



<b>Date Policy Agreed by Governors:</b>		<b>Date Policy to be Reviewed:</b>	
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**RATIONALE**

Hallgate Primary School seeks to ensure that all its pupils receive a full-time education, which maximises opportunities for all. We promote a welcoming, caring and safe environment, where each member of the school community feels wanted and secure.

The latest government guidance relating to school attendance can be found here: [https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure that their child receives that education either by attendance at school or by education other than at school.

All schools have a continuing responsibility to proactively manage and improve attendance across their school community; attendance is the essential foundation to positive outcomes for all pupils and is therefore seen as everyone's responsibility in school. 'Improving attendance is everyone's responsibility' [Working together to improve school attendance, February 2024].

All staff will work with pupils, parents and carers to help them meet their legal responsibility, in ensuring their child attends school regularly. The school will establish effective systems of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance. Parents who give low priority to attendance and punctuality will be challenged.

In order to manage and improve attendance effectively, all schools are expected to:

- Proactively manage and improve attendance across their school community.
- Consistently promote the benefits of good school attendance and make schools a place pupils want to be, setting high expectations and communicating them to parents and pupils.
- Systematically analyse school attendance data to identify patterns and target improvement efforts, working with the local authority and other external agencies to overcome barriers to attendance.
- Recognise that a calm, orderly, safe and supportive environment in which all pupils can learn and thrive is required.
- Build strong relationships with families, listen to them and understand barriers to attendance and work with families to remove them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear attendance policy, which all staff, parents and pupils understand.



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- Accurately complete attendance registers and have effective processes in place to follow up absence.
- Regularly monitor and analyse attendance data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area and the local authority / other partners when absence is at risk of becoming persistent or severe.
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

This policy outlines our approach to managing and improving attendance, in relation to these expectations.

### **Aims**

To promote the highest possible levels of attendance by pupils, Hallgate Primary School will:

- Establish attendance as high profile.
- Apply the attendance policy consistently.
- Monitor progress in attendance and report to governors.
- Endeavour to improve pupils' punctuality.
- Discourage term time holidays in accordance with the local authority policy, which can be found here:

<https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/holidays-during-term-time-and-authorised-absence-from-school/>

The school will make attendance and punctuality a priority for all those associated with the school by:

- Regularly reporting attendance data to school governors.
- Informing parents of school times, term dates and training days.
- Having clear procedures for parents to inform the school of pupils' absence or lateness.
- Promoting attendance and punctuality through clear communication with parents.
- Liaising with the Education Welfare Service.
- Using reward systems for good / improved attendance / punctuality.

Hallgate Primary School will develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks by:

- Identifying designated staff to be responsible for first day absence contact.
- Ensuring clearly defined late registration procedures are in place.
- Having clear procedures and records of intervention regarding attendance concerns; all concerns will be logged on CPoms, along with subsequent actions, where appropriate.
- Identifying designated staff to liaise with the Education Welfare Service regarding attendance and punctuality issues. This is currently the Admin Officer and Headteacher,



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The school will provide support, advice and guidance to parents and pupils by:

- Highlighting the importance of attendance in lessons, assemblies and parents' meetings.
- Ensuring communication between school and parents is regular and honest.
- Informing parents when a pupils' attendance falls below 90%.
- Providing parents with accurate, up-to-date information.
- Making staff available to meet with parents, as required.

The school will develop a systematic approach to gathering and analysing attendance data by:

- Using a computerised registration and management information system (ScholarPack) and maximising the reporting facility of the system.
- Notes will be made in relation to absence and these will be monitored on a regular basis. The Headteacher checks the register on a daily basis.
- Consistent use of attendance codes, in line with local authority guidance.
- Identifying and collecting information on developing patterns of irregular attendance and punctuality.
- Providing attendance information for the headteacher, governors, relevant staff, Education Welfare Service and parents. This includes regular meetings with our allocated Education Welfare Officer.

Hallgate Primary School will further develop positive and consistent communication between home and school by:

- Initiating first day absence contact consistently and appropriately.
- Making full use of computer generated letters, emails and text messages.
- Clearly promoting the expectations of the school.
- Encouraging parents to visit / communicate with the school.

The school will promote effective partnership with the education service and other key services by:

- Ensuring the attendance register and admission details are accurate and up-to-date.
- Carrying out initial enquiries and interventions regarding attendance and punctuality issues.
- Recording issues and concerns on CPoms. All of these are monitored by the Headteacher.
- Identifying key staff to liaise with the Education Welfare Service and other agencies related to attendance.
- Supporting the Education Welfare Service in the use of enforcement tools, when appropriate to do so.

### KEY SCHOOL INFORMATION

#### **Attendance and Punctuality Expectations**

Attendance registers are taken at the start of each morning and the start of each afternoon; please see below details of timings. At these points, pupils will be marked as present, absent, attending an approved educational activity or unable to attend due to exceptional



circumstances. In most cases, class teachers will record pupils as present or absent and staff in our school office will follow up the absences.

External classroom doors open at 8.40am, where a member of staff will be present to welcome children and speak to parents, as necessary. Children will come straight into the classroom. **Doors are locked and registers are taken at 8.50am**; children arriving in class after this time receive a late mark on the register. Children arriving after the registers have closed (9.15am) receive an unauthorised late.

Children who arrive after their classroom door has closed must enter via the school office, where their parents will need to sign in (using the screen) and also confirm lunch arrangements.

### **School Day Timings**

Details of the school day timings are available on our school website.

### **Reporting Absence**

Parents are asked to notify the school office if their child is absent from school; answer phone messages can be left and staff will follow up on these, as needed. An update needs to be provided on each subsequent day of absence; we ask that parents again contact the school office for this.

In the event that a pupil is absent and no communication is received from parents regarding the reason for this, school staff will carry out a home visit on / after the second day of absence; if there are any concerns raised as a result of the visit, these will be dealt with by following our safeguarding policy and procedures.

### **Requesting Leave of Absence**

Only exceptional circumstances warrant a leave of absence. Applications should be made using the 'Absence from School For Exceptional Circumstances Request Form', a copy of which is available on our school website or a paper copy at the main office .

Parents are asked to provide any supporting evidence, e.g. letter from employer, communication from travel company, invitations, etc. **at the time of the request** and this information will be taken into account when considering whether the absence will be authorised or not. Typically, term-time holidays will not be authorised.

Each application is considered individually, taking into account the specific facts and circumstances and relevant background context behind the request. School staff will communicate the outcome of the request to parents and will ensure that the register is updated to reflect this, using the appropriate code (see Appendix 1 for details).

Regarding medical appointments, parents are asked to make these out of school hours, wherever possible. However, if an appointment is scheduled to take place during the school day, evidence of this is required (e.g. appointment letter, text message, etc.).



## HALLGATE PRIMARY SCHOOL **ATTENDANCE POLICY**

Details of the penalties for unauthorised absence / poor attendance can be found on the East Riding of Yorkshire Council's website

<https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/holidays-during-term-time-and-authorised-absence-from-school/>

More information is also within Appendix 2 of this policy.

A leave of absence is granted entirely at the discretion of the headteacher.

There are some exceptional circumstances when a leave of absence may be granted, e.g. for participation in sporting events. In relation to situations such as this, all absences are reviewed as outlined above and parents are asked to speak to a member of school staff at the earliest opportunity, to discuss this further. Our Governing Board have approved a maximum of 6 absences can be 'authorised' and all other related absences would be 'unauthorised' and may result in a penalty notice.

In cases such as this, parents / school staff are encouraged to communicate openly regarding the arrangements and potential impact on learning.

### **Attendance Procedures**

On each day of absence, school staff will get in touch with parents / carers to find out why they are not in school. They may also need further information, such as symptoms of the illness, when symptoms started, etc. as there are some illnesses that we are required to report to the local authority. These include covid19, measles, monkey pox and scarlet fever. Staff may also provide advice in relation to returning to school.

School staff proactively manage punctuality and encourage parents to ensure their children are in school at the start of the school day.

### **Promoting Good Attendance**

Attending school each day, making progress and spending time with friends is a positive reason for children to attend school.

Good attendance at school is rewarded in a number of ways, including:

- 100% attendance awards each week; all eligible pupils are entered into the draw. The winning pupil receives a sticker, certificate and message home to parents.
- Termly / Half termly certificates for 100% attendance.
- A prize / reward at the end of the school year for 100% attendance.

Rewards in relation to school attendance are reviewed regularly and discussed with our school community. Feedback is taken on board to ensure that the systems we have in place are current and effective.

### **Pupils with Medical Conditions**

Some pupils will face greater barriers to attendance than others, as a result of medical conditions. At Hallgate Primary School, we work proactively with parents to ensure that



support is provided to ensure children can attend school whenever possible. Our attendance ambition is the same for all pupils, regardless of medical or additional need.

In order to improve attendance, we may make reasonable adjustments by implementing a reduced timetable or health care plan, making referrals to external agencies for additional support or providing in-school support such as ELSA (Emotional Literacy Support, pastoral support).

Each case is reviewed on an individual basis and parents will be contacted to discuss their child's specific needs, attendance barriers and support requirements.

Further information on this is outlined within our separate policy on pupils with medical needs accessing education.

## ROLES AND RESPONSIBILITIES

### PARENTS

- It is the legal responsibility of every parent / carer to ensure their child receives an education by attending school regularly and punctually.
- Parents must contact the school without delay to report any absence and also contact the school on subsequent days of absence.
- Parents must ensure that the school has up-to-date and accurate contact information.
- Parents must adhere to the East Riding of Yorkshire schools partnerships policy with regard to holiday absence:  
<https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/holidays-during-term-time-and-authorised-absence-from-school/>
- Parents must encourage their children to have a good attitude to learning and attendance.
- Parents must work in partnership with the school to promote the best interests of their child.

### SCHOOL ADMINISTRATION TEAM

- Monitor attendance on a daily basis.
- Ensure correct attendance codes are used and that records are accurate and up-to-date.
- Mark pupils arriving during registration as L (late) and those who arrive after the register has closed (30 minutes after the start of the session) as U (unauthorised absence).
- Maintain and update all contact information.
- Prepare attendance data for the headteacher / governors, as required.
- Send reminder letters to parents / carers, regarding updating unexplained absences.

### SCHOOL ADMINISTRATOR RESPONSIBLE FOR ATTENDANCE

- Identify and monitor pupils at risk of becoming persistent absentees, using the information from ScholarPack.



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- Are the point of contact for parents on a day-to-day basis and also for more detailed support in relation to attendance.
- Meet with the Headteacher regularly to discuss / review this information.
- Contact parents / carers if attendance / punctuality becomes a concern (by telephone, text, email or letter).
- Make first day absence calls and send a text / email, if no response is received.
- Arrange action plan meetings with parents / carers, as appropriate / if required.
- If a parent / carer fails to attend a meeting, we will seek advice from the Educational Welfare Officer and a home visit may then be carried out. Hold review meetings, as required.
- Will maintain pupil notes (ScholarPack / CPoms) with regard to pupil attendance and punctuality.
- Make referrals to the Education Welfare Service, as required and liaise with the Education Welfare Officer.

### CLASS TEACHERS

- Will be asked to support with raising awareness of attendance issues with parents, as required. This may be as part of parents' / SEND review meetings.
- Record accurate and timely details of attendance at the beginning of each session.
- Pass information regarding absence to the school office.
- Speak to every pupil on returning to school, regarding the reason for their absence and ensure they are supported and given the opportunity to catch up on work that was missed.
- Ensure that CPoms logs in relation to attendance are read and, where required, followed up and an 'action' added.

### HEADTEACHER

- Has responsibility for the strategic approach to attendance in school.
- Ensure that there are named key members of staff with responsibility for attendance.
- Carry out a daily register check, to review specific reasons for absence / lateness. This enables prompt enquiries to be made / information sharing.
- Submit reports to the governing body on various aspects of pupil attendance, including measuring progress against targets.
- Ensure a whole-school approach to the development and implementation of the Attendance Policy. The policy is updated at least annually and shared with all members of our school community.
- Encourage all staff to recognise attendance as important and see it as part of their responsibility.
- Offer clear guidance to parents with regard to their legal responsibilities, in relation to attendance matters and information on attendance procedures.
- Establish clear channels of communication between school and parents.
- Chair attendance action plan meetings.
- Work closely with the Education Welfare Service, with regard to any required enforcement action.
- Carry out home visits (with support from other staff), where there are concerns regarding unexplained absences.



### GOVERNING BOARD

- The governing board is required by legislation to see that registers are kept correctly.
- Should review attendance statistics and trends.
- Support measures that are implemented to improve attendance.
- Appoint a governor with specific responsibility for safeguarding, including attendance matters.

### EDUCATION WELFARE SERVICE

- To provide a dedicated Education Welfare Officer, who will provide support to school (as required).
- Support staff in becoming familiar with the procedures and documentation required for referring attendance concerns.
- Advise on policy, strategies and legal requirements.
- Liaise with school staff following referral to the service and provide updates on progress, where possible.

## REVIEW AND MONITORING

Implementation of this policy will be reviewed by the headteacher and the governors, through termly updates (Safeguarding Committee).

Guidance in relation to this policy has been taken from 'Working Together to Improve School Attendance', which is available here:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

The policy will be reviewed annually. The last review took place in September 2024.



## APPENDIX 1 - Attendance and Absence Codes

National codes are used to record and monitor attendance and absence in a consistent way. This information is also collected for statistical information, to help schools, local authorities and the government gain a greater understanding of the level of, and reason for, absence and the delivery of education.

### **Present Codes**

- Code / \: Present (/ = am \ = pm)
- Code L: Late arrival before the register has closed

### **Attending a place other than the school**

- Code K: Attending education provision provided by the local authority, for example home tutoring.
- Code V: Attending an education visit or trip
- Code P: Participating in sporting activities (for an approved educational activity, within certain circumstances).
- Code B: Attending other approved educational activity, e.g. taster day at another school.

### **Absent**

- Code M: Medical or dental appointment
- Code X: Non-compulsory school age
- Code C: Leave of Absence granted (exceptional circumstances). Examples of where a leave of absence may be granted are:
  - A pupil is participating in a performance; in this case, a licence is required (from the local authority)
  - A pupil is subject to a temporary part-time timetable; this may be used when it is in the child's best interest to attend on a temporary basis. These arrangements will be documented on the relevant form and approved by the headteacher.

### **Absent - other authorised reasons**

- Code T: Traveller absence. This code will only be used when the pupil's parents are travelling for occupational purposes and a leave of absence has been granted.
- Code R: Religious observance
- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded and no alternative provision made

### **Absent - Unauthorised Absence**

Unauthorised absence is where a pupil's absence is not one of the types listed as authorised or where a pupil's absence has not yet been provided / cannot be established.

- Code H: Leave of absence for a family holiday. This will only be used in exceptional circumstances, as holidays are not normally agreed by the headteacher. A school cannot grant permission retrospectively.



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- Code G: Holiday not granted. This is where a leave of absence is requested for a family holiday, not granted by the headteacher but the child is still taken out of school to attend. Leave of absence cannot be granted retrospectively.
- Code N: Reason not yet provided. Every effort will be made to establish the reason for a pupil's absence; when the reason has been established, the register will be updated to reflect the reason provided. Code N should not remain on a pupil's register indefinitely; if no reason is provided after 5 days, the code will be amended to Code O (see below).
- Code O: Absent without authorisation. This code is used where no reason is provided, or where the school is not satisfied with the reason given.
- Code U: Arrived in school after registration closed

### **Unable to Attend due to Exceptional Circumstances**

Code Y: Where a pupil is unable to attend school because:

- School is closed due to an unavoidable cause
- Transport provided by the local authority is not available
- A local or national emergency has resulted in widespread disruption

In all circumstances, the nature of the circumstances will be recorded.

Code Y will also be used:

- Where there are issues in relation to walking distance
- A pupil is in custody or detained under a court order



**PENALTY NOTICES**

www.eastriding.gov.uk

EVERY SCHOOL DAY MATTERS

**MOMENTS MATTER, ATTENDANCE COUNTS.**

**PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING**

With the introduction of the new National Framework for Penalty Notices, the following changes will come into effect for Penalty Notice Fines issued after the **19 August 2024**.

Penalty Notices are issued to change behaviour and reduce the number of school days lost during term time for the purpose of a holiday. The pathway below outlines the decision-making process regarding the action that will be taken when a penalty notice referral is received from your child's school. However, please be aware that action will be considered on a case-by-case basis and may not follow this path.

**PER PARENT PER CHILD**

Penalty Notice Fines are issued on a per parent per child basis. For example, a fine for a parent with three children will result in receiving three invoices to the value of **£160 each**.

**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 paid within 28 days**.  
Reduced to **£80 per parent per child if paid within 21 days**.

**THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN THREE YEARS)**

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be **up to £2,500 per parent per child**. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to the *'failure to safeguard a child's education'*.

**FIVE CONSECUTIVE DAYS OF TERM TIME LEAVE**

Penalty Notice Fines will be issued for term time leave of **five or more consecutive days**. Inset training days are school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave.

**10 SESSIONS OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD**

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

**SECOND OFFENCE (WITHIN THREE 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 within 28 days**.

[1] Parent, in this Act, unless the context otherwise requires, "parent" in relation to a child or young person, includes any person - who is not a parent of his but who has parental responsibility for him, or (2) who has care of him. Education Act 1996, section 57b

For more information, please visit:

- eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/attendance-in-school
- gov.uk/government/publications/working-together-to-improve-school-attendance

