



Haggonfields

Primary School

Attendance Policy

Policy lead:	Headteacher
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DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Attendance Policy

...Believe, Aspire, Excel

At Haggonfields Primary School we aim to ensure that all of our children become confident, independent learners with an enthusiasm for acquiring knowledge. Children are supported to develop and maintain positive relationships and to respect and value both themselves and others. We deliver an exciting and innovative curriculum that engages and develops the whole person. We ensure that the curriculum and resources are flexible, adaptable and relevant for the needs of all learners in an evolving world and encourages individuals' interests and aptitudes to flourish.

Believe in yourself, everything is possible

Aspire to be the best you can be

Excel in all that you do

Through a passion for learning rooted in mutual respect and strong relationships, Haggonfields Primary School provides a supportive community and a platform for all to **Believe, Aspire** and **Excel**. Haggonfields' pupils leave the school equipped with the knowledge and skills to continue their journey through education and beyond as resilient passionate individuals.

1. Aims and expectations

1.1 At Haggonfields Primary School, we regard it to be a highly important aspect of children's education and development that they learn to have good attendance and punctuality. Regular attendance underpins effective learning, and children need good personal and social skills in order to live fulfilling and rewarding lives as adults. For our children to gain the greatest benefit from their education it is vital that they attend school regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Therefore, it is very important that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

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 of his/her 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

- That they attend school regularly, at least **97%** of the time.
- That they will arrive on time and be appropriately prepared for the day.
- That they will inform a member of staff of any problem or reason that may prevent them from attending school.

1.4 Parental Expectations

- To ensure their children attend school regularly and punctually.
- To make all none emergency medical appointments outside of school hours.
- To provide medical evidence of appointments given by medical agencies, for example, hospital/orthodontic appointments, so that we can authorise the absence.
- To ensure that they contact the school promptly for each day of absence unless discussed with the appropriate member of staff for extended periods of absence. This can be done via letter, phone call, or email.
- Provide accurate and up to date contact details to the school.
- Provide the school with at least three emergency contact numbers.
- To ensure that their children arrive in school well prepared for the school day.
- To contact the school in confidence whenever any problem occurs that affects the pupils' performance in school.
- To provide medical evidence if requested or if an illness exceeds 3 consecutive days.

1.5 What can parents and pupils expect from school?

- Regular, efficient and accurate recording of attendance with appropriate coding.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us. (Confidential means that the member of staff notified will not disclose that information to anybody without the consent of the pupil or their parent, unless there are concerns for the child in terms of their safety).
- We will reward good attendance but not discriminate against children with significant medical needs (where medical evidence has been provided).
- A high quality education.
- Systems and support to address attendance concerns.
- Staff are appropriately trained in using our recording systems for attendance.

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

3.1 When a pupil does not attend, the school will respond in a number of ways depending on the individual circumstances.

- 1) Parents are required to contact the school as soon as possible on a day of absence via phone call to notify them of their child's absence.
- 2) A text will be sent to any parents, who have not notified school of their child's absence, to notify them of their child not registering.
- 3) If a satisfactory reason is not provided, this will be followed up with a telephone call.
- 4) In some cases, this can be followed up with a home visit to check on the welfare and safety of the child.
- 5) If there has been no communication and a home visit is unsuccessful, referrals to other agencies will be made.

3.2 If a child absence exceeds 3 consecutive days, medical evidence will be requested in order to authorise that period of absence and will be situation specific.

3.3 The school has a structured response for dealing with attendance concerns. When attendance falls below the school's expectation of **97%**, monitoring will be put in place. This will be followed by a letter to parents and medical evidence will be requested in order to authorise absences at the School Attendance Officer and Headteacher's discretion.

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 important 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 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 'Keeping Children Safe in Education' (2021) when making arrangements to safeguard and promote the welfare of children.

8. Lateness

8.1 As a school, we actively promote good punctuality. Pupils who are persistently late or arrive late without reasonable explanation are challenged. Sanctions are used, where necessary, and parents will be contacted in cases of persistent lateness.

8.2 Registers remain open 30 minutes from the beginning of registration, for reporting purposes. Where a pupil arrives during the period when the register is open between 8.45am and 9:00am he/she may be marked present.

8.3 Where a pupil arrives between 9:00am and 9.15am, he/she will be marked with the letter L. (Late before registers close)

8.4 Where a pupil arrives after register closure at 9.15am without good reason, he/she will be marked with the letter U or M if the late relates to a medical appointment

8.5 In Nottinghamshire, parents can be fined if their child is persistently late for 10 separate instances over a six week period and where they are marked as a 'U' in the attendance register.

9. Removal from the school roll

9.1 There are strict guidelines on the circumstances under which a pupil may be removed from the school roll. These are detailed in Pupil Registration Regulations 2006.

Removal from the school roll under circumstances other than those detailed below is illegal.

- Where a school has been notified that the pupil has been registered as a pupil at another school.
- Where a pupil has ceased to attend the school and the parent(s) have satisfied the County Council that the pupil is receiving education otherwise than by attendance at the school. (Elective Home Education).
- Where the school has been notified by a Health Care Professional that the pupil is unlikely to be in a fit state to attend school before becoming legally exempt from the obligation to attend school.
- Where the pupil has been absent without reasonable cause for four academic weeks and the Headteacher of the school has failed, after reasonable enquiry and consultation with the Education Welfare Service to obtain information on the cause of the absence.
- Where the Headteacher has been notified that the student has died.
- The pupil has had 20 days continuous unauthorised absence and both the local authority and school have tried to locate the student.

- Where a pupil has failed to return from an extended family holiday after both the school and the local authority have tried to locate the pupil.
- Where the pupil has been permanently excluded and this decision has been confirmed by the Pupil Discipline Committee.

10. Categorising Absence

10.1 **Only the school**, in the context of the law can authorise absence, a note or explanation from parents does not guarantee authorisation. If there is not an acceptable explanation offered for absence then the matter must be referred to the Headteacher. The school therefore has the right to not authorise absence if they see fit. Reasons for absence will be entered in the register by the appropriate code symbol.

10.2 **Authorised absence** is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence. All other absence must be regarded as **unauthorised** which can lead to fixed penalty notice, see below.

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Medical and dental appointments where proof is available
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated
- Absence that the School deem exceptional circumstance

10.3 Unauthorised Absence

- 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.

10.4 Term Time Leave

- The headteacher is unable to authorise holidays during term-time.
- The headteacher is only allowed to grant a leave of absence in exceptional circumstances.
- Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.
- The headteacher will determine the amount of time a pupil can be away from academy during term time.
- Any leave of absence is at the discretion of the headteacher. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- If parents take their child out of academy during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

- Penalty notices are set at £160 (per child, per parent) and must be paid within the statutory 28-day deadline.
- The first Penalty notice fine issued to a parent is reduced to £80 if it is paid in full, within 21 days of issue. All fines must be paid within 28 days of issue otherwise parents may be prosecuted in court.
- A second fine issued to a parent/carer for a child who is absent from school without authorisation is fixed at £160, with no option to pay at a reduced rate if the fine is paid within the first 21 days.
- Parents/Carers can only receive a maximum of two fines for any individual child over a three-year rolling period for an unauthorised absence from school.
- A third request for a fine within a three-year rolling period would result in the matter being referred directly to the Magistrates court.
- In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance, for lengthy or repeated leave of absence periods.

10.5 **Absences will not be authorised under the following circumstances.**

- Shopping trips
- Holidays in term time unless under exceptional circumstances
- Minding the house or looking after siblings
- Lateness if registration is missed without explanation
- Medical appointments that cannot be verified
- No reason given
- School staff have cause to believe that the note is not genuine or not valid

10.6 Unusual circumstances may arise that lead to a pupil being absent from school. It is for the Headteacher to decide whether the explanation offered is reasonable. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents should be considered.

11. **Monitoring**

11.1 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.

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

12. **Review**

The governing body reviews this policy every two years. They 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.

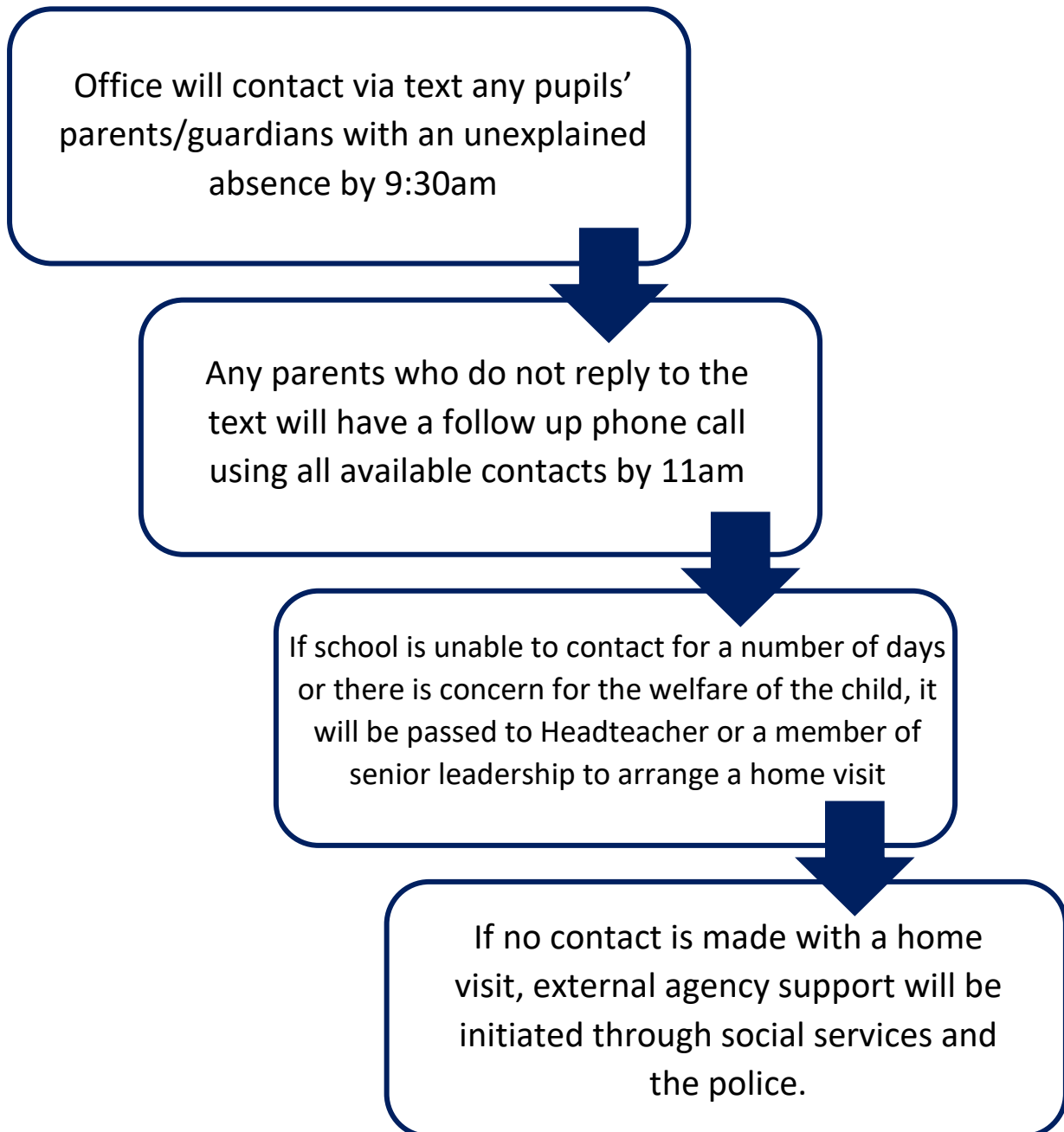
Appendix 2

DFE's Working Together to Improve School Attendance

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

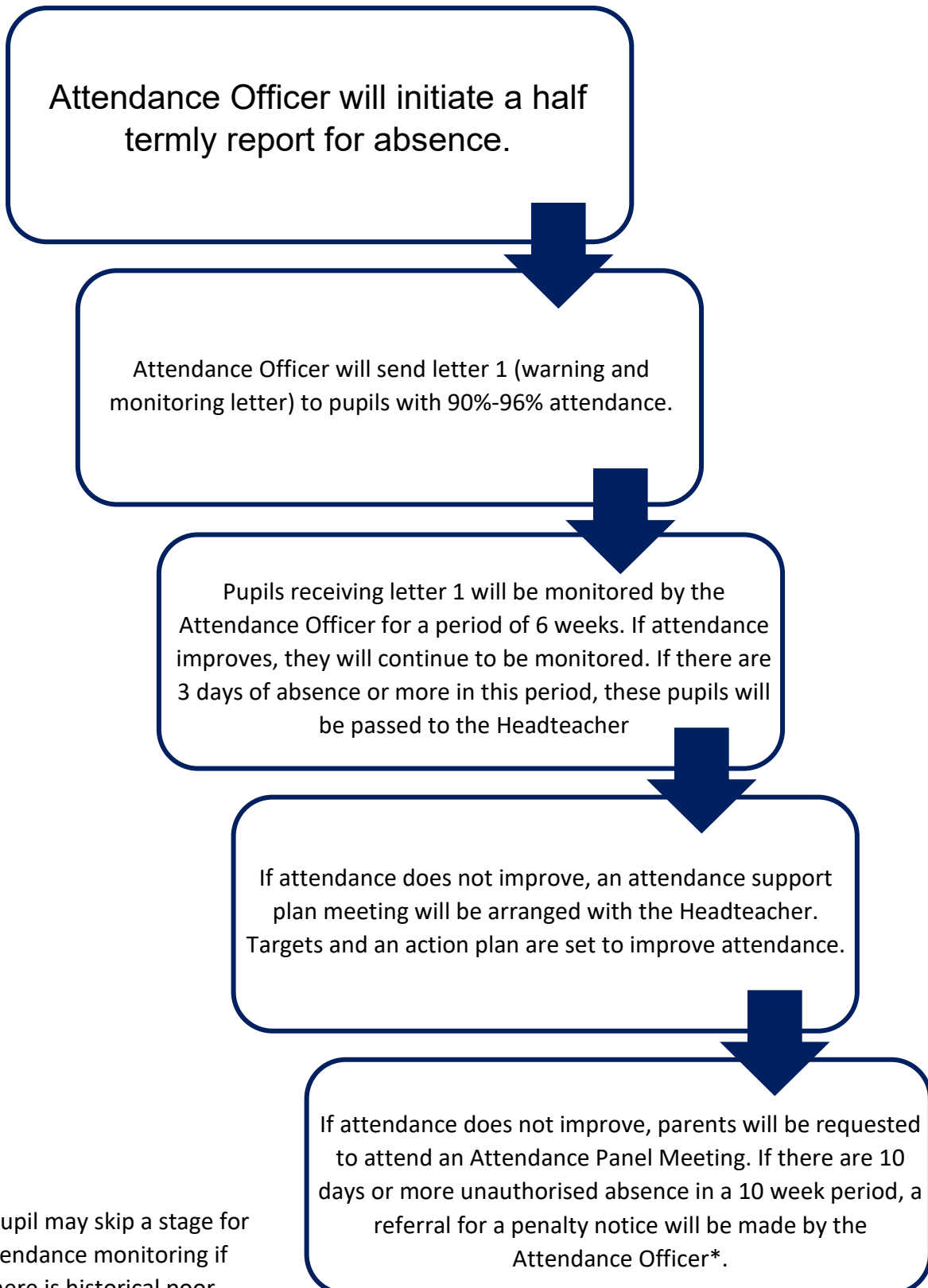
Appendix 3

ABSENCE PROCEDURES FLOW CHART



Appendix 4

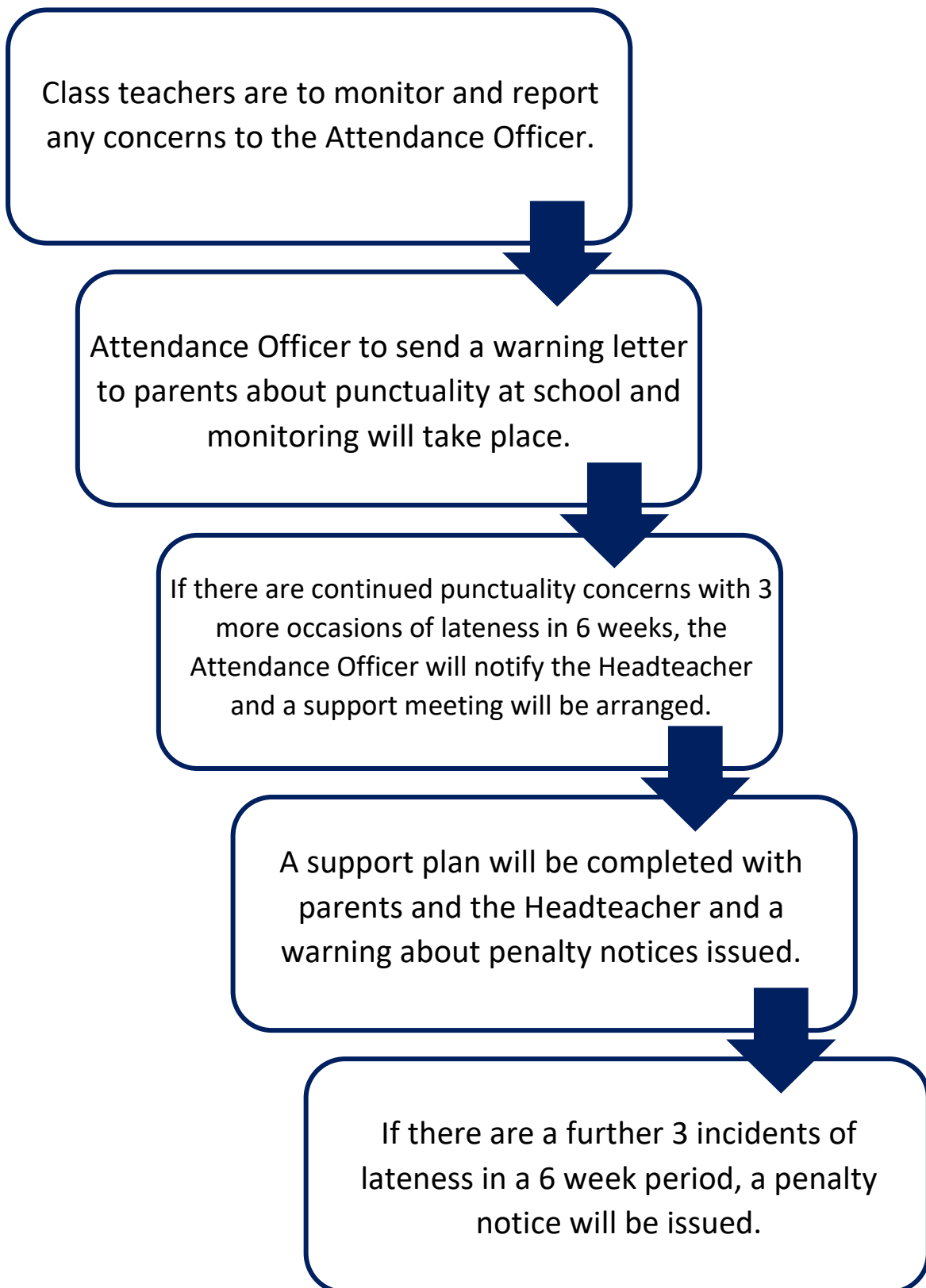
MONITORING ABSENCE FLOW CHART



* A pupil may skip a stage for attendance monitoring if there is historical poor attendance to allow early intervention

Appendix 5

PUNCTUALITY INTERVENTION FLOW CHART



Appendix 6

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
Covid-19 Positive	Isolation for 10 days
Covid 19 Symptoms	Isolate until negative PCR test received