Harrow Council's Attendance Intervention Model for irregular attendance (attached to this policy as an appendix).

11.4. It is the responsibility of the school attendance officer to be aware of and bring attention to the headteacher any emerging attendance concerns.

11.5. In cases where a pupil begins to develop a pattern of absences (and especially where attendance falls below 90%), the school will try to resolve the problem with the parent(s). If this is unsuccessful

the school will seek advice from School Attendance Liaison Officer at Harrow Council. The letters in the appendices will be used / adapted to communicate attendance concerns with parents.

- 11.6. 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.
- 11.7. 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.

12. Roles and responsibilities

- 12.1. 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.
- 12.2. 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.
- 12.3. The attendance officer monitors attendance data at the school and individual pupil level and reports concerns about attendance to the headteacher. The attendance officer arranges calls and meetings with parents to discuss attendance issues.
- 12.4. Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.
- 12.5. Office staff are expected to take calls from parents about absence and record it on the school system.

Appendices

1. Request for leave of absence form
2. Harrow Council Guidance for schools on when a child is absent from school
3. Template letter for attendance concern – letter one
4. Template letter for attendance concern – letter two
5. Template letter for attendance concern – letter three
6. Template letter for punctuality concern – letter one
7. Template letter for punctuality concern – letter two



Pinner Park Primary School
Melbourne Avenue Pinner, Middlesex. HA5 5TL

t: 020 8863 2191
e: office@pinnerpark.harrow.sch.uk
w: http://pinnerpark.harrow.sch.uk

Request for leave from school

Please complete the form below to request leave from school. Leave will only be authorised in exceptional circumstances (for example, medical appointments which cannot be taken outside of school hours).

In accordance with government guidelines holiday absence will not be authorised. We will authorise a maximum of three days absence for religious observance, in line with the Local Authority agreement.

If you feel that there are exceptional circumstances surrounding a request for absence, please make an appointment with the headteacher.

Where absence has been authorised, please ensure that your child returns to school immediately following the absence. If, for any reason, your child is unable to return immediately, please contact the school as your child's school place may be at risk.

To be completed by the parent:

Child's Name: _____ Class: _____

Proposed date(s) of absence:

Date of First Day of leave: Date back in school: Number of days absence:

Reason for request for absence during term time:

--

Signed (parent):

Date:

To be completed by school staff

Request Authorised:

Request not Authorised:

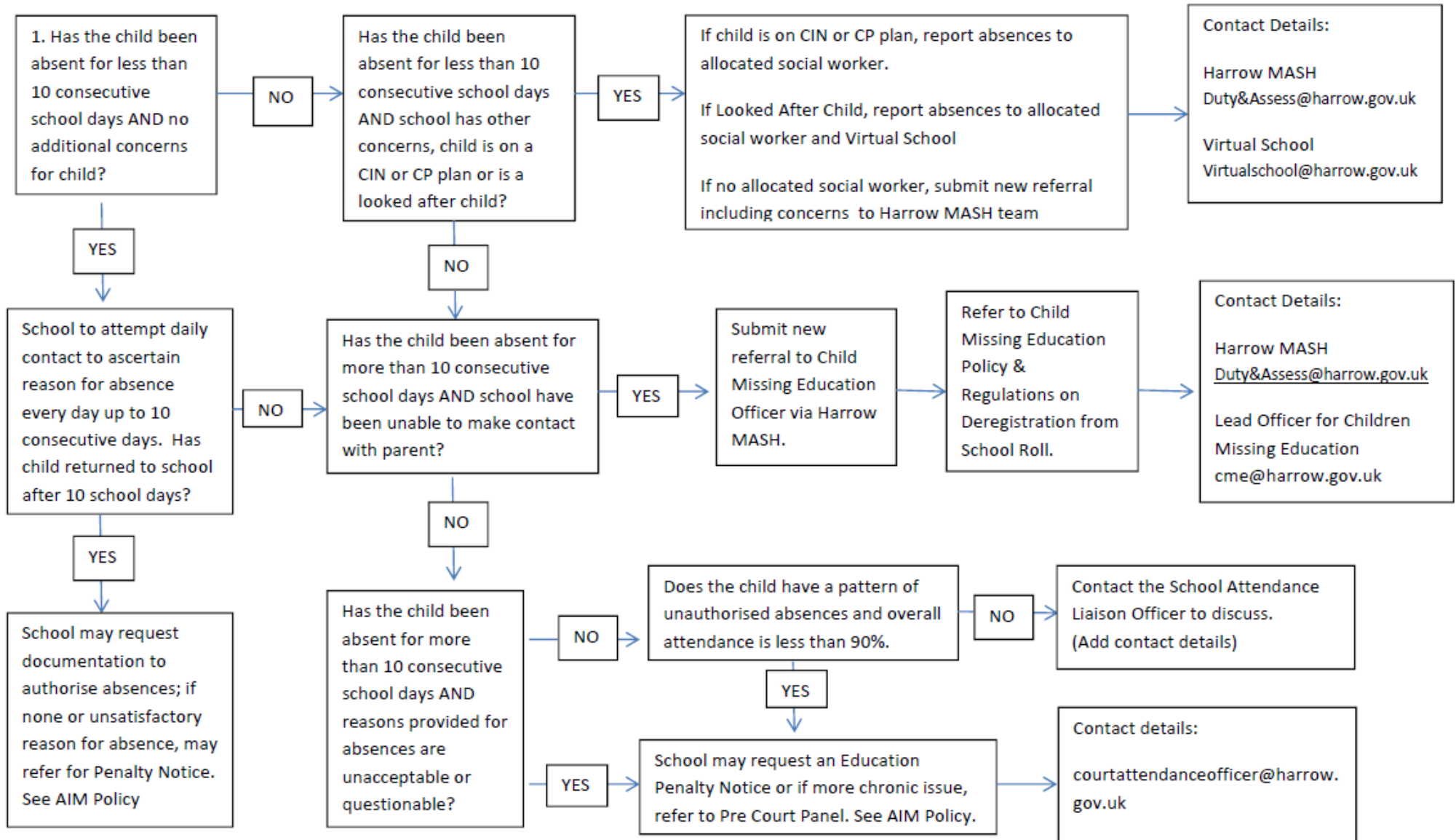
Comment (if required):

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Signed (headteacher):

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Harrow Council Guidance for schools on when a child is absent from school





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[Click here to enter a date.](#)

Dear Parent or Carer,

School Attendance – First Letter

I am writing to you because I am aware **[Insert Child's Name]** attendance has become a concern. It now stands at **[insert percentage]**.

If children/young people do not attend school regularly, they may not be able to keep up with their school work and tend to perform less well at examinations. Highlighting the importance of an excellent attendance record is something school sees as very important.

Please inform the school of the reasons for any absences not yet provided. It is vital that you contact the school on the first day of absence and keep us updated daily if any absence is to continue for more than one day.

If you having any difficulty in securing your child's attendance, please contact the school to discuss.

Please contact me with any queries.

Yours sincerely,

Nick Waldron
Headteacher



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Dear Parent or Carer,

School Attendance – Second Letter

I notice that despite my letter dated **[date of first letter, insert name of child]** attendance continues to be of concern. **[insert name of child]** attendance is currently **[insert %]**.

Non-attendance at school for any reason is an important issue and something we take very seriously. I would like to invite you into school to discuss the current situation. Can I suggest **[date for meeting or school attendance panel]**.

Regular school attendance is the responsibility of parents/carers. There is a risk that if **[insert name of child]** attendance remains at the current level a referral may be made by the school to Harrow's Education Services who may need to start legal proceedings.

I hope that we see **[insert name of child]** attendance improve dramatically. I would value you confirming availability for the planned meeting.

Yours sincerely,

Nick Waldron
Headteacher



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Dear Parent or Carer,

School Attendance – Third Letter

I am writing to now formally express concern over the irregular attendance of your child, **<PUPIL NAME>**, **<DOB>**. A record of his/her attendance accompanies this letter.

Under the Education Act 1996 parents have a responsibility to ensure their children attend school regularly and punctually. It is my duty to give you warning that if further unauthorised absences are recorded, I will need to refer this to Harrow Local Authority Education Services.

I must warn you that Harrow Local Authority may initiate legal proceedings against you if there is no improvement in your child's attendance and punctuality. This will involve a Pre Court Panel Meeting held at the Civic Centre where you will be formally cautioned. If the case progresses to magistrates court, conviction of an offence under section 444 (1) may result in a fine of up to £1,000 and under section 444 (1A) may result in a fine of up to £2500 or imprisonment.

There will be no further notification should school need to escalate this matter for the Local Authority's attention.

I trust that this notification will ensure that any attendance and punctuality issues are rectified without delay.

Please contact me with any queries regarding this letter.

Yours sincerely,

Nick Waldron
Headteacher



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[Click here to enter a date.](#)

Dear Parent or Carer,

Punctuality – First Letter

I'm writing to you because **[name]** has been late to school **[number]** times in **[timeframe]**.

[He/she] has arrived at school late on the following dates:

Arriving promptly makes sure that your child doesn't miss work, and that disruption to the teacher and other pupils is minimised. Persistent lateness can lead to a significant loss in learning time.

If you having any difficulty in securing your child's punctuality, please contact the school to discuss.

Please contact me with any queries.

Yours sincerely,

Nick Waldron
Headteacher



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[Click here to enter a date.](#)

Dear Parent or Carer,

Punctuality – Second Letter

I notice that despite my letter dated **[date of first letter, insert name of child]** punctuality continues to be of concern.

Since my last letter, **[name]** has been late to school **[number]** times.

[He/she] has arrived at school late on the following dates:

We're committed to working with families to make sure every pupil gets the support they need. We would therefore like to arrange a meeting to discuss how we can work with you to help improve **[name's]** punctuality.

Please contact us, through the school office, to make an appointment.

Please contact me with any queries.

Yours sincerely,

Nick Waldron
Headteacher