



Shalom Noam Primary School

Attendance and Punctuality Policy

September 2023

Attendance & Punctuality Policy

Date	Review Date	Coordinator	Governor
01/09/2023	01/09/2025	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](#). 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, Chaya Posen, Lisa Stewart and Adele Aremband 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.

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 1 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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

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.

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 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 (Chaya Posen, Lisa Stewart, Myriam Feiner and Adele Aremband) 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 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 Aremband. 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

Headteacher:	<i>Closen</i>	Date:	4 th September 2023
Chair of Governing Body:	<i>MRose</i>	Date:	4 th September 2023

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

Code	Definition	Scenario
Authorised absence		
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
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day