



# Attendance Policy

Version	Date	Comments
9	July 2019	FPN info added
10	Nov 2020	COVID 19 Information
11	Jan 2022	Updated Covid information in line with DfE guidance
12	Sep 2022	COVID 19 Restrictions removed
13	Jan 2023	Eform link added for request for absence
14	Feb 2024	Late Collection Procedure
15	Nov 2024	HISN and HJS policy combined
16	Jan 2025	Section 3E & 9 Updated
17	Jan 2026	Correction to PM registration time

**'Be the best you can be!'**

Regular attendance and good punctuality at school are not only legal requirements but are essential for children to access a broad and balanced curriculum and to fulfil their educational potential. It is our policy at HPP to work with the Local Authority to ensure our attendance rates are high and continue to improve.

Attendance is recorded by means of class registers which are called twice per day, once at the beginning of the morning session and again at the beginning of the afternoon session:

**1a) Policy Aims:**

- To ensure that every child is safeguarded and their right to education is protected
- To ensure that all stakeholders, governors, parents, pupils and staff receive regular communication about the importance of good attendance and punctuality
- To keep accurate, up to date records and have robust and rigorous systems for analysing attendance
- Identify causes for low attendance / punctuality with individuals, classes and groups of pupils and address them
- To work with other agencies, in order to address barriers to attendance and overcome them

Absence has a major impact on a child’s learning. Parents/carers are expected not to arrange family holidays during term time and any request for absence should be made in writing in advance to the Head of School using the eform below. It is at the Head of School’s discretion whether any absence is authorised. Absence for other reasons will only be authorised in exceptional circumstances. Our school is regularly monitored by the Educational Welfare Officer who identifies families where attendance is below 90% and takes action when appropriate. HPP identifies ‘good’ attendance as being 95% or higher.

**1b) Legal Framework:**

There are legal obligations on:

- The parent(s) to secure education for their children, whether at school or otherwise
- The school to register attendance and notify the Local Authority of Absence from school
- The Local Authority to provide education and to enforce attendance

**2) HPP School Day:**

<b>NURSERY</b>		
Morning Session 8.30am to 11.30am	Afternoon Session 12.30pm to 3.30pm	Full-time session 8.30am to 3.30pm

	<b>HISN</b>	<b>HJS</b>
Gates open	8.40am	8.30am
Morning drop off times	8.40am - 8.55am	8.30am - 8.45am
Morning registration	8.55am	8.45am
Afternoon registration	1.10pm	1.00pm / 1.10pm

### **3a) How To Report Absence:**

It is the parent/carer's responsibility to inform the school of the reason for a child's absence by 9am on each day of absence. This may be by a personal visit, telephone call (020 8979 1815) HISN, (020 8979 2545) HJS or e-mail ([office.hisn@hpp.school](mailto:office.hisn@hpp.school) HISN or [office.hjs@hpp.school](mailto:office.hjs@hpp.school)) HJS.

The school will contact the parent/carer (usually by phone) during the course of the morning if notification of absence has not been received by 9.25am when registers close at HISN and 9.15am when registers close at HJS. This, however, does not negate the responsibility of the parent/carer to inform the school of the reason for absence on that day.

These records are monitored each half-term and actions taken by the school and Educational Welfare Officer. It is a legal duty for all children of compulsory age to attend school every day and on time throughout the school year.

If a child is likely to be absent for longer periods of time, greater than 3 days, then the school may request that the parent provide medical evidence from a doctor / GP. Medical evidence may also be requested if a child's overall absence is less than 90% and further periods of illness occur. If periods of absence do fall below 90% and no medical evidence is forthcoming this may be marked as unauthorised.

If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If the child does not get any better during the day, school will contact parents straight away, to collect them.

If a child has vomited or has diarrhoea then parents should keep them off school for 48 hours from the last period of sickness to ensure that they recover.

For emergency evacuation purposes all children leaving and returning to school during the school day must report to the school office and be registered on the school's Inventory system.

### **3b) Planned Absence Requests:**

In line with the school's attendance policy, school based or educational visits may be authorised following completion of the following forms:

[HISN Request for term time leave](#)

[HJS Request for term time leave](#)

### **3c) Type of Absence**

There are two types of absence:-

#### **Authorised Absence:**

An absence may be authorised by the school providing it falls into the categories below. Where possible, medical or written evidence may be requested.

The following should be notified in advance, in writing:-

- Sporting event / competitions (documentation of event including place and timings)
- Urgent Medical/dental appointments (appointment note required). Routine medical and dental appointments should be arranged outside of school hours.
- Educational/music examination (email or letter from exam board)

- Visit to other professional e.g. Educational Psychologist/Social Worker (appointment note required)
- Religious observance (one day authorised)
- Funeral day for immediate family
- Attending the wedding of immediate family member
- Illness (not medical or dental)
- Additional therapy/counselling (appointment note required)
- Visiting a prospective secondary school (year 6 students only) - 0.5 day absence authorised
- Meetings with Immigration/Visa appointments.

NB: If overall attendance falls below 90% due to illness, medical or dental this may necessitate a discussion with the Educational Welfare Officer (EWO) which may in turn result in prosecution or fine

### **3d) Unauthorised Absence:**

This occurs when either:

- a request does not fit into the Authorised Absence criteria
- private tuition is arranged within the school day
- extra time off is taken adjacent to the time of a school entrance exam e.g if the exam is in the morning and the child is off for the afternoon.
- a parent/carer has not informed the school of the reason for the absence

### **3e) Absence two days before and two days after a half term or end of term holiday:**

We will not authorise absence as above for illness without evidence from a GP (Appendix 2), email or text message from a medical practitioner. We will not authorise absence for travel including flights booked two days at the start of a term or the days before a school holiday.

Persistent occurrences will be notified to the appropriate agency i.e Educational Welfare Officer (EWO) which could lead to fines of up to £2,500 and/or 3 months imprisonment.

Regular meetings are held with the Education Welfare Service (EWS) and school governors to discuss attendance.

### **3f) Special Occasions:**

Requests for absence that do not fit into the authorised absence or unauthorised absence criteria will only be sanctioned in exceptional circumstances upon receipt of a written request. This will be based on current attendance data and the Head of School's discretion. Attendance information from previous years will also be taken into consideration. However, parents/carers must be aware that this will impact on your child's attendance figures and could lead to EWO involvement.

### **4) Children Missing Education:**

We recognise that full attendance at school is important to the wellbeing of all our pupils and enables them to access the opportunities made available to them at school. Attendance is monitored closely and we work in partnership with AfC when patterns of absence give rise to concern. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The school operates in accordance with statutory guidance 'Children Missing Education' (DfE 2016) [Children Missing Education Statutory Guidance](#)

## 5) Punctuality

Parents/carers have a responsibility to ensure that their child is in school by the following times:

	HISN	HJS
Gates open	8.40am	8.30am
Morning registration	8.55am	8.45am
Registers close	9.25am	9.15am

All children arriving after registration must report to the school office where their lateness will be recorded. If a child arrives 30 minutes after morning registration when registers close, a 'U' code is registered (unauthorised absence).

Persistent lateness or irregular attendance will result in one or more of the following:-

- Letter or telephone call to parent/carer to discuss lateness/attendance pattern
- Notification to the Educational Welfare Officer (EWO) or other services

## Attendance Awards

Attendance and punctuality are celebrated at HPP. The classes with the best attendance and punctuality are celebrated in The Buzz each week. At HJS the Attendance Cup is presented at the end of each term to the class with the highest attendance as well as the Punctuality Plate which is awarded to the class with the highest punctuality.

## 6) Children in Entertainment

A child under school leaving age who is taking part in a performance (e.g. TV, Film, Modelling work) requires a 'Child Performance License' to be issued by the Local Authority. In cases when a performance occurs during the school day the parents should write to the school to request permission for their child to be absent- ensuring that they give as much notice as possible. The school is under no obligation to authorise absence for the purpose of a child taking part in a performance; this is the Head of School's discretion. The Local Authority will not issue a 'Child Performance License' for a child if the school has not agreed to the absence. For each performance, a separate request will need to be made.

## 7) Late Collection

The late collection procedure will be followed at the end of the day:

	Nursery (am)		Nursery (pm)
11.40am	Class teacher will escort the child to the school office and enquire with the administration	3.40pm	Class teacher will escort the child to the school office and enquire with the administration team if any

	team if any messages regarding the lateness have been received. If not, a member of the administration team will call the parent. Class teacher must stay with the pupil until they are collected by a named adult (whichever occurs first).		messages regarding the lateness have been received. If not, a member of the administration team will call the parent. Class teacher must stay with the pupil until they are collected by a named adult (whichever occurs first).
11.50pm	If the child is not collected a member of the administration team will take responsibility for the pupil until collected. The administration team will ask the child to confirm if this is their adult before they leave with them.	3.50pm	If the child is not collected a member of the administration team will take responsibility for the pupil until collected. The administration team will ask the child to confirm if this is their adult before they leave with them.
12.05pm	A member of the SLT will be notified.	4.05pm	A member of the SLT will be notified.

*\*the same increments of time will be followed for half days.*

HISN		HJS	
3.10pm	Class teacher will escort the child to the school office and enquire with the administration team if any messages regarding the lateness have been received. If not, a member of the administration team will call the parent.	3.20pm	Class teacher will escort the child to the school office and enquire with the administration team if any messages regarding the lateness have been received. If not, a member of the administration team will call the parent.
3.20pm	Class teacher must stay with the pupil until they are collected by a named adult (whichever occurs first).  If the child is not collected a member of the administration team will take responsibility for the pupil until collected. The administration team will ask the child to confirm if this is their adult before they leave with them.	3.30pm	Class teacher must stay with the pupil until they are collected by a named adult (whichever occurs first).  If the child is not collected a member of the administration team will take responsibility for the pupil until collected. The administration team will ask the child to confirm if this is their adult before they leave with them.

3.30pm	A member of the SLT will be notified.	3.45pm	A member of the SLT will be notified.
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*\*the same increments of time will be followed for half days.*

- If collected late by an adult (via the school office)), this person must sign the pupil out using the Inventory system. This will require the adult to record their full name.
- The HoS will regularly monitor the late collection list and discuss with parents directly if it is occurring frequently.
- One member of the administration team must remain at the front reception workstation from 3pm to 3.30pm (HISN) or 3.15 until 3.45pm (HJS).

**Escalation:**

- If a child has not been collected by 4pm (HISN) or 4.15pm (HJS) (1 hour after the end of the school day) and no contact has been made with the parent, a member of the SLT will contact the EWO service via SPA.

**Communication:**

- If a parent is aware that they are going to be late for collection, or that another adult will be collecting the pupil, they must notify the school via email to the school office as soon as possible. This email will be forwarded to the relevant class teacher.
- Due to the office being incredibly busy at the end of the day, we would request that, unless it is an emergency, that all communication is made by 2.30pm at the very latest.
- If this message is received after 2.30pm (HISN), 2.45pm (HJS), a handwritten note will be passed to the class teacher.

**8) Fixed Penalty Notices (FPN):**

As of January 1<sup>st</sup> 2020, the school will be using Fixed Penalty Notices for specific attendance related cases. Please see appendix 1 for details.

**9) Elective Home Education (EHE):**

Education is compulsory, schooling is not. Although the majority of parents choose to send their children to school, a number of parents choose to educate their children at home. This is called elective home education (EHE). [AfC's procedures](#) are based on the legislative framework established by the Education Act 1996 (Elective Home Education guidelines) and have been developed in the context of the duty placed on local authorities to make arrangements to safeguard and promote the welfare of children (Section 175 of the Education Act 2002).

If you are considering EHE you will initially be offered a meeting with a member of the ELT. The purpose of this meeting is to support the family. The support may include how we can successfully help the child to stay at school or ensure that parents have all the relevant EHE information, understand the process and the on-going expectations.

Following this meeting, if the parent wishes to proceed with EHE they will need to formally write to the school, asking them to deregister their child from the school. This will need to include the date at which they wish to deregister and a statement which includes the request to off roll is for the purpose of Elective Home Education.

Once this has been received, the school will inform the local authority who have a legal responsibility to make contact with the family.

### **Fixed Penalty Notices (FPNs)**

Regular and punctual attendance at school, or alternative provision, is a legal requirement and essential for children and young people to maximise their educational opportunities. Since 2004, Local Authority officers (Education Welfare Officers or EWO), Headteachers (or Deputy/Assistant Headteachers) and the Police have had the power to issue fixed penalty notices for unauthorised absences. Under section 444 of the 1996 Education Act, an offence occurs if a parent or carer fails to secure their child's attendance at the school where they are a registered pupil and the absence is not authorised by the school. A fixed penalty notice (FPN) can also be issued if a parent or carer fails to ensure their child is not present in a public place during the first 5 days of exclusion. Fixed penalty notices and other sanctions will be used only where parental cooperation in this process is either absent or deemed insufficient to resolve the presenting problem. Hampton Primary Partnership reserve the right to issue FPNs according to the 'Penalty Notices Practice Guidance for Schools' issued by AfC in 2014.

For Achieving for Children's 'FPN Code of Conduct for Schools' please look here:

[https://www.kingston.gov.uk/downloads/file/2286/fixed\\_penalty\\_notice](https://www.kingston.gov.uk/downloads/file/2286/fixed_penalty_notice)

There are two levels of fixed penalty notices which will be issued by the local authority to **each parent/carer for each child** absent from school:

- £60 fine if paid within 21 days
- £120 fine if paid later than 21, but within 28 days

FPNs may be considered appropriate when input from the EWS has failed to affect a return to school and in the following specific circumstances.

- At least 10 sessions (5 school days) lost due to unauthorised absence in any 5 week period;
- Parentally condoned absence;
- Unauthorised term time leave (includes holidays): any parent who takes a child out of school for term time leave of more than 10 sessions, (not authorised by the school under exceptional circumstances rule), may receive a penalty notice;
- Unauthorised delayed return from extended holidays;
- Persistent late arrival at school (after the register has closed) equivalent to 10 occasions in any 5 week period (even where attendance for the whole academic year is above 90%).

At Hampton Primary Partnership we define '**good attendance**' as a pupil having an absence percentage of less and 5%.

#### **Who receives a Fixed Penalty Notice?**

FPNs are issued to any parent whether married or not, to each parent/carer for each child. Any parent who although not a natural parent, has parental responsibility as defined in the Children's Act 1989 for a child.

#### **The process within school**

All parents and carers will be made aware, through the Attendance policy, that FPN are a possible intervention used when attendance issues arise. All correspondence regarding FPN will be delivered by post.

**Stage 1** – A written warning letter will be sent to the parent or carer outlining the attendance concern and the possible issuing of a fixed penalty notice. The formal warning sets a period of 15 school days in which the pupil must have no unauthorised absence. At this stage the Education Welfare office will be informed of the absence and its concern. The letter also provides parents and opportunity to respond to the concern.

**Stage 2** –A fixed penalty notice will be issued by the **Educational Welfare Officer** by post after the 15 days if absence continues to be unauthorised and the required level of improvement has not been achieved.

### **What if I don't pay?**

Should a parent not pay the notice within 28 days, the local authority will prosecute for the offence to which the fixed penalty notice relates rather than for non-payment of the fixed penalty notice.

The disposals available to the courts will generally include, for example, a fine of up to £2,500 or a conditional discharge. You may wish to seek your own independent legal advice in respect of this.

### **Can I appeal against a fixed penalty notice?**

There is no right of appeal against the fixed penalty notice, however if you believe it to have been wrongly issued, you should contact the school immediately. Once issued, the fixed penalty notice will only be withdrawn in the following circumstances.

- Proof has been established that the fixed penalty notice was issued to the wrong person.
- The fixed penalty notice did not conform to the terms of the code of conduct.
- The fixed penalty notice contains a material error.

Should the fixed penalty notice not be withdrawn and you do not pay, you may be prosecuted under s444 of the Education Act 1996. A court will consider the evidence and determine the appropriate punishment.

Written by the Executive Leadership Team



To whom it may concern

**Attendance at GP Clinics, Surgeries, Dentist or Hospital**

The school requires pupils who have persistent absences due to illness, medical etc to obtain confirmation of their appointment from the clinic.

I would be grateful if you could confirm that this pupil has attended an appointment by stamping this letter with your official stamp and entering the date of the appointment.

Thank you for your cooperation.

A handwritten signature in black ink, appearing to read "J James".

Mr J James  
Head of School

Name of child .....

Date of appointment .....

Official Stamp



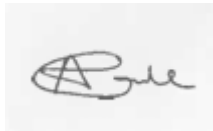
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Thank you for your cooperation.



Mrs A Gale  
Head of School

Name of child .....

Date of appointment .....

Official Stamp