



Attendance Policy

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Haylands Primary School Attendance Policy

It is Haylands Primary School's rule that all children should be present for both morning and afternoon registration and attend both morning and afternoon sessions in full every day that the school is open to children.

1. Policy statement and principles

1.1 Policy aims and principles

We believe that in order to facilitate teaching and learning, good attendance is essential. Haylands aims to raise standards in education and to ensure that students achieve their full potential. We recognise that this aim is not possible if they do not regularly attend school, or are persistently late.

Students are expected to attend school every day. It is the responsibility of parents to perform their legal duty by ensuring their children who are registered at Haylands attend regularly and are in school on-time. The school endeavours to support parents and students in this.

Attendance and punctuality issues can have a detrimental effect on the education that a student receives. Evidence shows that missing out on lessons leaves students vulnerable to falling behind and the tendency for them to achieve less than those students with a good attendance record.

We are committed to:

- Promote good attendance and reduce absence
- Ensure every student has access to full-time education
- Act early to address patterns of absence and poor punctuality

This policy is written in line with current legislation and guidance.

1.2 Complaints

All complaints are dealt with under the School's Complaints Policy.

Complaints should be made in writing and will follow the school complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person. The outcome of the complaint will be communicated in writing.

1.3 Monitoring and review

This policy will be reviewed every three years or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised Head Teacher in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Key principles

The school will keep an admission register and attendance register. The contents of which includes all students, their personal details, the date of admission (or re-admission), information regarding parents and carers and details of the school last attended.

The school will take the attendance register at the start of the first session of each school day and again at the beginning of the afternoon sessions. On each occasion we will record student attendance using the national codes. Students will not be marked present if they were not in during the period when the register is open. If there are any absences, then we will follow these up in order to ascertain the reason and record the absence using the correct code on the register.

School gates open at 8.30am. Children come in and make their way to their classes. The school day starts at 8:40 am. All students should be in their classroom at this time. Registers are marked by 8.40am. Students will receive a late mark (L) if they are not in their classroom by 8:40.

The register closes at 8:50. Students will receive a mark of absence if they do not attend before this time. Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark (U code).

Students who are late, arriving (after 8:50am), need to report to reception and sign in stating the reason they are late.

2.1 Definitions

A student is classed as absent if they arrival at the school after the register has closed or if they do not attend for any reason.

An authorised absence is:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during the school day for which the School has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency for which the school has granted leave.

An unauthorised absence is defined as:

- Parents keeping children from attending the School unnecessarily or without reason.
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at the school after the register has closed
- Day trips and holidays in term time which have not been agreed
- Leaving the school for no reason during the day

Haylands defines persistent absenteeism (PA) as missing 10% or more of schooling across the academic year **for whatever reason**.

Persistent lateness is defined by Haylands as students who have 5 or more late marks recorded in one academic year. This may lead to the privilege of the late code (L) being withdrawn and replaced by a 'U' code, which is classed as an unauthorised absence.

2.2 Absence procedures

It is the responsibility of the parent to inform the school of a student absence and also to inform us of any changes to contact details.

Parents should ideally telephone the school on 01983 563372 before 8.40am on each day of absence, informing of the reason for absence and when their child is expected to be returning to school.

Parents are able to send an email to the office as an alternative to calling to detail the reason for absence on absence@haylands.iow.sch.uk

Parents are required to provide a reason for the absence.

Appointments

As far as possible, medical and dental appointments should be made outside of the school day. Where this is not possible, a note and appointment card should be sent to the school prior to the appointment. Students must attend school before and after the appointment wherever possible. If the appointment requires the student to leave during the day, they must be signed out by an adult listed on the student's record.

Students should report to reception and sign out and sign back in when they return.

Religious observations

Parents must inform the school in advance if absences are required for days of religious observance. The school will authorise absences where a reasonable request is made.

Term time leave

We require parents to observe the term times of Haylands Primary School. The head Teacher will only authorise leave of absence during term time in exceptional circumstances. If the Head Teacher grants a leave request, we will determine the length of time that the student can be away from school.

Any requests for leave during term time will be considered on an individual basis. Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a student's attendance record shows any unauthorised absence
- Where a student's authorised absence record is already above 10% for any reason

If term time leave is not granted, taking a student out of school will be recorded as an unauthorised absence and legal action may be considered.

Fixed/Truancy Penalty Notices -

Fixed Penalty Notices were introduced by the Anti-Social Behaviour Act 2003. They give the E&I Service, Head Teacher and the Police the power to apply for a notice in cases of persistent truancy or unauthorised absences of a pupil. In addition, they can be applied for when pupils excluded from school are found in a public place without reasonable justification.

With the new National Framework or Penalty Notices, the following changes will come into force for Truancy Penalty Notices (TPN) issued after the 19th August 2024.

First Instance

The first time a TPN 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.

Second Instance (Within a 3 year period)

The second time a TPN is issued for term time leave or irregular attendance the amount will be:

£160 per parent, per child, paid within 28 days. There will be no reduction for earlier payment.

There is now a cap on the number of TPN notices that will be issued to a family, the issuing of these fines is as a deterrent and if that is not effective then the guidance now means the matter will be escalated.

Third Instance (Within a 3 year period)

There is now a cap on the number of TPN's that can be issued. On the third instance of term time leave or irregular attendance a TPN will not be issued and

the matter will be presented straight to the Magistrates Court. Magistrate's fines can be up to £2500 per parent, per child.

Case found guilty in Magistrates Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

Haylands Primary School works closely with the Education & Inclusion Service and in cases where a child has unauthorised absences on their attendance record these will be discussed with the E&I Service and an action agreed in relation to those absences. The E&I Service state:

"Parents need to be aware that a prosecution under the Education Act 1996 can, under the aggravated offence, lead to a fine of up to £2500, a possibility of up to 3 months' imprisonment and a Parenting Order may also be imposed. Alternatively, the Local Authority may decide to issue parents with a Truancy Penalty Notice of up to £120, or apply for an Education Supervision Order under the 1989 Children's Act."

2.3 Intervention

Haylands recognises that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of students may be more at risk of poor attendance and will provide support and assistance wherever possible.

The school's attendance target is 100%. Details of our absence levels can be found on the school's web site. Letters of concern regarding attendance may be sent at any time if attendance or if lateness become a cause for concern.

In the case of repeated absence, the school will arrange for parents to speak to school staff regarding those absences. The attendance and absences of all students is monitored the Education and Inclusion Service will be informed. If a case is referred to the Education and Inclusion Service, they will attempt to resolve the situation by agreement. If the situation cannot be resolved and attendance does not improve, the Education and Inclusion Service has the power to issue sanctions such as prosecutions or penalty notices.

When a student's attendance reaches a cause for concern, a stage 1 letter is sent out outlining the support that is available to them to ensure good

attendance. If there are still concerns, a further invite will be sent inviting parents in to the school for a School Attendance Meeting (SAM). It may become necessary for the Pastoral Team to become involved in a supportive capacity to promote improved attendance.

If a case is referred to the Education and Inclusion Service, they will attempt to resolve the situation by agreement. If the situation cannot be resolved and attendance does not improve, the Education and Inclusion Service has the power to issue sanctions such as prosecutions or penalty notices.

Late Process:

Haylands will trigger a Late Monitoring process if students are late to school more than 5 times in a half term.

Parents will be notified by text for each day a student is late (minutes late communicated). If there is no improvement, this will trigger the lateness process.