



Haggonfields

Primary School

Attendance Policy

Policy lead:	Headteacher
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MULTI ACADEMY TRUST

Attendance Policy

At Haggonfields Primary School, we believe that regular attendance is essential for children to achieve their full potential, develop positive relationships and fully participate in school life. Good attendance supports academic achievement, wellbeing, personal development and future life chances.

We are committed to creating a culture where attendance is everyone's responsibility. Working in partnership with pupils, parents, staff and external agencies, we promote excellent attendance and seek to remove any barriers that may prevent children from attending regularly. We take a supportive, child-centred approach while maintaining high expectations and recognising that regular attendance is fundamental to children's achievement, wellbeing and future success.

1. Aims and expectations

1.1 At Haggonfields Primary School, we recognise that good attendance and punctuality are essential to pupils' educational achievement, personal development and wellbeing. Regular attendance enables children to access the full curriculum, develop positive relationships and establish habits that support lifelong success. We therefore work closely with families to promote excellent attendance and identify barriers at the earliest opportunity.

The school aims to:

- Promote excellent attendance and punctuality for all pupils.
- Ensure all pupils have access to a full-time education.
- Identify and address barriers to attendance at the earliest opportunity.
- Develop positive and supportive relationships with families.
- Work collaboratively with external agencies where appropriate.
- Maintain accurate attendance records.
- Meet all statutory duties relating to attendance

1.2 It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupils should be deprived their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of pupils and their parents to ensure attendance at school as required by law.

- Pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

1.3 Pupil Expectations

Pupils are expected to:

- Attend school every day unless absence is unavoidable.
- Arrive punctually and ready to learn.
- Engage positively with support offered when attendance concerns arise.
- Speak to a trusted adult if they are experiencing difficulties affecting their attendance.

1.4 Parental Expectations

Parents are expected to:

- Ensure their child attends school regularly and punctually.
- Notify school as soon as possible on each day of absence.
- Work collaboratively with the school to overcome attendance barriers.
- Avoid making routine medical appointments during the school day wherever possible.
- Provide up-to-date contact information, including emergency contacts.
- Engage with attendance support meetings where required.

1.5 How the School Supports Good Attendance

The school adopts a "support first" approach to attendance.

We recognise that barriers to attendance can be complex and may include:

- Special Educational Needs and Disabilities (SEND)
- Physical health needs
- Mental health or emotional wellbeing needs
- Family circumstances
- Caring responsibilities
- Social care involvement

Where attendance concerns arise, the school will seek to understand the reasons for absence and work alongside pupils, families and external agencies to provide appropriate support. Attendance support plans may be implemented where required

The school recognises that some pupils may face additional barriers to attendance due to SEND, physical health conditions or mental health needs.

Attendance procedures and support arrangements will be individualised where appropriate and developed in consultation with families and relevant professionals. The school will carefully consider reasonable adjustments and alternative support strategies before attendance enforcement measures are considered.

2. Encouraging Attendance

Attendance is encouraged in the following ways:

- Accurate completion of the registers at the beginning of each session and within 15 minutes of the start of the session.
- A high quality and engaging curriculum.
- Recording of good attendance on
- individual pupil reports.
- Weekly individual, class and house award and recognition *
- Establishing a mechanism for supporting those parents who are concerned that their children may be experiencing difficulty in attending school.
- The efficient use of computerised registration systems can provide valuable, year group, form and pupil level attendance data which can assist speedy analysis and timely responses by the school.
- A relentless attitude to raising expectations from pupils and parents where attendance and achievement are concerned.

*Any attendance rewards will take into consideration pupils with significant medical needs that impacts attendance to avoid discrimination.

3. Absence Procedures

Parents must contact the school office as soon as possible on the first day of absence.

Where no reason for absence has been received:

- A text message will be sent to parents/carers.
- Follow-up telephone calls will be made using available contact numbers.
- Home visits may be undertaken where necessary.
- Referrals to relevant agencies may be made where safeguarding concerns exist.

The school will always prioritise the safety and welfare of the child.

3.1 Medical Evidence

The school may request medical evidence where:

- There are concerns regarding the authenticity of absence.
- Absence is frequent or follows an emerging pattern.
- Attendance is being monitored due to ongoing concerns.
- A prolonged period of absence requires clarification.

Examples may include appointment letters, prescriptions, discharge notes or other evidence from healthcare professionals.

A parent's explanation may be accepted where there are no concerns regarding the authenticity of the absence.

3.2 Attendance Monitoring

The school will regularly monitor attendance and analyse attendance patterns.

Where concerns are identified, staff may:

- Contact parents to discuss concerns.
- Offer support and guidance.
- Implement an attendance support plan.
- Arrange attendance meetings.
- Seek support from external agencies where appropriate.

Intervention may occur before attendance falls to nationally defined thresholds where patterns indicate emerging concerns.

4. The Role of the Class Teacher

4.1 The class teachers in our school have high expectations of the children's attendance

4.2 Take a proactive role in pupil attendance and absence.

4.3 Discuss the importance of good attendance with their class and take an active interest in attendance competitions and rewards.

4.4 Discuss with pupils in cases of poor attendance, truancy or patterns that cause concern and to communicate this with the Headteacher, and Attendance Officer as appropriate.

- 4.5 Keep class attendance monitoring accurate through the use of electronic registers, enquiring in cases of absence
- 4.6 Develop positive relations with parents and make contact with home for both praise and concern.

5. The Role of the Headteacher

- 5.1 The Headteacher supports the staff in the implementation of the policy.
- 5.2 To oversee the reporting of progress on attendance to governors, pupils and parents.
- 5.3 To liaise with all stakeholders in the monitoring and tracking of attendance.
- 5.4 Ensure positive attendance remains a priority within the school.

6. The Role of the School Office

- 6.1 Liaise with staff regarding weekly attendance data and other reports on request.
- 6.2 Liaise with class teachers regarding messages received and individual parental contacts.
- 6.3 Monitoring attendance including letters to parents requesting penalty notices from the local authority where required.
- 6.4 Support with attendance panels and initiatives to raise attendance.

7. The Role of Governors

- 7.1 Ensure the implementation of the Attendance Policy and procedures.
- 7.2 Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 7.3 Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- 7.4 Having regard to the current version of *Keeping Children Safe in Education* when carrying out their responsibilities for safeguarding and attendance oversight.

8. Lateness

- 8.1 School starts at 8:45am and pupils are expected to be in class and ready to learn. Registers close at 9:00am. Any pupil arriving after this time without a valid reason will receive an unauthorised late mark (U code).

Repeated lateness will result in support, monitoring and, where necessary, referrals to the Local Authority in accordance with statutory guidance

9. Authorised and Unauthorised Absence

Authorised absence may include:

- Genuine illness.
- Medical or dental appointments.
- Religious observance.
- Bereavement.
- Exclusion.
- Exceptional circumstances approved by the Headteacher.

Unauthorised absence includes:

- Holidays during term time without approval.
- Shopping trips.
- Looking after siblings.
- Missing registration without a valid reason.
- Absences where no satisfactory explanation is provided.

The school determines whether an absence can be authorised and may request further information where appropriate. In Nottinghamshire, parents can be fined if their child has in excess of **5 days unauthorised absence over a 10 school week period**

If your child is a persistent absentee and we have explored strategies to improve this and attendance continues to be a concern, a referral may be made to the LA to start enforcement proceedings.

10. Leave of Absence During Term Time

The Headteacher may only authorise leave of absence during term time in exceptional circumstances.

All requests must:

- Be made in advance.
- Be submitted in writing.
- Include evidence supporting the exceptional circumstances.

Unauthorised leave may result in a Penalty Notice being issued by Nottinghamshire County Council.

Under the National Framework for Penalty Notices:

- A Penalty Notice is considered after 10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period.
- The first Penalty Notice is £80 if paid within 21 days, increasing to £160 if paid within 28 days.
- A second Penalty Notice within a three-year period is issued at £160.
- A third offence may result in prosecution rather than a further Penalty Notice. [\[gov.uk\]](#), [\[nottingham...ity.gov.uk\]](#), [\[nottingham...ire.gov.uk\]](#)

11. Removal from the school roll

- The school will only remove a pupil from roll in accordance with current legislation and statutory guidance, including the School Attendance (Pupil Registration) (England) Regulations 2024.
- The school will work closely with Nottinghamshire County Council before removing any pupil from roll where required by legislation. [\[gov.uk\]](#)

12. Safeguarding

Attendance and safeguarding are closely linked.

The school recognises that poor attendance may indicate:

- Safeguarding concerns.
- Mental health difficulties.
- Family circumstances requiring support.
- Risks associated with children missing education.

The school will follow safeguarding procedures and work with relevant agencies where concerns arise.

13. Monitoring

13.1 The Headteacher monitors the effectiveness of this policy on a regular basis. He also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

13.2 It is the responsibility of the governing body to monitor attendance, and to ensure that the school policy is administered fairly and consistently.

14 Review

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Appendix 1

ATTENDANCE GOOD PRACTICE

At Haggonfields Primary School we endeavour to adopt the following elements of good practice as highlighted by research.

1. A member of the SLT being charged with specific responsibility for pupil attendance.
2. The school devising a sensitive scheme for the immediate follow-up of absentees – eg. either by telephoning home or sending out letters to parents or guardians.
3. Class Teachers ensuring that records of attendance are as accurate as possible and explanations for absence are produced when pupils return to school.
4. Class Teachers monitoring the attendance records of pupils.
5. Rewards introduced for individual pupils or classes with an excellent attendance record in the form of praise or prizes.
6. Absentees and truants being quietly welcomed back to school upon their return and efforts made to reintegrate them socially and academically.
7. First day of absence contact. Where the school is able to resource this, a phone call to the homes of all, or a targeted group of absentees on their first day of absence has proved to be effective in addressing casual and opportunistic absence. Even short-term use of the strategy can produce long-term benefits.

Appendix 2

DFE's Working Together to Improve School Attendance

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working to
gether to improve school attendance - August 2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

Appendix 3

Respiratory Infections

The school will follow the most up-to-date guidance issued by the UK Health Security Agency and the NHS relating to infectious illnesses and respiratory infections.

Parents should seek medical advice where appropriate and inform the school of any diagnosed infectious condition.

Rashes and skin infections	Recommended period to be kept away from school or nursery
Athlete's foot	None
Chicken Pox	Until all vesicles have totally crusted over
Cold Sores	None
German Measles	4 days from appearance of rash
Hand Foot and Mouth Disease	None, usually a mild disease
Impetigo & other skin infections	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Measles	4 days from onset of rash
Ringworm of the body/Scabies	Seldom necessary to exclude provided treatment being given
Scabies	Child can return after first treatment
Scarlet Fever & Streptococcal infection of the throat	Child can return 24 hours after commencing appropriate antibiotic treatment
Slapped Cheek	None
Shingles	Exclude only if rash is weeping and cannot be covered
Warts and viruses	None
Diarrhoea and vomiting illness	
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting
E-Coli Typhoid Shigella	Should be excluded for 48 hours from the last episode of diarrhoea Further exclusion may be required for some children until they are no longer excreting
Cryptosporidiosis	Exclude for 48 hours from last episode of diarrhoea
Respiratory infections	
Influenza	Until recovered
Tuberculosis	Always consult your GP
Whooping Cough	48 hours from commencing treatment, or 21 days from onset of illness if no treatment
Other infections	
Conjunctivitis	None
Diphtheria	Exclusion is essential. Consult GP.
Glandular Fever	None
Head Lice	None. Repeated treatment recommended.
Hepatitis A	Exclude until 7 days from onset of Jaundice
Hepatitis B & C	None
Meningococcal Infection	Until recovered from illness
Mumps	Exclude child 5 days from onset of illness
Tonsillitis	None