



# Feltham Hill Infant & Nursery School

## Attendance Policy

Leaders must ensure that all pupils including vulnerable ones attend school regularly.

Good attendance is essential to support pupils' well-being and attainment.

**School's senior attendance champion - Ms Angela White**

**School's attendance officer - Ms Jane Sargeant**

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*Prepared by: HT June 2024*

*Agreed with: Strategy team June 2024*

*Agreed with: All school staff (June 2024)*

*Agreed with governors: Chair governors/named attendance governor &*

*Full governing body: July 2024*

*To be reviewed and updated: June 2025*



### **Aims and vision**

Leaders have a vision for all pupils to attend school 100% of time.

It is proven that pupils with high attendance and good punctuality, are happy and attain well.

So leaders will ensure that:

- There is a whole school culture to improve attendance.
- It is the responsibility of all staff to promote good attendance.
- Patterns of absence are acted on early, to address them.
- Persistent absence (PA) and severe absence are reduced.
- There are strong relationships with families to ensure pupils have the support in place to attend school, on time.

### **Legislation and statutory 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 2023](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Working together to improve attendance Aug 2024](#)

### **Working in partnership with parents/carers**

Leaders will work closely with parents to promote individual pupils' attendance and punctuality.

This will include:

- Sharing school routines for timings, punctuality and reporting absences during every new parents' induction meetings, annually.
- Issuing this policy to parents of children new to school.
- Making this policy available on the school website, located on the opening page.
- Publishing attendance data weekly in the newsletter.

Leaders also use praise to encourage good attendance.

Good attendance is celebrated with parents, weekly, during every Friday's birthday assembly:

- Classes with 95% attendance or above are awarded a class star. (Class stars go towards class rewards for behaviour).



- The classes with the highest attendance win the attendance bears for the following week.
- These same classes are also allowed to wear their own clothes, on the following Friday, so seen by all during the next birthday assembly.

### **Daily procedures - punctuality**

Parents/carers must adhere to school's daily procedures for punctuality and reporting absence.

- The school gates for the whole school site open at 8.35am and close at 8.50am.
- The Centre, Nursery, Reception, Year 1 and Year 2 children enter school through their class doors.
- This is so that a familiar, friendly adult is welcoming them.
- The class doors are open from 8.45-8.50am.
- The morning register is taken at 8.50-8.55am.
- Learning across the school starts promptly at 8.55am.
- If parents arrive after 8.50am and the gates are locked, children must be brought to the school office.
- The children must be signed in electrically and may receive a late mark.
- Please remember, that coming late means that a child has missed the start of learning and it is hard for them to catch up.
- Also when they are late they can feel worried and anxious.

### **Daily procedures - reporting absence**

Parents must report their child's absence every day, until they return.

- This reporting can be by email or leaving a phone message.
- If parents haven't notified the school, Ms Sargeant will call to ensure that the child is safe.
- Parents will need to show proof of illness for absence to be authorised.
- This could be: notification of an appointment, note of a GP and/or pharmacy visit, picture of medicine.
- It is very important for all absences to be authorised.
- If Ms Sargeant doesn't make contact she will contact the school attendance supervisory officer (SASO) and then make a child missing in education (CME) referral.
- The designated safeguarding offer (DSL) will add relevant information to this referral.

### **Valid reasons for authorised absence**

Parents can complete a formal request for absence which is planned and authorised.

These include:



- Medical/dental appointments with proof.
- Religious observance where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes.  
This covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers.  
Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- Other authorised absences could involve: social care meetings, housing issues or education off site.

### **Roles and responsibilities**

Everyone has responsibility for promoting and improving attendance, so reducing absence.

### **Schools' attendance champion**

Ms White, the Headteacher is the school's attendance champion.

- So has a strategic role to monitor and improve attendance throughout the school.
- This will include training all school staff to effectively monitor attendance.
- The role will also involve liaising with the named attendance governor.

### **School's attendance officer**

Ms Sargeant is the receptionist and attendance officer.

- Her role is to monitor attendance: daily, weekly, 4 weekly and termly.
- She will also make daily calls, alongside, the office when necessary.
- She is responsible for managing and leading school's absence procedures, alongside the attendance champion, as required.
- And will liaise with Hounslow's school attendance support officer (SASO), when needed.

### **Teachers & support teaching staff**

All teaching staff are responsible for managing the attendance and punctuality of the children in their class.

- They must take the register, using student information management system (SIMS) on time, twice daily and remember to save it.  
*(This is a legal duty for teachers and could lead to dismissal.)*
- Teachers must report any patterns of absence to the attendance officer and attendance champion, e.g. a pupil missing every Friday.
- Teachers should also report if a child has PA.
- Teachers must report any families who are continually late.



- In terms of safeguarding, a staff member should ask a child or parent why they have been absent and report on myconcern, if needed.
- Teaching staff should praise attendance and punctuality, following birthday assembly, when their class are awarded a class star.
- And also celebrate when they have won the attendance bear, and wearing their own clothes.

### **Office staff**

School office staff support the attendance officer with punctuality and reporting absences.

- They will make calls home, if required.
- They will note reporting of absences from parents and inform Ms Sargent, so the correct code can be used.
- They will complete myconcern for safeguarding, if there is a concern.

### **Full governing body**

Governors have overall responsibility for school's attendance.

- There is a named attendance and safeguarding governor.
- This is Jane Kendall-Nicholas, the Chair of governors.
- This governor and the attendance champion have a termly, focus visit.
- Termly attendance data is discussed.
- This is shared in a full governing body meeting.
- Governors must ratify this policy.

### **Leaders tackling and managing absence**

Leaders have clear procedures for tackling and reducing persistent absence (PA) and severe absence. This is to ensure pupils are safe.

- Parents are expected to report their child's absence daily, by calling or emailing the office.
- Ms Sargeant will contact parents if school has not heard from anyone to ensure the child is safe.
- Leaders formally monitor and manage attendance every 4 weeks.
- Ms Sargeant, reviews the attendance for individual pupils.
- The school's attendance champion is updated.
- This data is used to start school absence procedures.
- If a child's attendance is below 95%. The family will commence these school procedures:
  - In the first instance, all parents/carers of pupils with attendance below 95% will receive an initial concern letter.
  - This will show: current attendance, authorised and unauthorised absences.
  - Parents will be able to meet with Ms Sargeant, and discuss any issues or support needed to get their child to school.



- Please note that, information about a child's attendance, will be given in terms of sessions not days and will include authorised and unauthorised absences.
- After 4 weeks, where attendance is still below, a target will be set, to be reviewed in 4 weeks' time.
- After 4 weeks if the first target is not achieved.
- Ms Sargeant will meet with parents/carers and offer support to improve their child's attendance before setting a second target.
- A parent/pupil contract will be drawn up and a second target will be put in place.
- If this second target is not achieved Ms Sargeant will speak to parents.
- There may be an extended target put in place to give parents more time to improve their child's attendance.
- If this extended or second attendance target is not achieved. Ms Sargeant will send a referral to Hounslow's School Attendance Support Service (SASS).
- The attendance school champion, who is also the designated safeguarding lead (DSL) will be informed.
- The DSL will include any safeguarding issues in this referral, to ensure everyone is safe.

***At any time, if attendance has improved, Ms Sargeant praises the improvement to parents and children personally.***

#### **Procedures for school and local authorities working together**

To further reduce persistent absence, PA, (absent for 90% time) and severe absence (absent for 50% time), the Department for Education (DFE) requires schools to work closely with local authorities, there are new legal requirements, in place from August 2024.

- The school has an assigned school attendance support officer (SASO) from Hounslow, to work with and liaise with Ms Sargeant.
- The SASO is Kelly Whisker.
- In line with the guidance from the DFE, they will meet together termly to discuss and reduce persistent absence (PA) and severe absence.
- In addition, they will meet with parents/carers to see what help might be needed to get their child to attend school.
- If a second or extended school attendance target is not achieved, Ms Sargeant will send a referral to school attendance support service (SASS).
- The attendance champion, and DSL will be informed.
- This will include any safeguarding issues in this referral, to ensure families are safe.
- The SASO will contact the family, set a Hounslow attendance target and a period of time.



- Providing that this is not achieved the SASO and Ms Sargeant will meet with parents to set a pupil/parent contract.
- The aim of this contract is to improve their child's attendance by reducing absence.
- If this is not achieved, a contract with the SASO and school will be set again.
  
- After that, a family could receive a penalty notice and then ultimately a fine.
- Fines will increase to:  
£80 to be paid within 21 days, or  
£160 if paid after 21 days but within 28 days
  
- Term time leave can never be authorised by the Headteacher.
- Term time leave will be referred to SASS.
- A penalty notice will be issued.
  
- Leave taken will stay on your child's record for 6 years, and this will be recorded as unauthorised.
- Worryingly, you are also at risk of losing your child's place at our school.
  
- A child missing in education (CME) referral will also be made to include safeguarding concerns, to ensure children not at school are safe.

### **Analysing data**

There is a requirement from the DFE for all schools to monitor and publish their attendance data.

- Leaders compare attendance to national and to Hounslow, every term and this is published on school's website.
- Leaders compare data for all pupils and groups.
- This includes: special educational needs (SEN), pupils premium (PP), boys and girls.
- Leaders must aim for their attendance to be above national including groups.
- With PA, below national.
- At the moment there are no pupils with severe absence.

### **Reporting to parents**

The DFE expects leaders to regularly update parents/carers of their child's attendance and absence levels.

- A pupil's attendance percentage and persistent absence percentage will be recorded on their annual report which is sent at the end of the academic year.
  
- Also, any parents/carers of children with PA or severe absence, will have been notified of their child's attendance in a warning letter and then subsequent attendance targets.

### **Attendance register**

Leaders will keep an attendance register, and place all pupils onto this register.

- This is the role of the receptionist/attendance officer, alongside the school business manager (SBM).



- Leaders will ensure that teachers or support teaching staff, take the attendance register, at the start of the morning and afternoon sessions.

Teachers or support staff will mark whether every pupil is:

- Present

Office staff will then mark whether a pupils is:

- Absent and add the absence codes and the reason if known.
- Unable to attend due to exceptional circumstances.
  
- Attending an approved off-site educational activity.

### **Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, by the office using the appropriate code **L**
- After the register has closed, they will be marked as absent, using the appropriate code **U**
  
- Parents/carers of pupils who are continually late will be monitored and reminded the importance of arriving on time.

### **Monitoring arrangements**

This policy will be reviewed by the Strategy team and safeguarding governor, annually.

At every review, it will be approved by the full governing board.

### **Links with other policies**

This attendance policy is linked to:

Child Protection & safeguarding  
Behaviour including anti-bullying and statement of behaviour principles  
Early years foundation stage policy  
Health & safety policy  
Teaching and learning  
Staff code of conduct





**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
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school

Code	Definition	Scenario
<b>Authorised absence</b>		
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



<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day