



# St Mary's Hampton

## Church of England Primary School

### ATTENDANCE

Review Frequency: Annual  
Next Review: Spring 2025  
Review Committee: Personnel & Pastoral  
Agreed: Spring 2024  
Signed:

(Headteacher)

(Chair, Personnel & Pastoral)

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## ATTENDANCE – OUR AIM

We aim to encourage good attendance from every learner at St Mary’s by:

- Informing parents of attendance procedures
- Regularly meeting with the Educational Welfare Officer to monitor attendance
- Training staff to manage registers
- Identifying concerns with attendance and punctuality at an early stage and taking steps to address these.
- Use attendance and punctuality processes to help keep children safe and aid early identification of any child at risk

Poor or late attendance can significantly affect a child’s learning. At St Mary’s we aim to build a working partnership between the family and school to ensure that every child has equal opportunities.

## REGISTERS

The register within the MIS - (Scholarpack) is a legal record and teachers & the administration staff are responsible for the information they record within it. It is the recognised system in the school for monitoring attendance and punctuality and is completed at the start of each morning and afternoon. The register is completed electronically by each teacher and the administration staff complete a ‘daily check’ to ensure all information is accurate and up to date.

<b>Morning:</b>	<p><b>Gates open at 8.45</b>  <b>Classroom doors open at 8.45</b>                  Doors to classrooms are closed at 8.55, as is the main school gate. All children arriving after this time report to main school reception desk.</p>
	<p><b>Electronic Register must be submitted by 8.55am</b></p>
	<p><b>Late: after 08.55 – 9.20:</b> Children arriving in these times are marked as present, but Late ‘L’ code - by the School Business Manager.                  Parents must sign the late book after 8.55am                  At 9.20am the School Business Manager must print out the fire attendance list.</p>
	<p><b>Arrival after 9.20am:</b> Any child arriving in school after 9.20am must also report to the main school reception foyer. The office team will record them as a session absence ‘U’ code, &amp; their presence is recorded in the Late book in case of Fire.</p>
	<p><b>“First day calling” safeguarding practice:</b> the family of any child not accounted for by 9.20 must be contacted by the office team to obtain their whereabouts and their reason for absence. If a child was off sick the previous day(s) and it is reasonable to assume that they remain off sick then a phone</p>

	call does not have to be made. If in any doubt then First day calling procedure must be operated *Refer to 'Missing from Education' – page5
<b>Afternoon</b>	<b>1.00 – 1.05pm.</b> Teaching staff to submit register at 1.05pm
	<b>1.05 – 1.15pm.</b> Children are marked as late but present
	<b>After 1.15pm.</b> Session absence

\*All timings subject to change due to COVID-19 pandemic

## MONITORING & REPORTING ATTENDANCE & PUNCTUALITY

The school office staff and headteacher monitor children's attendance and punctuality.

Where there is cause for concern, the headteacher may speak with the child's parents or send a letter indicating that the child's attendance is being monitored. This may be discussed at meetings with the EWO. (See appendix b & c for example letters).

Where attendance causes significant concern, falling below **85%** this is regarded as persistent absence. Good practice will mean that the school will already have tried to engage with the parents. Individual cases are referred to the EWO for action, which would initially include support to overcome any barriers to regular attendance through a wide range of intervention strategies.

Where improvements are not made, the Educational Welfare Service may decide that it is appropriate to visit the parent/s or issue a Fixed Penalty Notice, which is a fine payable by the parents. This action would only be taken where it is felt that parental co-operation is either absent or insufficient to resolve the presenting problem. They are intended for use where it is likely they will have a successful outcome in securing an improvement and enforcing regular attendance. Any Fixed Penalty Notices would be issued in line with the LA's Penalty Notice Code of Conduct.

Attendance information is also reported to the LA (via a termly summary) and DFE (via the census).

Attendance and punctuality is encouraged weekly through the issuing of a weekly class certificate, and is reported at the end of each academic year in each child's annual report and informally at parents' consultations.

## MISSING FROM EDUCATION

The most recent statutory guidance from the DfE for children missing from education must be followed. The current guidance, September 2016, is stored on the school's R drive for reference by the School Business Manager and Headteacher. **Safeguarding children:** When a child fails to arrive at school with no prior explanation this is potentially a safeguarding issue and due process to establish the child's safety and whereabouts must be followed:

**“First day calling”**

School Business Manager activates the ‘First day calling’ process, in that the office contacts the parent if the school has not been advised of an absence. This is to safeguard any child who has set out to attend school but has not arrived. It is parents’ / carers’ responsibility inform the school as to a child’s absence by 9.00am on the first day of absence and then to establish with the Office staff member when the next call / follow up call will be made if a child is sick. If a staff member is concerned about an absence this concern must be reported immediately to the Designated Safeguarding Lead (Headteacher) or the deputy Designated Safeguarding Lead (Deputy Headteacher)

Procedure for referrals to Education Welfare officer – Missing from Education:

Situation	Action
If a child is ‘missing from education’ - ‘absent’ from school for 1 day without contact & is known to the school’s Safeguarding Officer	The School Business Manager will contact the school Safeguarding Officer /Headteacher who will contact <b>SPA</b> – social services &/or the Richmond Borough Education Welfare Officer – Clare Small Mobile: 07714 775416 Email: claire.small@achievingforchildren.org.uk
If a child is ‘missing from education’ - ‘absent’ from school for 1 day without contact & is known to the EWO	The School Business Manager will contact the school Safeguarding Officer /Headteacher who will contact the Richmond Borough Education Welfare Officer – Clare Small mobile: 07714 775416 Email: claire.small@achievingforchildren.org.uk
If a child is ‘missing from education’ - ‘absent’ from school for 3 days without contact & is not known to the EWO	The School Business Manager will advise the Safeguarding Officer/Headteacher, who will contact the EWO Clare Small  Mobile: 07714 775416  Email: claire.small@achievingforchildren.org.uk
If a child moves to another school	The School Business Manager must not ‘off roll’ the child until the new school confirms that they have attended their 1 <sup>st</sup> day; the School Business Manager will use the DfE – secure access service, School2School (s2s) as detailed in the statutory guidance to ensure the pupil’s records are passed on appropriately

High-risk times for a child to go missing from education are at the beginning / end of school holiday closure periods. Any concerns about the possibility of this happening must be reported to the Headteacher immediately.

## REPORTING ABSENCE DUE TO ILLNESS

Parents must contact the school office before the school day (08.55) – by phone or email to report their child’s non-attendance due to illness. As advised by the Education Welfare Service; in some cases where a child’s attendance is less than 90% - the school can request evidence of the illness (doctors note or prescription) – if evidence is not forthcoming, the absence will be marked as ‘unauthorised’. The EWS will instigate a home visit if a child reaches 10 sessions of ‘unauthorised’ absence.

## REQUEST FOR AUTHORISATION OF ABSENCE

Parents must request in writing (letter or email) if they wish to ask for absence for any reason. **Medical appointments** are expected where possible to be taken in school holidays or after school in the afternoon. If this is unavoidable then the request will be authorised when the appointment card or letter is shown, copied and attached to the request.

**Holiday absence** is not authorised other than in extreme circumstances. Parents requesting leave of absence for a holiday must write to the Headteacher outlining the purpose of the holiday.

**Prevent (Counter-radicalism):** Staff take their duties for safeguarding children extremely seriously and with utmost priority. If there is any suspicion that a child’s absence or request for absence is linked to Radicalism, they must inform the Headteacher immediately, who in turn will inform the local safeguarding board and the counter extremism helpline (020 7340 7264).

### Children in Entertainment

Refer to the local borough’s guidelines for licencing and requests for absence (see appendix D for template letter:

[http://www.richmond.gov.uk/home/education\\_and\\_learning/education\\_welfare\\_services/children\\_in\\_entertainment.htm](http://www.richmond.gov.uk/home/education_and_learning/education_welfare_services/children_in_entertainment.htm)

## APPENDIX A – EXAMPLE LATE LETTER

Parent name & address

Date

Dear

We hope you are well. We are concerned about the number of occasions that..... has been late this half-term. The wellbeing of children and families at St Mary's Hampton is of paramount importance. We would like to support you as a family to improve attendance. Please let us know if there is anything we can do to help.

There have been .... occasions between .....

Parents have a responsibility to ensure that their child is at school in time for the morning registration. Regular attendance and good punctuality at school are legal requirements and essential for your child to access a broad and balanced curriculum and to fulfil their potential. We monitor punctuality and attendance continually and are expecting an improvement with immediate effect.

School is open at **8.45** & registration is **8.55**; the value of these first ten minutes cannot be underestimated, in Year 1 children begin their handwriting promptly after 8.55.

If there are any circumstances of which we should be made aware, please contact the school as we are monitoring all lateness.

Yours sincerely

## APPENDIX B – EXAMPLE 1<sup>ST</sup> ATTENDANCE LETTER

Parental Name & address

Date

Dear (parent/carer name)

Re: Absence Monitoring

In our regular monitoring of absence (child's name) appeared on our list of pupils whose attendance is below (insert % according to schools own policy).

(Child's name) attendance is currently (insert %) for the period (insert date) to (insert date).

This percentage equates to (number of) sessions missed. A session being half a day.

If this pattern of absence was to continue for the remainder of the school year (child's name) will not be able to keep up with her work. The wellbeing of children and families at St Mary's Hampton is of paramount importance. We would like to support you as a family to improve attendance. Please let us know if there is anything we can do to help.

If there are any concerns or circumstances affecting your child's attendance that we should be aware of please ensure that you make an appointment to see (insert name of head teacher or senior teacher) at your earliest convenience.

Yours sincerely

Mr M White

Letter to be sent by head teacher

## APPENDIX C – EXAMPLE 2<sup>ND</sup> (FOLLOW-UP) ATTENDANCE LETTER

Parent name & address

Date

Dear .....

**Re: Absence Monitoring**

I am writing to advise you that 'child's name' autumn attendance stood at .... % (.. sessions); this figure constitutes persistent absence, as measured and defined by the Department for Education and will be discussed with the Education Welfare Officer who is visiting on ...date.

We wrote to you on ...date, to let you know that 'child's name' attendance was a becoming a concern but unfortunately 'child's name' continued to have absences from school for the remainder of the term, as well as an additional late occasion.

If 'child's name' attendance fails to improve over the next 3 weeks, an appointment will be made for you to meet with me.

This meeting would be an opportunity to discuss any issues that may be having an impact on 'child's name' attendance. The wellbeing of children and families at St Mary's Hampton is of paramount importance. We would like to support you as a family to improve attendance.

Thank you for your support.

Yours sincerely

Mr M White



**APPENDIX D – EXAMPLE AUTHORISATION TEMPLATE LETTER**

Date

**Performance & Activities**

In accordance with 'The Children (Performances and Activities) (England) Regulations 2014;

We authorise ....., in Year ..., to take part & perform/appear in:

Name of production:

Name of company:

Dates:

Number of days:

This absence from school is 'authorised – and is coded 'C' for the purposes of registration.

Matt White



Headteacher