



# Shalom Noam Primary School

## Attendance and Punctuality Policy

## Attendance & Punctuality Policy

Date	Review Date	Coordinator	Governor
06/12/2024	December 2025	Rabbi Cohen	Nahva Rose

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## 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). Shalom Noam, at the request of the DfE, have signed up to StudyBugs for continuous monitoring of our children's attendance. [Studybugs – Schools » Registers](#)

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.

### **3. Roles and responsibilities**

#### **3.1 The governing board**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Holding the headteacher to account for the implementation of this policy

#### **3.2 The headteacher**

The headteacher 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
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

#### **3.3 The designated staff responsible for attendance**

The designated senior leaders responsible for attendance are Myriam Feiner, Deborah Danan, Lisa Stewart and Marilyn Gerson and can be contacted via the school office: 02089089491

The designated senior leaders are responsible for:

- Leading attendance across the school
- Ensuring registers are taken and absences followed up
- Creating reports about absence when required
- Raising concerns of persistent lateness and absence
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

#### **3.4 The Education Welfare officer**

The EWO is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Supporting school leaders in tackling persistent absence
- Advising the headteacher/DHT when to issue fixed-penalty notices

The attendance officer is Mary Hanna Meola and can be contacted via [MaryHanna.Meola@Barnet.gov.uk](mailto:MaryHanna.Meola@Barnet.gov.uk).

### **3.5 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 using Scholar Pack by 9am and 1.40pm.

Class teachers monitor and assess progress of pupils and raise concerns to the senior leadership team if there are concerns about attendance impacting upon pupil outcomes.

### **3.6 School office staff**

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Headteacher or DHT order to provide them with more detailed support on attendance
- Forward on emails regarding requests for absence.

### **3.7 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day, on time-by 8.45am.
- Call or email the school to report their child's absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Not book holidays in school time
- Request permission for absence in advance

## **4. Recording and monitoring attendance**

### **4.1 Attendance register**

We will keep an attendance register (on ScholarPack) 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. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- If the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Pupils must arrive in school between 8.25 and 8.45am on each school day.

The register for the first session will be taken by 9.00am. The register for the second session will be taken by 1.40pm.

## **Register Codes**

### **4.2 Lateness and punctuality**

The playground gates (entry point) will close at 08:45 prompt. Any pupil who arrives after this time will need to use the front office entrance.

A pupil who arrives late (by 9.00) will be marked as late, using the appropriate code.

It is a legal requirement that every child is registered at both registrations – morning and afternoon. Praying sessions commence immediately after registration in the mornings and late arrivals cause disruption to the whole class and result in the pupil missing the vital time required to settle in calmly.

#### **Steps to manage punctuality:**

1. Children late more than once in a week-parents will be emailed. Recorded on CPOMS.
2. If this persists, parents will be called, and this will be recorded on CPOMS.
3. Parents called in for a face-to-face meeting with SLT.
4. If there is still no improvement, the Education Welfare Officer will be consulted for advice.
5. If you are late more than 6 times in four weeks, you may be issued with a Fixed Penalty Notice.

### **4.3 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30 or as soon as practically possible by calling the school office. If we do not hear from a parent by 9.30, we will phone/email them.

We will mark absence due to illness 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, we will take advice from our EWO.

### **4.4 Planned absence**

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

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. If an appointment is in the middle of a day, we will ask parents to collect the child for an appointment and bring them back following the appointment if feasible.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school expects parents to call or email before 9.00 if their child will be absent due to ill health. If they don't we will:

1. Follow up on their absence with their parent/carer to ascertain the reason. We will send an email message after 09:30 to remind the parent/carer to notify school of the reason for absence.
2. If a response is not received, Myriam Feiner will phone the emergency contacts.
3. If a response has still not been received after a significant period of time and there are concerns, a home visit is highly likely. The school will follow procedures in the 'missing children in education policy'.
4. Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the education welfare officer or MASH. The persistent absence threshold is 10% as the pupil will then be classed as a persistent absentee. Severe absence is when a pupil misses 50% or more of school.
5. Myriam Feiner to provide regular attendance reports to facilitate discussions about attendance to DHT and HT.
6. Monitor and evaluate impact of these interventions to inform future strategies and share with the Governing body.

We will: Ensure proper safeguarding action is taken where necessary

Identify whether the absence is approved or not

Identify the correct attendance code to use

Pupil-level absence data will be collected each term and analysed by SLT. The school will compare attendance data to the national average, and share this with the governing board.

### 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' and less than 10 sessions (5 days). A leave of absence is granted at the headteacher's discretion. Parents/carers cannot demand leave of absence as an automatic right. The power to authorise/unauthorise a request belongs to the Headteacher of the school.

Exceptional absence of leave requests are based on the following information:

- The pupil's previous attendance record
- What are the exceptional circumstances of the request?
- Will the pupil miss important SATS, phonics screening check or other examination dates?
- Was the request made by email to the school office at least 2 weeks in advance of the proposed request?
- Can the pupil catch up with the work missed?
- What is the proposed length of the absence request?

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

## **5.2 Reducing persistent absence**

Where absence escalates and pupils miss 10% or more of school the designated senior leaders for attendance (Deborah Danan, Lisa Stewart, Myriam Feiner and Marilyn Gerson) will work together with the family to put additional targeted support in place to remove any barriers to attendance using the following steps:

1. Email sent.
2. Phone call to discuss how barriers to attendance can be removed.
3. Formal meeting to set up a parent contract to be organised to improve attendance, possibly with the EWO.
4. External referral will be made to the EWO for families who need support to tackle the causes of absenteeism and lateness.
5. We refer to the Education Welfare Officer who may initiate and take legal action.
6. Myriam Feiner to provide regular attendance reports to facilitate discussions about attendance to DHT and HT.
7. Monitor and evaluate impact of these interventions to inform future strategies and share with the Governing body.

## **5.2 Legal sanctions**

The school or 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 fine, or 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 a parent has not been truthful about the reason for their child's absence. In this case, we would take advice from the EWO first which may result in a Fixed Penalty Notice.

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 across the school**

Assemblies to promote good attendance.

Regular emails and information promoting good attendance sent to all parents through the weekly newsletter.

The class with the highest attendance that month to not wear uniform for a day.

## 7. Monitoring arrangements

### Reporting to parents/carers



The school will regularly inform parents about their child's attendance and absence levels at the end of each academic year. For children where there are concerns (below 90%), we will email the parents at the end of each term.

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum each year by Mrs Gerson. At every review, the policy will be approved by the full governing board. The policy will be shared with parents.

## 8. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Children Missing in Education

<b>Headteacher:</b>		<b>Date:</b>	6 <sup>th</sup> December 2024
<b>Chair of Governing Body:</b>		<b>Date:</b>	6 <sup>th</sup> December 2024
<b>Last reviewed on:</b>	6 <sup>th</sup> December 2024	<b>Next review due by:</b>	Date: <b>December 2025</b>



**APPENDIX 1 - The registration system** The following national codes will be used to record attendance information.

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
C	Authorised absence as pupil is absent due to other authorised circumstances
E	Authorised absence as pupil is excluded, with no alternative provision made
H	Authorised absence due to agreed family holiday
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
B	Approved education activity as pupil being educated off site (NOT dual registration)
J	Approved educational activity as pupil is attending an interview
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances

## **APPENDIX 2**

### **Legislation and guidance**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- (a) to his age, ability and aptitude and
- (b) to any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term parent means natural parents and includes any person who has parental responsibility or has day to day care of the child.

Section 444 1, 1(a) contains the details of when an offence is committed if a child fails to attend school or alternative provision arranged by the Local Authority.

The Education (Penalty Notices) (England) Regulations 2024 set out the framework for the operation of the Fixed Penalty Notice scheme.

The Equalities Act 2010 (Statutory Duties) (England) Regulations 2011

### **Registers and admission.**

- ❑ The Education (Pupil Registration) (Education) Regulations 2024

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