

2025-2026



# PEEL HALL PRIMARY SCHOOL

# ATTENDANCE AND PUNCTUALITY POLICY

# Attendance and Punctuality Policy

Peel Hall Community Primary School

Head Teacher: S. Lawler-Smith

## Named personnel with designated responsibility.

Designated SLT	Deputy designated SLT	Nominated Governor	Chair of Governors
S. Lawler-Smith	D Howarth	M. Thornley	H. Aaron

Next Review Date	Feb 2025
Committee Responsible	Governing Board
Document locations	Shared Drive

## Change History

Version	Date	Change Description	Stored
1	Sept 2020	Include Coronavirus related absence information	Staff Drive
2	Feb 2021	Head Teacher - Mrs Emma Ford	Staff Drive
3	Feb 2024	Head Teacher - Mr Lawler-Smith To meet the requirements of Working together to improve attendance. Sept 2022 & the summary table of responsibilities for school attendance Sept 2022. To implement reward system	Staff Drive
4.	July 2024	Updated to reflect the new national framework	Staff Drive
5.	Sept 2025	Review	Staff Drive

**This policy should always be read in conjunction with the school's Safeguarding and Child Protection Policy and the most recent version of Keeping Children Safe in Education.**

**The Attendance and Punctuality Policy operates within the context of the school's mission statement.**

**To go further than we thought possible.  
To run faster than we hoped.  
To reach higher than we dreamed.  
To become the best that we can be.**

**By working together, we can achieve greatness.**

- It is the aim of leaders to support every pupil to attend school each day in order to fulfil their academic and social potential. *"To be the best that we can be, you child has to be in school"*
- To realise this aim, Peel Hall Community Primary School will work in partnership with parents / carers, the local authority, and outside agencies to offer pupils support in breaking down barriers to attendance, reducing absences, including persistent and severe absence.
- We will ensure a calm, safe, supportive, and stimulating learning environment where pupils want to be present and are eager and ready to learn. Ensuring every pupil has access to the full-time education to which they are entitled to.
- We will act early to address patterns of absence.

#### **Who is responsible for the policy?**

At Peel Hall, we have systems designed to ensure that all our pupils attend school regularly.

The Governing Body and Senior Leadership team have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues in ensuring its success.

#### **School Attendance Lead**

Miss D Howarth

#### **Governor for Attendance**

Heather Arron /Mark Thornley

#### **Attendance Officer**

Mrs J Phenix

**It is all staff's responsibility at Peel Hall Community Primary School to escalate any absences causing concern to the school Attendance Officer.**

**Once enrolled at Peel Hall Primary school, parents agree to support school with their child's attendance and punctuality by adhering to this policy.**

#### **Aims and Objectives**

- To provide clear guidelines about how the school promotes and attains high levels of pupil attendance and punctuality.
- To ensure that everyone understand the school's expectations of themselves, and each other, and strive to attain them.
- To demonstrate a strong attendance ethos.
- To have a clear policy on absence.
- To have effective systems for monitoring attendance,
- To use attendance data to improve school and pupil performance.
- To promote the importance and legal requirements of good attendance to pupils and their parents/carers.
- To use early intervention when individual pupil absence gives cause for concern.
- To have support systems in place for vulnerable pupils.
- To reward and celebrate good and improved attendance and punctuality.
- To make best use of additional support for pupils and parents with greatest need.

This policy meets the requirements of [Working together to improve school attendance September 2022 and the Summary table of responsibilities for school attendance September 2022](#) 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents / carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. This is essential for children to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to non-school attendance.

Schools are required to consider, on a case-by-case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance.

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

- Penalty Notice One - £160 discounted to £80 if paid within 21 days.
- Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summoned to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

**Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.**

The local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact school and ask for support.

### **Procedures and Intervention Techniques**

Peel Hall Community Primary School demonstrates a strong attendance ethos by having:

- A Head Teacher, Senior Leadership team, attendance officer and pastoral team who work effectively with parents and pupils to promote good attendance, breaking down barriers to attendance.
- A multi-agency response to improve attendance and support pupils/families.
- Positive relationships with families by listening to and understanding barriers to attendance and working collaboratively with families to remove them.
- Parents/Carers sign a home/school agreement which will incorporate attendance expectations.
- The school Attendance Officer will carry out interventions with poor attenders to overcome barriers to attendance
- Early help Assessments will be offered to families to identify possible support

### **Absence Procedures**

Parents/carers must notify the school before 9.30am on each day of absence to report that their child will be absent from school. Parents can notify school in a number of ways detailed below.

- Seesaw app directly to Mrs Phenix.
- School office: 0161 7904641.
- School mobile message/WhatsApp
- The office is open from 8.00am until 4.15pm

If school is not notified of a reason for absence a home visit may be undertaken to ensure there are no safeguarding concerns.

Following Salford City Council guidelines, the school can request the issue of a penalty notice to parents in the following circumstance:

- For unauthorised holidays in term time.
- When a child has 10 sessions unauthorised, including any unauthorised sessions recorded due to arriving late for school (1 day = 2 sessions).

### **Holidays in Term Time**

Parents are strongly urged to avoid booking a family holiday during term time. Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly and consistently punctual.

Parents are requested to submit a leave of absence form to the school office.

Head Teachers are not able to authorise any leave of absence for holidays during term time.

If a child's absence has been recorded as sickness but is later proven that an unauthorised holiday has been taken, a Penalty Notice can also be issued after the child returns to school.

Should a holiday be taken when no written request has been made, a request for the implementation of a penalty notice will be issued by the Local Authority.

### **Medical Absence**

Where possible we expect children to attend medical appointments outside of school hours however should a child have a medical appointment during school hours, it is expected that they attend school before and after the appointment. Appointment cards with times and dates should be shown to school the school office when taking your child out.

Should a child be absent from school for a period of 15 days or more due to a medical condition, the school will make a referral to the Educational Welfare Officer for support and tracking.

### **Managing absences**

- If there are any attendance concerns it is the responsibility of the parent / carer to inform the school.
- This enables the school to work in partnership with the parent/carers by identifying what the issues are and devising a joint action plan to implement interventions that can improve the situation.
- Through reviewing the plan on a regular basis with the views of all parties, it is anticipated that there will be improvements and good working relationships established based.
- There may be times that school requests confirmation from a medical practitioner that a child is not suffering from a contagious disease.

### **Persistent Absence**

Pupils are categorised as being 'persistently absent' if they accumulate 10% or more absences. For children whose attendance falls in the 'persistent absence' category, school will follow Government guidance and implement the 'Fast Track' scheme to work in partnership with parents/carers to improve the child's attendance.

During this meeting:

- An action plan will be compiled with input from the parent/carers, school and pupil.
- Targets will be agreed and reviewed until that child is no longer in the persistent absence category.
- There would be a focus on links between attendance and attainment.
- A school / parent contract will be offered if it is deemed appropriate

If the parent fails to attend the meeting or there is no significant improvement in attendance, concerns will be escalated to the Local Authority Attendance Advisor (previously known as Education Welfare Officer).

### **Authorised Absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent/Carer. For example, if a child has been unwell and the parent has followed the procedures as set out in this policy.

Only the school can authorise an absence. Parents do not have this authority and consequently not all absences supported by parents will be classified as authorised.

If a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future absence in order for it to be recorded as authorised. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

Should a child be absent from school for 5 or more days consecutively medical evidence must be provided for the absence to be recorded as authorised. Should no medical evidence be received the absence will be recorded as unauthorised and a referral to the Educational Welfare service will be submitted where a penalty notice may be issued.

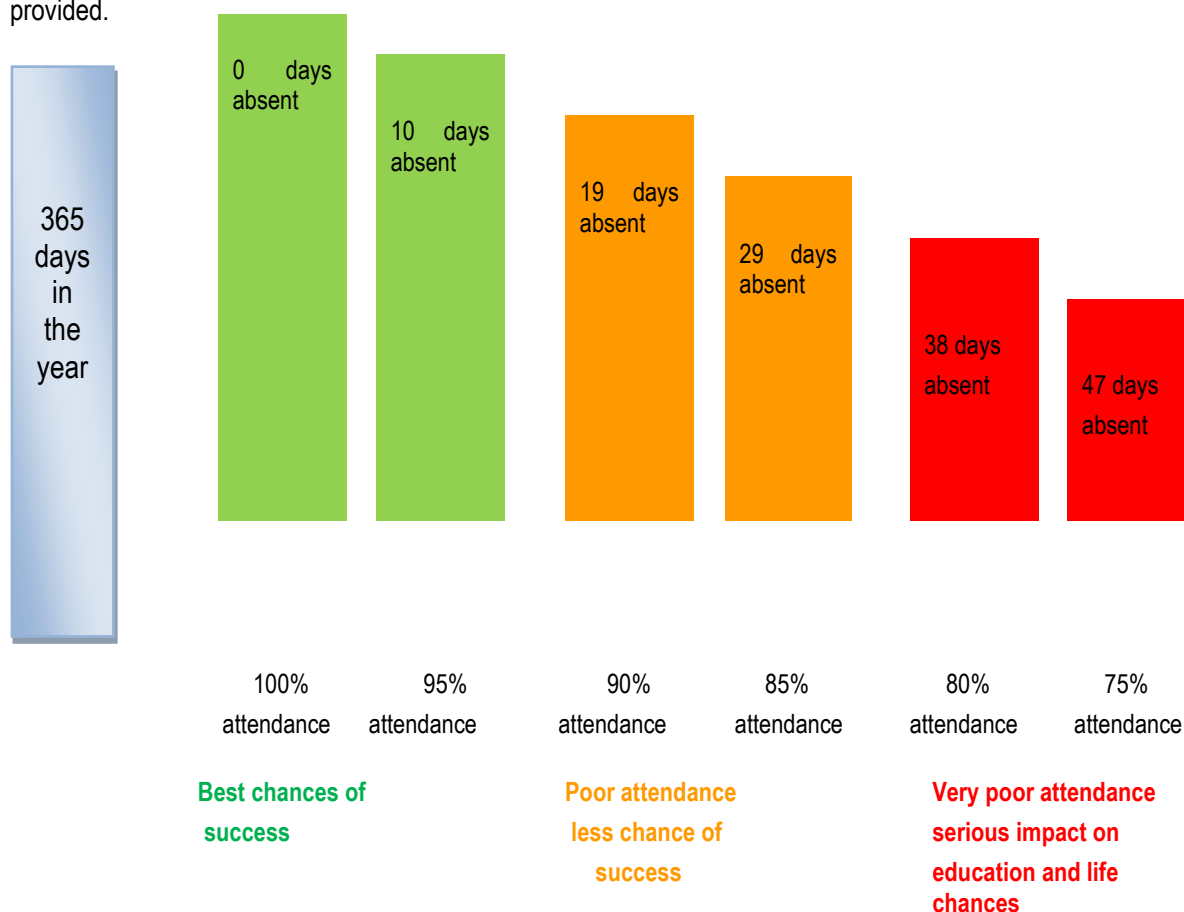
School will notify the Local Authority when a pupil is absent, or going to be absent, for a period of 15 days, either consecutive or cumulative over a term.

### Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Absence taken with the reason of illness before a known holiday will be recorded as unauthorised unless medical evidence is provided.



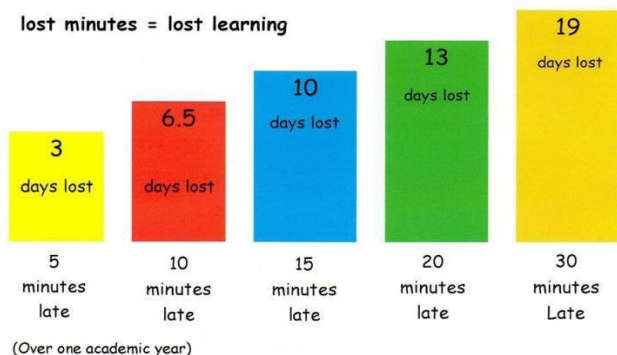
### Punctuality

Punctuality is vital to the educational process. Pupils must arrive at school on time each day.

If your child misses the start of the day, they will lose valuable academic time, additionally, they will miss vital information and news for the day. This can significantly reduce achievement, regardless of academic ability. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. The government have introduced new powers for the local authority to issue Penalty Notices in cases where parents do not take responsibility for ensuring their child arrives at school on time. Parents must take responsibility for getting children to school on time.

The doors open at 8.45am allowing children time to prepare for the morning registration at 9am. Any child arriving after 9am must enter school through the main entrance, where the parent/carer will have to sign in at Reception. Children must be accompanied to the office by an adult if late. It is unfair to expect children to report their late arrival for themselves. An arrival after 9.30am will be marked as an unauthorised absence.

## Every Minute Counts



## Reward System

### Weekly

- Class announcement in assembly for the class with the highest attendance for the week.
- A class trophy for each phase is given to the class with the highest attendance.
- Weekly prize draw for children with 100% for the previous week

### Half termly (for the half term not YTD)

- Certificates for over 96%

### Termly (for the term not YTD)

- £20 voucher for 96% and above children (1 per phase)
- Badges for all children over 96%
- Pupils with 96% and above will watch a film at the end of the term
- £50 supermarket voucher, parent prize draw for 96% and above children

### Yearly

- £25, £15 & £10 prize draw per phase for 96% plus for the year

## Monitoring

The Head Teacher and Senior Leadership team, in discussion with the Attendance Officer will identify progress on Attendance by including the item on staff meetings, senior leadership meetings, and Governor's meeting agendas. This will enable follow-ups and show if the policy is effective.

The Head Teacher will ensure that the policy is high profile throughout the year and especially at the beginning of a new school year through parents' meetings and assemblies.

## Evaluation

The Head Teacher and Attendance Officer will use data from monitoring and feedback from staff, governors, parents/carers, and the Attendance Advisor, to review and update the policy once every school year or when deemed necessary.

## Other Information

This policy should be read in conjunction with the following school policies:

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Special Educational Needs Policy
- Behaviour Policy