

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Attendance and Punctuality Policy



Attendance and Punctuality Policy

Contents

Introduction	2
Aims and objectives	2
Promoting Good Attendance and Punctuality	2
Monitoring and Improving Attendance	3
Absences	4
Lateness	5
Responsibilities and Roles	6
Children Missing from Education	7
APPENDIX A: Understanding Attendance	9
APPENDIX B: The Registration System	10
APPENDIX C: Children from Traveller Communities	12
APPENDIX D: Application for Leave of Absence	15
APPENDIX E: Application for Leave of Absence	17

Introduction

The governing body of Alderman Richard Hallam Primary School aims to raise standards of education at the school. Any absence results in pupils missing lessons and time with their peers, therefore the maintenance of high levels of attendance is considered a matter of priority. Children are expected to attend school every day unless there is an acceptable reason for them to be absent (i.e. acceptable in the school's view).

Aims and objectives

- That there are recognised systems in place to address issues relating to attendance and punctuality.
- To ensure that the systems in place are sufficient to address the issues surrounding attendance and punctuality.
- That the principles and practice of this policy are clearly reported to parents and carers.
- That there are good links between the school and other dedicated services, particularly the Education Welfare Service.

Promoting Good Attendance and Punctuality

When new parents or carers visit or are introduced to the school, good attendance and punctuality is raised and parents and carers are made aware of how the school will work to address issues. Parents, carers and pupils are asked to keep absence to a minimum.

We ask all parents and carers to inform the school of any absences by a telephone call (0116 2624003 option 1), email message (absence1@aldermanrichardhallam.leicester.sch.uk) or via Arbor Parent Portal on the first day of absence so that the school is immediately aware of the reason for the child's absence. We also ask that parents and carers continue to inform us on a daily basis if their child remains absent from school.

As a school, we highlight the impact good attendance can have on a child and the DfE guidelines are explained; it is made clear that it is the school that has the responsibility of authorising absence, not the parent or carer. Reminders of this are shared regularly on school newsletters and on an annual basis in our parent and carer 'Introduction to the Year' meetings.

Certificates are awarded termly for pupils with 100% attendance. Prizes are given annually for pupils with 100% attendance for the whole year. An attendance certificate is awarded weekly to the class in each year group with the highest attendance rate. All of the above are presented in assemblies so that good attendance continually receives a high profile. Exceptionally high attendance is also recognised at the annual leavers' service for Year 6 pupils. Where a child has previously had poor attendance, a most improved certificate will be given, if significant improvement has been made.

Monitoring and Improving Attendance

Teachers are encouraged to monitor attendance as it is often they who first pick up signs of poor attendance or absence patterns. When this is the case, they should share their concerns with the Attendance, Admissions and Welfare Officer, Kirsty Johnson.

Miss Johnson monitors the registers on a daily basis and identifies any pupils who are absent with no phone call or email message to explain the reason for that absence. An attempt will then be made to contact the parent or carer on the day of absence; firstly an email will be sent, followed by a phone call later in the morning and a further phone call later in the day, including calls to other contacts stored on the pupil's record. If no contact can be made and the child does not return to school the following day, Miss Johnson will conduct a safeguarding home visit to check that all is well with the family. If no-one is home or no contact is made after 3 days of absence, a referral will be made to the appropriate agencies such as Social Care, Education Welfare or if necessary the Police.

The following methods may be used to monitor and improve attendance:

- Discussion at parents' and carers' evenings regarding the child's attendance.
- Attendance and punctuality reminders in newsletters.
- A series of standard letters if attendance or punctuality becomes erratic or low.
- Solution-focused discussions with children, parents and carers about issues causing low attendance.
- Attendance targets incorporated into mid-year and end of year school reports.
- Regular meetings with the Education Welfare Officer.
- Regular annual meeting with the Educational Welfare Service to evaluate progress and draw up targets for the following year.

Absences

Illness

Many absences are caused by minor illnesses however if the number of absences is regular or persistent then we will write to the parent or carer stating our concern about the number of days missed for illness and asking them to provide clear evidence of illness in all cases of absence. It will be explained that, if we are not fully satisfied as to the reason, future absences may be classified as unauthorised by the Headteacher. A penalty notice may be considered if a child has 10 or more sessions of unauthorised absence in a 10-week period as this is classed as irregular attendance.

When the child is in the Nursery, parents and carers are informed that if there is no immediate improvement, the child may be taken off roll in order that another child may benefit from a place at the school.

In some circumstances, if your child is absent from school for several days due to illness, we will arrange for a visit to your home to be undertaken to establish that your child is safe. This will be undertaken by our Attendance, Admissions and Welfare Officer.

If the illness is severe or prolonged, the school can arrange for work to be sent home if the child is well enough to do it. Children who are genuinely too ill to attend school may be suffering from a long term illness, in which case a referral to the Children's Hospital School will be made. Another possibility is a referral to the School Nurse who will examine the pupil at school.

Appointments

Routine appointments, e.g. to the dentist or opticians, should take place where possible outside of school hours. If these appointments do fall in school time, you will be required to provide evidence of the appointment.

Extended Leave of Absence Due to Holidays, Family or Personal Reasons

Legislation with regards to children taking holidays in term time came into effect on 1st September 2013. The reference in law to Headteachers being able to (at their discretion) agree up to 10 days of leave of absence was removed.

Instead, the legal reference was amended to state that schools **should not authorise** leave of absence unless the Headteacher considers that there are *exceptional* circumstances relating to the application.

Penalty Notices may be issued from Leicester City Council for parents and carers who take their children on holiday in term time.

Unauthorised absences

Penalty Notices will be issued to each parent or carer for each child who is absent. The first time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be £160 per parent or carer, per child when paid within 28 days. This may be reduced to £80 per parent or carer, per child if paid within 21 days. If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent or carer, per child, with no opportunity to pay at

the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court, which can result in you receiving a criminal conviction. Please also be aware that any cases of extended periods of unauthorised absence (20 or more days), linked to holidays or trips away, are highly likely to result in prosecution action by the local authority.

NO holidays will be authorised unless the Headteacher and the Governing Body consider the request to be an exceptional circumstance.

Please be aware that a Penalty Notice will be issued if the school obtains evidence that an unauthorised holiday has taken place.

Routine appointments, e.g. to the dentist or opticians, should take place where possible outside of school hours.

Lateness

Lateness on arrival

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and they do not spend time with their teacher getting vital information and news for the day. Pupils arriving late disrupt lessons and it can be embarrassing for the child and this in itself can also encourage absence.

If a pupil arrives after their external door has closed, they must report to the school office and sign in on the screen. Registers are marked by 9am and your child will receive a late mark (L) if they arrive after this time. If your child arrives after 9:30am without a valid reason and evidence for their lateness, they will receive a 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 (U). Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence (U) due to lateness in a 10-week period.

Where pupils are persistently late, a letter will be sent to parents or carers to remind them of the importance of punctuality. The Attendance, Admissions and Welfare Officer will monitor lateness and discuss with parents and carers the reasons for their child's continued lateness. The Attendance, Admissions and Welfare Officer will offer support to families who may be struggling to arrive on time.

Lateness being collected from school

Children finish school at various times and should be collected promptly. The school currently has slightly staggered timings to allow for a reduced number of adults on school site at any one time:

Year Group	Collection time
Nursery	Little Grasshoppers – 8:40am - 11:40am
	Caterpillars – 9:00am - 3:00pm
Reception	8:50am – 3:10pm

Year 1	8:50am – 3:15pm
Year 2	8:50am – 3:15pm
Year 3	8:50am - 3:15pm
Year 4	8:50am – 3:15pm
Year 5	8:50am – 3:20pm
Year 6	8:50am – 3:20pm

Children who are persistently picked up late can sometimes become distressed. If you are having difficulties picking your child up on time, you should register them with the After-School Club. When a child has not been collected by 3.45pm, if ratios allow, the child is enrolled within A.R.H. After School Club. **The parent or carer is liable to pay £9.00 for the cost of this service; an admin charge of £6.00 will also be issued for late collection. This means there will be a fee of £15.00 total per child if collected after 3.45pm. For further information, please see the Collection Policy.**

Responsibilities and Roles

At Alderman Richard Hallam Primary School, we have an appointed Attendance, Admissions and Welfare Officer, Kirsty Johnson, and Senior Attendance Champion, Carla Lawes.

Attendance, Admissions and Welfare Officer

The Attendance, Admissions and Welfare Officer is responsible for:

- Monitoring and improving attendance across the school.
- Supporting families to improve attendance rates.
- Contacting parents and carers regarding absences and holiday requests.
- Conduct safeguarding home visits as appropriate.
- Liaising with relevant agencies, such as EWO, the Police or CASP.
- Ensuring the Governing Body has an accurate and detailed picture of current attendance rates in the school.

Senior Attendance Champion

The Senior Attendance Champion is a member of our school's Senior Leadership Team and is responsible for:

- Supporting our Attendance, Admissions and Welfare Officer in their role.
- Overseeing and ensuring that attendance is considered in all areas of school.
- Setting out a clear vision for improving and maintaining good attendance, establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff.
- Having a strong grasp of attendance data to focus the collective efforts of the school.
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes.

The Education Welfare Officer

Parents and carers are expected to contact school at an early stage and to work with the staff in resolving any problems together, which we have found to be highly successful. If difficulties cannot be resolved in this way, the school may refer poor levels of attendance to the EWO from the Local Authority. He/she will also try to resolve the situation by agreement with parents and carers. However, if attempts to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Fixed Penalty Notices or prosecutions in the Magistrates' Court.

Full details of the options to enforce attendance at school are available from the school or the Local Authority. (Please note that Penalty Notices may be issued by the Local Authority immediately following a period of holiday-related leave that has not been authorised by the school, alternatively, court action may be taken)

Parents and carers or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Authority on 0116 454 5510. They can also be reached by e-mailing education.welfare@leicester.gov.uk. At Alderman Richard Hallam Primary School, our EWO is Mrs Jackie Cooper.

Children Missing from Education

A Child Missing from Education forms part of the wider Leicester Safeguarding Children Partnership Board's (LSCP) procedures for children who go missing from school, home, care or education and includes families who go missing. A pupil missing from education on a number of occasions is a potential indicator of abuse and neglect. Should a pupil go missing from Alderman Richard Hallam Primary School, our Attendance, Admissions and Welfare Officer will make enquiries directly with the family concerned. Should these enquiries not reach a satisfactory conclusion, then contact will be made with the Educational Welfare Service. The DSLs will consider further actions and/or support should it be required and to ensure they help identify the any risk of abuse, neglect or exploitation, and to help prevent the risks of them going missing in future.

At Alderman Richard Hallam Primary School, if a child is no longer coming to our school where the parent or carer has removed them, we will ensure that appropriate steps are taken and measures are in place i.e. we will follow our school guidelines in monitoring those parents or carers home tutoring, follow procedures where a child is taken out of school to go on holiday or where a child is removed from school as the family are moving away. We will notify all relevant partner agencies/services, including Education Welfare, correct forms will be completed, information will be recorded and child folders/information will be passed on to the appropriate person (where applicable).

Policy Links

This policy is to be read in conjunction with the following other policies and documents:

- Collection Policy
- Home Visits Policy
- Remote Learning Policy

➤ Safeguarding Policy

Date for review: Autumn 2026

APPENDIX A: Understanding Attendance

Attendance

If you are a parent of, or are responsible for, a child who is registered at school (between ages 5-16) you will need to ensure they attend school regularly.

The law and attendance

- Parents are committing an offence if they fail to ensure their child's regular attendance at school.
- Prosecution could result in a fine of up to £2,500, a jail sentence of up to three months or a community sentence.
- Alternatively, Education Welfare Officers, Police Officers and Headteacher's have the authority to issue penalty notices to parents of between £80 and £160. Failure to pay a properly issued penalty notice will result in prosecution as set out above.
- Parenting contract - where parents need support to prevent their child from truanting, schools and local authorities (LAs) may offer to enter into a parenting contract. This is a voluntary two sided agreement between the parent and school or LA under which the parent agrees to comply with certain requirements and the school or LA agrees to provide them with the support that they need.

The role of the LA in attendance

Local authorities (LAs) are responsible, by law, for making sure parents fulfil their responsibility of ensuring that their child receives an education either by regular attendance at school, or otherwise. Most LAs employ education welfare officers, (also called education social workers) to monitor school attendance and to help parents meet their responsibilities.

Education Welfare Officers work closely with schools and some are actually based in schools. If your child is not attending school regularly, an Education Welfare Officer may visit you. For your child's sake, you should co-operate with the Education Welfare Officer to make sure your child overcomes his or her attendance problems and gets a proper education.

If you do not do everything you can to cooperate with the Education Welfare Officer and school, the LA may consider imposing an education supervision order through the court. This means that the court appoints a supervisor to help and give advice to you and your child.

The LA can also prosecute you in a magistrates court. This could result in you and your partner being fined up to a maximum fine of £2,500 and/or a term of imprisonment of up to three months for each child who is not going to school.

APPENDIX B: The Registration System

The school will use a computerised system for keeping school attendance records. The following national codes will be used to record attendance information.

Present	
/ \	Present (AM, PM)
L	Late arrival (between 9am and 9:30am)
Approved education activity	
B	Attending any other approved educational activity
K	Attending education provision arranged by Local Authority
P	Participating in a sporting activity
V	Attending an educational visit or trip
W	Attending work experience
Authorised absence	
C	Leave of absence for exceptional circumstance
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointment)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
M	Leave of absence for the purpose of attending a medical or dental appointment
R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
Unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after 9:30am
Not counted in possible attendances	
D	Dual registered at another school
Q	Unable to attend the school because of a lack of access arrangements
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Z	Pupil not on admission register

#	Planned whole school closure
---	------------------------------

If you would like a copy of your child's attendance record at any point, please ask at the school office.

APPENDIX C: Children from Traveller Communities

Traveller children of compulsory school age are expected by law* to attend at least 200 sessions out of the possible 380 sessions per school academic year. The use of the Traveller code (T) for more than 180 sessions could indicate that the pupil has failed to meet this requirement. Please note that absence for travelling purposes should only be coded "T" when the parent is engaged in trade or business of such a nature as to require them to travel from place to place. If this is not the case, the child is required to be in school as usual.

*The Education (Pupil Registration) (England) Regulations 2006

It is important that there is consistency between schools in relation to the approach to the absence of Traveller children and this school therefore adopts this policy.

The attendance of children from travelling families is treated with equity and fairness taking into account the cultural needs of our Traveller community; the culture of travelling families can require travel for genuine work purposes and is recognised nationally.

However, it has also been recognised that Traveller children's attendance tends to be very low and can result in significant problems with achievement, attainment and whole school attendance performance management.

Of particular importance is:

The coding of the absence of Traveller pupils in schools

Movement among Traveller families; children may leave and return at the parents' will and at very short notice, with no indication of the whereabouts of a child and/or his/her welfare

This in turn makes it difficult for the school to exercise the duty of care to children and to provide a good education to each and every one of our pupils. It is important that the school is able to monitor, assess and review children's development and to ensure that children are progressing.

Whilst respecting the need for Traveller families to conduct their day to day businesses, it is important for everyone to work together to maximise the opportunity for all children to achieve and attain through improving attendance and punctuality in school. Traveller families are therefore subject to the same limitations and constraints in regulation as all other families albeit with discretion where travel is for business purposes.

Traveller families will be requested to complete a Traveller Request Form before a child's period of absence from school commences where travel is for business purposes and/or the child will be accessing education in another location. Requests for absence of any other nature should be made using the schools leave of absence request form - Appendix D

Information is available from the school office.

Please note the following:

Absence linked to travel for the reasons listed below will not constitute travel for work purposes. The school must conform with regulations to provide equality for all pupils and set the foundations for a fair Attendance Policy for the whole school population:

- Bereavement
- Weddings
- Visiting Relatives
- Absence the family feel is religious observance where this is in excess of 1 day exclusively set apart by the religious body
- Pre-wedding preparations and weddings
- Birthdays

Where a family does not inform the school or seek permission for absence before departure, the absence will not be authorised.

Traveller Pupil Tracking Form - Guidance

The purpose of the form is to record the proposed leave of pupils from the travelling communities, recording details of their local residence and their current contact numbers. The purpose of the form is also to record information about intended travel dates and the expected date of return. If the family is staying on a Local Authority site in another area of the country, the details can be recorded and confirmed.

If the student is dual registered with a school outside of the local authority, this information should be confirmed and the dual registration procedures undertaken accordingly.

The purpose of this process is to support good practice, to encourage traveller families to share their proposed arrangements prior to leaving and to ensure that effective contact is maintained. The Traveller Pupil Tracking Form should assist in reducing cases of children deemed to be missing in these circumstances and therefore strengthen the safeguarding procedures in place, as well as ensuring that children's school attendance is maximised.

Together, we anticipate a continued improvement in attendance at school by working jointly with parent(s)/carer(s), specialist support from the Traveller Education Service and the Education Welfare Service to achieve better educational outcomes for our Traveller Children and Young People.

TRAVELLER PUPIL TRACKING FORM

In the interest of pupil welfare, the school and parent/s will complete the following information together ***before pupil(s) travel:***

Child's Name:	Child's dob:
Base 1: Leicester address with post code:	

Parent(s)/ Carer(s) Name(s):
Base 2: Address with post code (other residence):
Reason for travel:
Landline telephone number:
Mobile telephone number:
Email address:

TRAVEL DATES

Travel Date	HT1	HT2	HT3	HT4	HT5	HT6
Expected Return date	HT1	HT2	HT3	HT4	HT5	HT6

School details where child is dual registered:

--

Education Packs provided Y / N

Please note:

Traveller children whose whereabouts are unknown can be deleted from the school roll in the same way as other (non-traveller) pupils after thorough investigations have been undertaken and the pupil has not been located. In all cases, the school complies with the LA and Maintained Schools Protocol on the Management of Children Missing From Education.

APPENDIX D: Application for Leave of Absence



Alderman Richard Hallam Primary School
Avebury Avenue, Leicester, LE4 0FQ
Tel: 0116 262 4003 / 262 1543
Email: office@aldermanrichardhallam.leicester.sch.uk
Web: www.arhprimary.co.uk

Headteacher: Miss A Kedzior B.Ed (Hons) N.P.Q.H.
Deputy Headteacher: Mr S Beardsmore BSc (Hons)

APPLICATION FOR LEAVE OF ABSENCE

Please read the following information before completing the form.

In line with the Government guidance, we are unable to authorise any term time absence, unless our view is that there are exceptional circumstances.

If your child has unauthorised leave of absence, you will either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case will be referred by the Local Authority directly to the Magistrates' Court. For absences from August 2024 onwards, please see the attached document. Documents may be requested from you in support of your application (flight details, medical records etc.)

For your request to be considered, the completed form must be returned to us at least 2 weeks prior to the absence.

Name of child:	Class:	
Name of child:	Class:	
Name of child:	Class:	
Current home address:		
Address of any parent with Parental Responsibility who lives at a different address:		
Planned first date of absence:	Planned return date to school:	Number of days absent:

Destination:
Reason for request:
Details of emergency contact (to be contacted if child(ren) do not return to school on agreed date)
Name: Telephone no:
Email address:

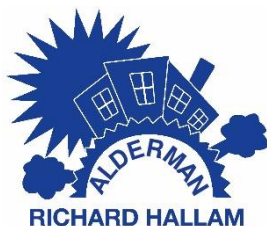
Parent/Carer's name:
Parent/Carer's signature:
Date:

Please return the completed form to the School Office or email our Attendance Officer -

kjohnson3@aldermanrichardhallam.leicester.sch.uk

An email will be sent to you when your request has been considered.

APPENDIX E: Application for Leave of Absence



Alderman Richard Hallam Primary School
 Avebury Avenue, Leicester, LE4 0FQ
 Tel: 0116 262 4003 / 262 1543
 Email: office@aldermanrichardhallam.leicester.sch.uk
 Web: www.arhprimary.co.uk

Headteacher: Miss A Kedzior B.Ed (Hons) N.P.Q.H.
 Deputy Headteacher: Mr S Beardsmore BSc (Hons)

LEAVE OF ABSENCE AND HOLIDAYS IN TERM TIME

In line with the Government guidance, we are unable to authorise any leave of absence, unless our view is that there are exceptional circumstances. Please find below examples given by the Governing Body and how the Headteacher will respond:

Reason	Justification	Decision
Holidays are cheaper during term time.	This is NOT an exceptional circumstance.	Absence will NOT be authorised.
Parent/carers employer allocated holidays fall in term time.	This is NOT an exceptional circumstance. It is an issue that needs to be resolved between parents and their employer.	Absence will NOT be authorised.
Parent/carer wedding abroad or in the UK.	The wedding party must consider school term times when planning their wedding day and absence can be avoided.	One day authorised absence.
Parent/carer is in the armed forces.	Short/limited period of leave before returning to official duties.	Absence can be authorised. Evidence of leave required.
Parent/carer in the fire service.	The fire service prescribes holidays depending on their watch.	Absence can be authorised. Evidence of watch pattern required.
Parent/carer undergone or undergoing extensive medical treatment.	Request for leave has been made to coincide with a treatment schedule.	Absence can be authorised. Medical evidence needed.
Pupil's ongoing health/medical needs or the need for specialist accommodation.	Considered as an exceptional circumstance because holidays may not be able to happen out of term time.	Absence can be authorised. Medical evidence needed.
Immediate family member wedding abroad or in the UK.	The wedding party might not consider school term dates when planning their wedding day.	One day authorised absence for wedding and one day authorised absence for travel if required. Evidence of wedding booking required.
Child visiting a sick immediate relative abroad or in the UK.	Unforeseen illness may fall in term time.	Depending on destination, a maximum of five days can be authorised. Medical evidence required.

Child attending a funeral in the UK or abroad.	Funeral date may fall in term time.	Maximum of three days authorised. Evidence of funeral required.
Child attending a religious festival.	Religious festivals often fall during term time.	One day authorised.
Child visiting a parent/carer in custody.	Visiting times may not fall in school holidays.	One day authorised. Evidence of visit required.
Child attending modelling/performing arts or approved sporting activity.	These events may fall in term time.	Absence authorised depending on request and impact on education. Evidence of event required.