



The Hundred of Hoo Academy

Primary Attendance and Punctuality Policy 2023-2024

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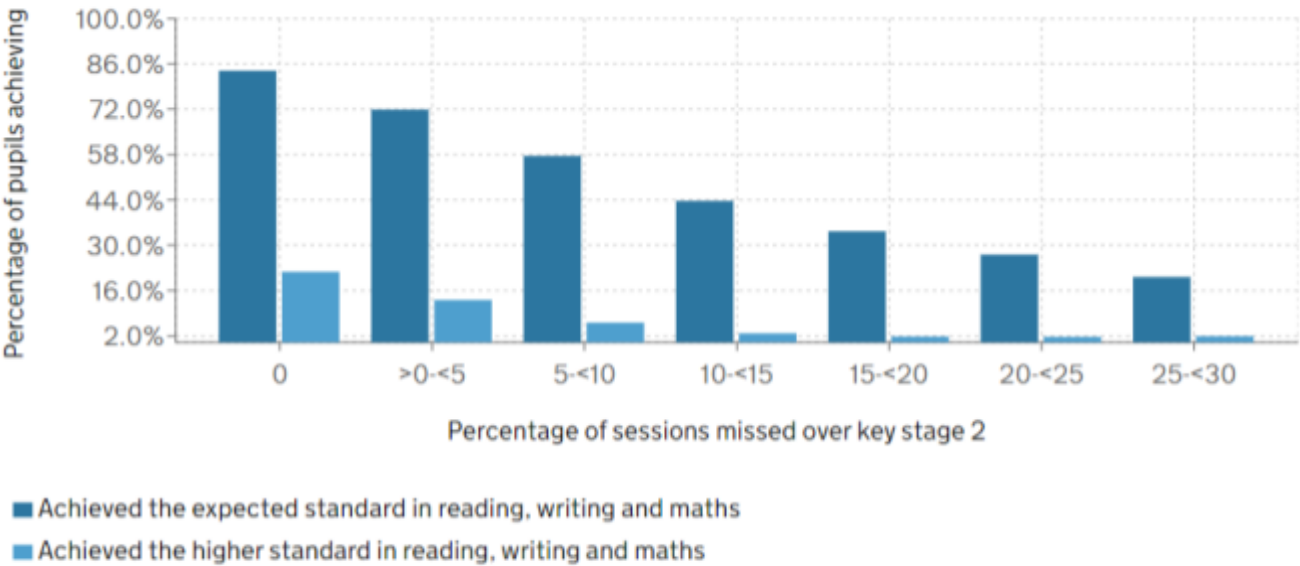
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1. Statement of Intent

Primary Attendance Lead: Mr Bullock

1. The Hundred of Hoo Primary Academy is committed to providing a full and efficient educational experience to all students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. All academies will employ a wide range of strategies to do all they can to ensure maximum attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as a priority.
2. It is a fundamental part of the Hundred of Hoo Primary Academies ethos to celebrate success and achievement. Excellent attendance and punctuality are integral to a productive and successful education and career. Academies will actively promote and encourage 100% attendance of all students.
3. Parents and carers have a vital role, as well as a legal responsibility, to ensure good attendance. Each academy will give high priority to developing effective links and conveying to parents, carers and students the importance of regular and punctual attendance.
4. The need to work in partnership with parents and carers is essential and will be the responsibility of each academy to identify, investigate and communicate concerns as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times.
5. Leigh Academies Trust is committed to promoting race, disability and gender equality within all practices and procedures related to attendance and punctuality.
6. It is only the Principal(s) of each academy in the Trust who can authorise absence.

Figure 2: Overall attainment in reading, writing and maths at the end of KS2 by percentage of sessions missed over KS2



Source: Department for Education

The Academy has a statutory responsibility to ensure that every child on-roll is safe by recording their daily attendance at morning and afternoon registration and monitoring their physical and emotional well-being during

the day. It is a fundamental ethos of the Leigh Academies Trust to celebrate success and achievement and all Academies in the Trust actively promote and encourage 100% attendance by all of our pupils. Our expectation is that all pupils achieve a minimum of 97% attendance.

All children have the right to access education every day of the academic year. This enables them to engage, progress and achieve in all aspects of Academy life. Positive life outcomes are fundamentally linked to excellent attendance and punctuality. We know the importance of all of our pupils benefiting from the 190 days of learning they are entitled to, to ensure they make progress and achieve the results they should. If a school can improve its attendance by 1%, this can result in a 5-6% improvement in attainment.

Parents and carers have a vital role, as well as a legal responsibility, to ensure good attendance and punctuality. As an Academy, developing effective links with parents is a high priority and we are committed to regularly conveying to parents, carers and pupils the importance of excellent attendance and punctuality. It is an offence in law to permit absence without good reason and may result in prosecution under the Anti – Social Behaviour Act 2003 and under Section 444 of the Education Act 1996.

2. Roles and Responsibilities

2.1 The Academy will:

- Ensure that all staff are aware of the Registration procedures and receive appropriate professional development with regard to these.
- Complete Registration accurately at the beginning of each morning and afternoon session.
- Stress to parents/carers the importance of contacting the Academy on each day of absence, and provide effective mechanisms for them to make contact with the Academy.
- Promote the importance that full attendance and punctuality play in achieving the best possible educational outcomes.
- Promote race, disability and gender equality within all practices and procedures related to attendance and punctuality.
- Through consultation days and reporting systems, ensure that parents, carers and pupils are made aware of the attendance pattern and provide an opportunity to discuss how it may affect learning and offer supportive strategies to improve attendance.
- Work towards ensuring that all pupils feel supported and valued.
- Support pupils who have difficulty accessing education through the work of the Academy support, Trust Attendance and Welfare Officer and Local authority, Early Help, Schools Liaison Officer/Attendance service.
- Actively promote, encourage and celebrate 100% attendance.

2.2 Parents / Carers will:

- Actively promote and encourage 100% attendance.
- Contact the school whenever the pupil is absent on the first day and on each subsequent day of absence.
- Provide proof of medical appointments and medical treatment if requested to do so by the Academy.
- Avoid removing their child during the Academy day.
- Attend attendance meetings with members of staff from the Academy when requested in order to put in place strategies to improve attendance.

3. Attendance Procedures

3.1 Registration






- The statutory recording of attendance and absence at the start of each session (am / pm) is known as Registration. This is undertaken within the first 15 minutes of the morning and afternoon sessions. Wherever possible this Registration is taken 'electronically' by register calling.
- Designated staff will be reminded of their legal duty to complete and submit Registration at the appropriate time, and using the correct registration codes (Appendix 1). No student will undertake the process at any stage.
- Legally, the register must be taken twice a day, once at the start of the school day at 8:45am, and once during the afternoon session at 1:00pm. The registers will remain open for 15 minutes after this.
- Pupils arriving before the end of the Registration period will be coded L (Late before registers close) which is a present mark. The number of minutes late will be recorded in the register. Pupils arriving after the registers have closed (after 9:00am) will be coded U (Late after registers close) which counts as an unauthorised absence for the whole morning session.
- Parents/Carers will be contacted to discuss the matter further for students regularly arriving at school late.

3.2 Informing the Academy of Absence

If a child is absent Parents or Carers must:

- Contact the primary academies phone line prior to 8.45am on the first day of absence, advising of the reason and likely length of absence. Parents or carers should continue to inform the Academy on each subsequent day of absence.
- Email the Primary Office or come in to the Primary Office prior to the pupils return to provide the reasons and necessary evidence to authorise the absence. This needs to be completed as soon as the evidence is available. The Academy will not chase up medical evidence as this is a parental responsibility to provide. Wherever possible, all medical appointments should be taken outside of school time. Medical evidence can be an attached photo, or photocopy, of:
 - a. letter from medical professional,
 - b. appointment card with name date and time,
 - c. copy of prescription note,
 - d. copy of prescribed medication sticker on side of medicine packaging

If the Academy is not informed of an absence, it will take the following action:

Day	Academy Action if Absence Not Reported
1	Absence without reason call by Primary Office
1	Text message sent to contact Primary Office
1	Possible home visit where attendance is already a concern
	
2	If no contact following day 1, 2nd day call from Primary Office
	
3	If no contact following day 1&2, 3rd day call from Primary Office
3	Home visit arranged and letter sent to contact academy
	
<5	Discussion with Medway AAP as possible CME
	
5	Fixed penalty notice letter issues due to 10 sessions missed
	
<10	Referral to Medway AAP for CME and other external agencies

Only the Head Teacher/Principal can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised, until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view, and/or evidence of the reason cannot be provided, the absence will be coded as O (Unauthorised absence). It is reasonable for members of staff to ask questions regarding a child's attendance and punctuality and, when appropriate, request evidence to support the reason for absence from school.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness after the close of registration is considered as unauthorised absence and will be subject to legal action.

When a student is sick whilst at the academy, they will be taken to the school office where a member of the leadership team, or other authorised person, will contact the parent/carers for the pupil to be collected from school. Prior to leaving the academy site, all students must report to the primary office and be officially signed out.

3.3 Unauthorised Absence

From February 2004, new measures introduced in the Anti-Social Behaviour Act 2003 have made it possible that certain cases of unauthorised absence from school amounting to 10 sessions (5 days) can be dealt with by way of a Penalty Notice. These Penalty Notices require the recipient to pay a fine of £60 if paid within 21 days, or £120 if paid within 28 days. Failure to pay the Penalty Notice will result in prosecution in the Magistrates Court.

The Local authority may initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, or even imprisonment.

In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.

Absence will be deemed unauthorised where:

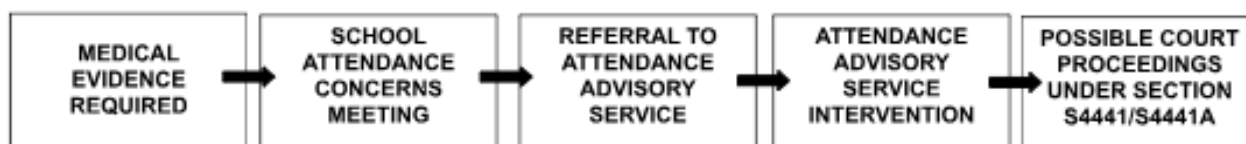
- Parents or carers do not provide medical evidence to support absence due to ill health
- Parents or carers remove pupils from school for holidays or trips (leave of absence) during term time
- Pupils arrive at the Academy after the registration period has ended unless there are agreed arrangements in place
- Parents or carers keep children from the Academy unnecessarily
- Parents or carers do not communicate the reason for absence to the Academy
- A pupil truants - where they are absent without the parents' or carers' knowledge

Holidays in Term time will never be authorised. The Academy is closed for 14 weeks a year when parents can take holidays and travel abroad.

Where there is an exceptional and immediate circumstance (such as a death in the family but not family weddings or such events) where a pupil will need to be absent during term time, a request can be made to the Principal in writing who will then consider the application and respond in writing. The Principal of the Academy will make the decision of acceptance or refusal. The academy can consider the student's previous record of attendance and take this into account. The fundamental principles for defining 'exceptional' are 'rare, significant, unavoidable and short'. These could include: service personnel returning from tour of duty, absence recommended by a health professional as part of a parent's or the child's rehabilitation or the death or terminal illness of a person close to the family. (Medway Council Code of Practice dated 1st September 2014). The Principal's decision is final.

If absence is not authorised and the leave of absence of at least 10 sessions (5 days) is taken, a referral will be made to the local authority attendance service who may issue a Penalty Notice to each parent for each child taken out of the academy. A penalty notice may also be issued if your child incurs 10 sessions of unauthorised absence in a six school-week period.

The process for attendance referrals and penalty notices can be seen below.



3.4 Lateness

Poor punctuality is not acceptable. Pupils arriving late cannot start the day effectively, disrupt lessons, and encourage absence or poor punctuality in others. Where pupils are late to the Academy with no valid reason the following punctuality protocols will be followed:

- The Academy day starts at 8:45am and we expect pupils to be through the gate and on their way to their classroom by this time.
- Any pupil who arrives through the gate after 8:45am will be expected to report to the Primary Office with their parent or carer to provide a reason for being late. For any pupil who arrives through the gate after 9:00am, this will be automatically recorded as an unauthorised lateness (U code) and parents and carers will need to accompany pupils to provide a reason.
- Poor punctuality is classed as irregular Academy attendance and is dealt with accordingly. This may mean that parents or carers could face the possibility of legal action.
- If you know your child is going to be late for a specific reason please call the primary office before 8:45am, following the same procedures for absence.

3.5 Informing parents of absence, lateness and illness

If a child is absent, the Academy will:

- Call parents and then email or text parents or carers on the first and subsequent day of absence if the Academy has not already been notified of the absence.
- Advise parents or carers in writing of any concerns regarding absence and lateness in line with our Fast Track Attendance scheme.
- If a pupil is absent and parents or carers have not informed the academy of the reason for absence, academy staff may conduct home visits to ensure pupil welfare.

3.6 Leaving Site During the Day

Pupils are not to leave site during the school day, except in exceptional circumstances:

- In case of medical need, in the first instance the pupil should seek medical attention from our on-site first aider. With permission, a pupil may take time out of a lesson (in a designated area) to see if their condition improves. The first aider may feel that it is not appropriate for the child to be in the Academy due to poor health. Permission from a member of the leadership team, or other authorised person, must be granted before a child leaves site due to feeling unwell.
- A member of the primary office team will contact the parent/carers for the pupil to be collected from school.
- Pupils must NOT contact parents during the Academy day and request collection or permission to leave.
- Prior to leaving the Academy site, all pupils must report to the Primary Office and be officially signed out.

3.7 Absence Calls

When making absence calls, the academy will:

- Request a reason for absence and inform parents/carers whether their child's absence will be authorised or not and advise of any medical evidence (including possible options) needed to authorise the absence.
- Inform parents/carers of their child's current attendance and how this compares with the school target of 97% for each pupil.
- Inform parents/carers if their child's current attendance means they are classed as a persistent absentee (less than 90%) or are approaching this point (less than 95%).

4. Monitoring and Evaluation

Monitoring of attendance is systematic and rigorous to ensure there is a strategic approach to improving a pupil's attendance where it is below expected and impacting on their progress:

- Academy attendance data will be published for consideration at every Academy board meeting. It may also be submitted to the Trust Academies Standards Committee as required.
- Attendance data will be produced regularly and distributed to the Senior Leadership Team to enable interventions to occur.
- The Primary Attendance Lead will be responsible for monitoring attendance in the academy.
- The Primary Attendance Lead has responsibility for the management of attendance figures, and actions to improve attendance within the academy.
- The Principal has overall responsibility for the publication and monitoring of the attendance data for the whole Academy.
- Attendance data will be collected via the DfE Census three times per academic year.

5. Strategies for Improving Attendance and Punctuality

- The person responsible for leading attendance in each Academy will meet regularly with relevant staff and make them aware of significant attendance trends and patterns and seek their support to address any issues with pupils, parents/carers and other stakeholders. This may include other staff as appropriate.
- Attendance, punctuality and its impact on learning and progress will be a key area for discussion between teachers, the leadership team and parents/carers during consultation days/evenings.
- A range of positive strategies will be used to reward individual pupils and groups for outstanding and/or improved attendance.
- Regular attendance meetings will be held between the academy and the local authority attendance officer assigned to the school.
- Pupil attendance data may be shared with Parents/Carers, Local Authority, Early Help, School Liaison Officer/Attendance Service, Children's Social Services, Police, relevant LEA's, Ofsted and the DfE.

6. Absence of Leave during Term Time

All pupils are encouraged to attend school every day of the 190 days that school is open. The register is called twice daily and pupils are expected to be present for the 380 sessions, or half days. That leaves 175 days for family holidays, shopping trips and other needs.

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher/Principal to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteachers/Principals discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteachers/Principals discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the

Headteacher/Principal and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

As a school we prioritise teaching and learning, therefore, in accordance with the local and National guidelines, The Hundred of Hoo Academy does not authorise holidays during term time.

Permission, however, may be granted only in exceptional circumstances, when the benefit of the absence far outweighs the benefit of school attendance. A request for such absence should be made in writing to the Headteacher/Principal. When requesting leave of absence during term time may you be reminded that 10 days of absence equates to 20 sessions missed schooling, which is equivalent to 5.2% of absence.

Please note: any child who has taken a term time holiday will be required to provide medical evidence for any further absences during the remainder of the academic year. Any absences due to ill health either directly before or after a school holiday will need to provide medical evidence in order for the school to authorise the absence.

In the case of all unauthorised leave of absences, incurring 10 or more unauthorised sessions (5 days), an application for a Fixed Penalty Notice will be made to the local authority.

Notes:

- From February 2004, new measures introduced in the Anti-Social Behaviour Act 2003 have made it possible that certain cases of unauthorised absence from school amounting to 10 sessions (5 days) can be dealt with by way of a Penalty Notice. These Penalty Notices require the recipient to pay a fine of £60 if paid within 21 days, or £120 if paid within 28 days. Failure to pay the Penalty Notice will result in prosecution in the Magistrates Court. Penalty notices will be issued to each parent/ carer that resides with the child.
- Non-payment of these fines will result in application to Criminal Court.
- If a Parent/Carer requests for a term holiday is refused, but the holiday taken, it will be classified as unauthorised absence and may be subject to a penalty notice being served to each parent/ carer that resides with the child by Medway's Attendance Advisory Service for Schools and Academies (AASSA)
- A formal application must be made in writing, IN ADVANCE and returned to the Attendance Improvement Coordinator.
- Permission sought after a holiday has been taken will not be granted.
- If the parent/ carer removes a student from their education for the purpose of a suspected holiday without advising the school this will be referred to the Attendance Advisory Practitioner (AAP). On the third day of absence a letter will be sent requesting that the parent/ carer contacts the school within 2 days to confirm the reason for absence. No response will assume to be a holiday absence and penalty notice(s) may be issued. A penalty notice may also be issued if your child incurs 10 sessions of unauthorised absence, including absence of leave, in a six school-week period.

The Academies policy is not to authorise holidays during term time. Any applications for leave in term time must be made in writing to the Head Teacher/Principal. There is no automatic right to term time leave of absence, and your request is likely to be declined except in the most exceptional circumstances. Each application will be considered on its own merit, and the attendance record(s) of the child/ren concerned will be taken into account when making a decision.

7. Persistent Absence Referrals

A pupil is deemed to be a PA (Persistent Absentee) if their attendance falls below 90%. The Academy will consider pupils below 95% at risk. Pupils who fall into either of these categories will be monitored by the Academy attendance team.

Analysis of attendance by micro population will identify strengths and areas for intervention to further improve attendance. Trend data will be used to identify pupils or groups for interventions. Use of external data including Data dashboard will be analysed and further information on groups made available. A referral may be made to the local authority attendance advisory service should attendance remain poor after Academy interventions.

8. Penalty Notices for Unauthorised Absences

8.1 Unauthorised absence:

- A Penalty Notice can only be issued in cases of persistent unauthorised absence. A penalty notice may also be issued if your child incurs 10 sessions of unauthorised absence in a six school-week period.
- Parents/Carers and pupils are supported by the Academy and local authority to overcome barriers to regular attendance. Sanctions of any nature are used where parental cooperation in this process is either absent or deemed insufficient to resolve the presenting problem.
- A penalty notice can only be issued as a means of enforcing attendance where there is a reasonable expectation that its use will secure improvement.
- A penalty notice can only be issued where a pupil has been absent or late for a period/periods of time and the absence or lateness has not been authorised by the Academy.
- After the Academy has taken steps to resolve attendance concerns / warned the parent/carer of possible Penalty Notice referral, the Academy will refer directly to the local authority, to issue a Penalty Notice for unauthorised absence where the pupil has:
 - been absent for 10 or more half day sessions without authorisation during any 100 possible school sessions – these do not need to be consecutive
 - been persistently late for up to 10 sessions after register has closed (15 minutes)
 - unauthorised absence for any public examination of which dates have been published in advance
 - unauthorised absence for any formal school assessments, tests or examinations where the dates have been published in advance
 - unauthorised Term Time Leave
- Unless the issuing of the Penalty notice in these circumstances would conflict with other interventions in place such as Early Help.

8.2 Exclusion:

A penalty notice can only be issued where an excluded child is found in a public place during school hours of days 1-5 of any fixed term or permanent exclusion.

Where penalty notices are imposed, local authority regulations will apply. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the local authority.

9. Removing a Pupil from the Academy Roll

9.1 School Transfer

If parents/carers decide to transfer their child to another school or Academy, they should advise the Academy Office and the Headteacher/Principal, as a matter of priority, providing all necessary details, including any new address (if relevant) and the school or academy the child is transferring to.

When in the process of a school or academy transfer, the child must continue to attend The Hundred of Hoo Academy until a start date has been agreed with the new school or academy. If the Academy does not receive this information and a child stops attending, he or she becomes a 'Child Missing Education' (CME). Any child in this category is reported to the Child Missing Education Officer at the Local Authority, who will follow up the matter under safeguarding legislation.

9.2 Elective Home Education (EHE)

If parents or carers take the decision to educate a child at home, they must tell the Academy of this in writing – this letter or email should be addressed to the Headteacher/Principal and include the date of decision to home educate and a brief explanation of the reasons for EHE. Once this letter is received, the Academy will remove the pupil from the Academy roll (following a 10 school day period) and advise the Elective Home Education Officer of the Local Authority, who will make contact with parents or carers. If an EHE request letter or email is not received, the pupil remains on the Academy roll and action may be undertaken following irregular or non-Academy attendance procedures and could lead to prosecution or an instant fine under the Anti – Social Behaviour Act 2003 and under Section 444 of the Education Act 1996.

Appendix 1 - Code Description

- / Present (AM) \ Present (PM)
- **B** Educated off site (NOT Dual registration)
- **C** Other Authorised Circumstances (not covered by another appropriate code/description)
- **D** Dual registration (i.e. pupil attending other establishment)
- **E** Excluded (no alternative provision made)
- **G** Family holiday (NOT agreed or days in excess of agreement)
- **H** Family holiday (agreed)
- **I** Illness (NOT medical or dental etc. appointments)
- **J** Interview
- **L** Late (before registers closed)
- **M** Medical/Dental appointments
- **N** No reason yet provided for absence
- **O** Unauthorised absence (not covered by any other code/description)
- **P** Approved sporting activity
- **R** Religious observance
- **S** Study leave
- **T** Traveller absence
- **U** Late (after registers closed)
- **V** Educational visit or trip
- **W** Work experience
- **X** Non-compulsory school age absence
- **Y** Enforced closure /School/LA Transport unavailable / widespread disruption to travel
- **Z** Pupil not yet on roll
- **#** School closed to pupils

Appendix 2 - Absence Period Guidance

Absence Period Guidelines	
Illness/Infection	Absence Period and Notes
Athlete's foot	None
Chickenpox	5 days from onset of rash and until all blisters have crusted over.
Cold/Runny nose	None
Cold sores (herpes simplex)	None
Conjunctivitis	None
Cough	None
COVID-19 - Respiratory infections including coronavirus	3 days following a positive test - mild symptoms such as runny nose and headache can attend if no positive test
Diarrhoea and vomiting	24 hours after diarrhoea and vomiting have stopped
Diphtheria*	Do not attend - Follow GP guidance
Flu or flu like illness	Until recovered
Glandular fever	None
Hand foot and mouth	None
Headache	None
Head lice	None
Hepatitis A	7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)
Hepatitis B, C, HIV	None
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotics
Measles	4 days from onset of rash and well enough
Meningococcal meningitis/ Meningitis (bacterial)/ Septicaemia*	Until recovered
Meningitis viral	None
MRSA	None
Mumps*	5 days after onset of swelling
Ringworm	None
Rubella* (German measles)	5 days from onset of rash

Scabies	Return after the first treatment
Scarlet fever*	24 hours after starting antibiotic treatment
Slapped cheek/Fifth disease/ Parvovirus B19	None (once rash has developed)
Sore throat	None
Tiredness	None
Threadworms	None
Tonsillitis	None
Tuberculosis* (TB)	2 weeks after the start of effective antibiotic treatment (none for latent TB)
Warts and verrucae	None
Whooping cough (pertussis)*	2 days after starting antibiotics or 21 days from onset (no antibiotics)