Blakesley Hall Primary School

Attendance and Punctuality Policy

1. Rationale

At Blakesley Hall Primary School, we believe that regular attendance and punctuality are vital for every pupil's learning, wellbeing, and future opportunities.

Research shows that children who attend school consistently achieve higher standards and are more likely to succeed in later life.

We are committed to working in partnership with families to ensure every child attends school regularly, arrives on time, and develops a positive attitude towards learning.

2. Aims

This policy aims to:

- Promote the importance of good attendance and punctuality.

- Set clear expectations for pupils, parents, and staff.

- Outline procedures for monitoring and improving attendance.

- Ensure compliance with statutory requirements from the Department for Education (DfE).

- Safeguard pupils by ensuring their whereabouts are known.

3. Legal Framework

This policy is written with reference to:

- The Education Act 1996.

- The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments.

 - working together to improve school attendance (applies from 19 August 2024)

 - school attendance parental responsibility measures

By law, parents have a duty to ensure their child attends school regularly and punctually.

Pupils:

- Attend school every day, unless unwell or authorised absence has been agreed.

- Arrive on time, ready to learn.

- Inform a trusted adult if there are barriers to attending school.

Parents/Carers:

- Ensure children attend school regularly and on time.

- Notify the school by 9.00am on the first day of absence, stating the reason.

- Provide medical evidence where requested for extended or repeated absence.

- Avoid holidays during term time.

- Work with the school and external agencies to resolve attendance concerns.

Class Teachers:

- Record attendance accurately twice daily (morning and afternoon).

- Promote good attendance through classroom practice.

- Raise any concerns with the Attendance Team.

Attendance Team:

- Monitor registers daily and follow up unexplained absences.

- Contact parents if no reason is provided for absence.

- Keep accurate records of attendance and punctuality.

- Meet with parents where attendance falls below thresholds.

- Escalate concerns to SLT when necessary.

Deputy Head Teacher:

- Analyse attendance data regularly.

- Meet with parents where attendance falls below thresholds.

- Refer cases to the Local Authority where legal action may be required.

- Report attendance trends to Governors.

Governing Body:

- Monitor attendance at strategic level.

- Support and challenge leaders to ensure high standards.

5. Expectations

- Excellent attendance: 96% or above.

- Cause for concern: Below 93%.

- Persistent absence (PA): 90% or below.

6. Procedures

Reporting Absence:

- Parents must phone the school before 9.00am on the first day of absence.

- The reason must be clearly stated (e.g. illness, medical appointment).

- If no contact is made, the school will attempt to reach parents.

First Day Calling:

- If a child is absent without notification, the Attendance team will attempt to contact parents by phone.

- If no response is received, alternative contacts will be tried.

- If the school is unable to confirm the child's whereabouts, a home visit may be initiated.

Authorised and Unauthorised Absence:

- Authorised absence: illness, medical/dental appointments (with proof), religious observance, exceptional circumstances agreed by the Headteacher.

- Unauthorised absence: holidays in term time, absence without explanation, truancy, or lateness beyond register closure.

Lateness:

- Registers open at 8:45am and gates close at 8.55am. Class registers close at 9.05am.

- Pupils arriving after 8:55am are marked late (L).

- Pupils arriving after 9:15am are recorded as unauthorised absence (U).

- Persistent lateness will be addressed with parents.

Medical Appointments:

- Parents should arrange appointments outside school hours where possible.

- Appointment letters/cards should be provided as evidence.

Term-Time Holidays:

- The school will not authorise family holidays during term time except in exceptional circumstances.

- Requests must be submitted in writing to the Headteacher.

- Unauthorised holidays may result in a <u>fixed penalty notice</u>.

7. Monitoring and Intervention
- Attendance is monitored weekly by the Attendance Team.

Systems and Structures to Tackle Attendance and Punctuality Issues

When pupil's attendance and punctuality is a concern, the following systems and structures are followed.

On the first day of absence	Parents called to enquire about pupil's wellbeing Establish when pupil will return Enter 'I' for illness or 'M' for medical appointment on system If no contact can be made, emergency contacts are called. If contact cannot be made or acceptable reason cannot be established, absence is recorded as 'U' unauthorised. **Vulnerable List pupils – Identified and Social Worker/ relevant Lead Professional notified.**
If attendance does not improve or attendance drops below 90% (Persistent absence)	Support First procedures carried out and parents may be prosecuted if attendance does not improve. Parents are invited to a meeting with the attendance team to discuss concerns and their attendance contract. As part of the Support First process parents may be invited to attend an Early Help Meeting which helps the school and parents communicate and deal with any issues or concerns. Follow up meetings are planned to monitor attendance with the family and ensure there is an improvement in attendance figures. The attendance team update attendance tracker to ensure improvements are happening and data is monitored.
Severely absence	Support First procedures carried out and parents may be prosecuted if attendance does not improve. Urgent attendance plans will be put in to place working with the family to support barriers to attending school. Regular meetings will take place with link attendance team member to monitor improvements.

J.Reid-Leonard, DHT September 2025

<center>Punctuality</center>

A pupil is late 5 times within a half term	A letter will be sent to parent reminding them of their attendance contract. They are reminded that if punctuality does not improve, they will need to meet with the attendance team to discuss further.
If lateness does not improve	A meeting will be set up with parents to discuss what support is needed to ensure punctuality improves. The attendance team update attendance tracker to ensure improvements are happening and data is monitored.

8. Rewards and Recognition
We believe in celebrating good attendance and punctuality.

- Weekly class attendance certificates.

- Class incentives – Full house coins- classes receive a full house coin for each day with 100% attendance in their class. Coins are built up and rewarded with class treats at the end of each half term.

- Individual pupil rewards – Pupils with attendance or punctuality concerns may be given a 20 or 30 day challenge card. They will receive rewards if attendance/ punctuality improves.

- Termly rewards for pupils with excellent attendance.

- Annual recognition for pupils with 100% attendance.

9. Safeguarding Link
Poor attendance is a safeguarding concern. Unexplained absence will always be followed up, and repeated patterns may lead to referrals to safeguarding services.

10. Communication with Parents
The school will:

- Share attendance information regularly in newsletters and reports.

- An attendance newsletter will be sent out weekly to show class and school attendance trends.

- Attendance contracts are sent to all families at the start of the year sharing our expectations for attendance and punctuality at our school. Parents will read and sign their contact and return to school. These will be kept on files with the attendance team.

- Offer advice and support where difficulties impact attendance.

- Work closely with external agencies where appropriate.

<div align="right">J.Reid-Leonard, DHT September 2025</div>