



# Hagley Primary School

## Attendance Policy

**Date:** September 2025

**Date of review:** September 2026

**Responsible member of staff:** Vanessa Payne ( Headteacher )

**Signature:**

*(Chair of governors)*

**Signature:**

*(Head Teacher)*

## **Introduction**

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

## **Why regular attendance is so important**

**Learning:** - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

**Safeguarding:** - Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to 'Working together to Safeguard Children' (July 2018) Keeping Children Safe in Education (2023) and School's Safeguarding and Child Protection Policy:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children have the best life chances.
- Detecting early support through Early Help Assessment.

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

## **Promotion of regular attendance**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Give you details on attendance in our regular Newsletter;
- Report your child's attendance on their end of year school report;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.

## **The Law relating to attendance**

*Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-*

*(a) to age, ability and aptitude and*

*(b) to any special educational needs he/ she may have*

*Either by regular attendance at school or otherwise'*

## ***The Law relating to safeguarding***

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

### **Understanding types of absence**

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Unauthorised leave of absence/holiday or day trips in term time.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your 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 usually make things worse. School may request evidence from medical practitioners / other professionals in making a decision to authorise absence linked to anxiety or distress. Please note that such absence will not usually be authorised.

Any pupil attending Hagley Primary School identified as having **attendance below 93%** risks having all further absence **unauthorised** on schools register.

However, should parent(s) provide evidence from a medical practitioner advising that the period of absence was necessary, the absence for the evidenced period will be authorised.

The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
<b>/</b>	Present (AM)	Present
<b>\</b>	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence

<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Unable to attend due to exceptional circumstances	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

### **Persistent Absenteeism (PA)**

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to address this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

### **Absence Procedures**

If your child is absent you must:

- Contact us as soon as possible on the first day of absence; telephone 01562 883280 or email us at [absence@hagleyprimary.worcs.sch.uk](mailto:absence@hagleyprimary.worcs.sch.uk)
- *Please note "illness" alone is not acceptable – the specific type of illness must be stated;*
- If you have failed to make contact please send a note in on the first day they return with an explanation of the absence;

If your child is absent we will:

- Text you on the morning of the first day of absence;
- If we have not heard from you, we will endeavour to make telephone contact;

### **Parent and Carers Telephone numbers**

There are times when we need to contact parents about lots of things, including absence. We need to have your contact numbers at all times. So please help us by ensuring that we always

have an up-to-date number – if we don't then something important may be missed. **You have a duty to notify school as soon as possible of any changes to contact details.**

### Attendance concerns

The school will share any attendance concerns with all parents and carers either verbally through meetings, and / or will write to parents and carers to share concerns. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. However, if your child's attendance does not improve and unauthorised absences persist, school may refer the case to the local authority who are a statutory service who may issue sanctions such as Penalty Notices or refer the case for prosecution in the Magistrates Court, based on the evidence provided by the school.

Parents can contact the Local authority themselves (Education Investigation Service) on 01905 678138. For general information regarding school absence visit:

[http://www.worcestershire.gov.uk/info/20595/behaviour\\_and\\_attendance/125/absence\\_from\\_school](http://www.worcestershire.gov.uk/info/20595/behaviour_and_attendance/125/absence_from_school)

### Attendance strategies

- Daily attendance analysis
- Half termly attendance analysis
- Improved attendance letter
- Attendance certificates (including weekly class award)
- Attendance assemblies
- Interventions (thrive/meet and greet)
- Maintaining positive communication (school refuser/long term illness etc)
- First day absence contact
- Unexplained absence letter
- Punctuality letter
- Suspected holiday in term time letter
- Issue below 95% attendance letter 1
- Issue below 93% attendance letter 2
- Issue below 90% (medical evidence required) letter
- Meetings with parents and carers
- Home visits
- LA referrals

### The School Day

The school day starts at 8.45am and we expect your child to be in class at that time (however the 2 entrance points are open from 8.30am and the children are able to enter school straight away). All arrivals after 8.45am must be signed in via the main school office. Children in Reception, Year 1, Year 2, Year 3 and Year 4 **must** be accompanied by an adult. Only children in Year 5 and Year 6 are able to sign in unaccompanied.

Registers will be marked at 8.50am. Your child will receive a 'N' mark if they are not present in the class. If your child arrives before 9.00am, they will receive a present mark and arrivals between 9.00am and 9.15am will receive a 'L' mark.

The register will be closed 30 minutes after school's start time. In accordance with the Regulations, if your child arrives after that time, they will receive a 'U' mark that shows them to be on site, but this will **not** count as a present mark, and it will mean they have an unauthorised absence. If unauthorised lateness persists it could result in a referral to the Local Authority for consideration of a Penalty Notice or enforcement proceedings against you.

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons. This can be embarrassing for the child and can encourage absence.

We input the minutes each child is late everyday into the registers and if your child has a persistent late record, you will receive a punctuality letter to open a discussion with you about how punctuality can be improved. You may also be asked to meet with a member of school staff and to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Our school day ends at 2.55pm for Reception, 3.00pm for KS1 Pupils, and at 3.10pm for pupils in KS2.

When children need to come and go during the school day eg for medical appointments, they must be signed in and out at the school office. **This is an exceptionally important procedure to ensure the safety of both pupils and staff in the event of fire or an emergency.**

### **Holidays in Term Time/Leave of Absence**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

"It is a rule of this school that a leave of absence shall not be granted in term time unless there are exceptional reasons, irrespective of the child's overall attendance. Only the head teacher (not the Local Authority) or his/her designate may authorise such a request and all applications for a leave of absence must be made in writing/on a form provided by the school. Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon a return from such leave) by the Local Authority may be requested. When requesting a fixed penalty fine the school may calculate the period of days taken within a 10-week period." Please refer to information included at the end of this policy regarding penalty notice fines which can be issued from September 1<sup>st</sup> 2024.

**There is no automatic entitlement in law to time off in school time to go on holiday.**

Leave of absence shall not be considered unless –

- (a) an application has been made in advance to the Head Teacher by a parent with whom the pupil normally resides: and
- (b) the Head Teacher, or a person authorised by the Head Teacher in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

**In light of the changes to the Pupil Registration Regulations, Hagley Primary School will only grant leave where parents can prove exceptional circumstances.**

**All applications must be made in writing to the Head Teacher at least 5 school days prior to the requested leave date.**

**Where the decision is made not to authorise leave in term time, school will inform parent/carers in writing.** A general guide for parents and carers, is leave for any holiday, activity or event that could be arranged during the annual 13-week holiday time would not be authorised.

**On any occasion that school refuses a request for leave in term time, should parent/carers proceed with the leave it will be recorded as a (G) (family holiday not agreed or in excess of agreement), on the school's register.**

**Failure to notify and/or request leave of absence in term time, providing at least 5 day notice will result in all absence being recorded as (O) (unauthorised absence not covered by any other description).**

If a pupil does not return to school after the leave of absence date, school will investigate the reasons surrounding the absence, refer to the Local Authority and under Regulation 8, 1 (f) of The Education (Pupil Registration) (England) Regulations 2006 consider removal from the school register.

## **PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING FROM 19TH AUGUST 2024**

### **FIRST OFFENCE**

The first time a penalty notice is issued for term time leave or irregular attendance the amount will be:  
£160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days

### **SECOND OFFENCE (WITHIN 3 YEARS)**

The second time a penalty notice is issued for term time leave or irregular attendance the amount will be:  
£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

### **THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)**

The third time an offence is committed for term time leave or irregular attendance a penalty notice will not be issued. The case will be presented straight to the Magistrates Court. Magistrates fines can be up to £2500 per parent, per child. Cases found guilty can show on a parents future DBS certificate, due to failure to safeguard a child's education.

### **10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD**

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

#### **School targets**

The minimum level of attendance for this school is **96%** attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this however because we know that good attendance is the key to children fulfilling their potential.

#### **Those people responsible for attendance matters in this school are:**

Mrs V Payne, Head Teacher  
Mr R Tindell, Deputy Head Teacher  
Mrs R Core, Safeguarding Governor  
Mrs S Dunn, School Administrator

#### **Summary**

All school staff are committed to working with parents and pupils as the best way to guarantee as high a level of attendance as possible and that through good attendance ensure every child's welfare and life opportunities are promoted.



### **Attendance matters**

100%	=	0 days missed
95%	=	10 days missed
90%	=	20 days missed
85%	=	30 days missed
80%	=	40 days missed

### **Minutes lost each day**

5 mins	=	3 days lost per school year
10 mins	=	6.5 days lost per school year
15 mins	=	10 days lost per school year
20 mins	=	13 days lost per school year
30 mins	=	19 days lost per school year

Our school opens at 8.30am  
Our school gate closes at 8.50am

If you arrive after 8.50am your child will be marked as late  
and the time/reason will be recorded and kept on file.