



# Attendance and Punctuality Policy 2024 - 2025

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Person(s) Responsible:	Headteacher Assistant Head Safeguarding Link Governor
Formally adopted by the Governing Body:	June 2024
Last review:	June 2024
Review date:	June 2025

***This policy also applies to the Early Years Foundation Stage (EYFS)***

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## Working together to improve attendance

We have reviewed our policy using the new working together guidance which becomes statutory from 19 August 2024: [Working together to improve school attendance - GOV.UK](#)

We will work with partners to:

### EXPECT

We aspire to high standards of attendance from **all pupils** and parents/carers and strive to build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



### MONITOR

We use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



### LISTEN AND UNDERSTAND

When a pattern is spotted, we will discuss this with parents/carers (and pupils as appropriate) to listen to and understand barriers to attendance and agree how we can best work together to resolve them.



### FACILITATE SUPPORT

We aim to remove barriers in school and help pupils and parents/carers to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.



### FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, we will work with the Education Welfare Officer to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



### ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, we will enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

## Introduction

At Biggin Hill Primary School we believe that children can only learn effectively if they attend school regularly. It is also important that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

Biggin Hill Primary School is a happy school. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare. As attendance is crucial to effective learning and the continuity of learning experiences, the school places great emphasis on this in its communication with parents/carers.

This policy provides the framework within which all staff, parents/carers, children, carers and external agencies can contribute to the development and maintenance of a learning environment with high attendance and punctuality. It is Biggin Hill Policy not to authorise holidays during term time unless there are exceptional circumstances.

## Aims of the policy

We aim for all our children to have 100% attendance but we recognise that some absence due to ill health or other circumstances can be unavoidable.

This policy meets the requirements of the revised guidance: [Working together to improve school attendance \(applies from 19 August 2024\)](#), which becomes statutory from 19 August 2024.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons

## Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## Expectations

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the children at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

The [Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](#) summarises the attendance responsibilities for parents/carers, schools, academy trusts and governing bodies, and local authorities. These are outlined in the working together to improve school attendance guidance.

We expect that **children** will:

- Attend school regularly
- Attend school on time (by 8:45am every day).

We expect that all **parents and carers** will:

- Encourage and ensure regular school attendance and be aware of their legal responsibilities
- To be fully supportive of the School with regard to attendance and punctuality as part of signing up to the Home-School Agreement
- Follow the School procedures for dealing with attendance through making contact with the school of the first day of absence
- Support the school by not requesting authorised absence for holidays during term time and minimising where possible all other unauthorised absence, for example dental appointments during the school day.

We expect that **school administrative staff** will:

- Oversee the registration process and ensure that registers are completed accurately and punctually
- Contact parents/carers by telephone on each day of absence when a child fails to attend school and when no message has been received to explain the absence
- Follow up all unexplained absences to obtain notes authorising the absence
- Encourage good attendance
- Record all reasons for absence in the register using the correct codes.

We expect that **class teachers** will:

- Complete registers accurately and punctually at least twice a day
- Inform the Attendance Lead of any concerns.

We expect the **Family Liaison Officer** to:

- Make initial enquiries of parents/carers of children who are not attending regularly, express their concern and clarify the school's expectations with regard to regular and punctual attendance as directed by the Attendance Lead

- Work with families who are having difficulties in ensuring regular and punctual attendance by offering a program of support and access to other services.

We expect the **Attendance Lead and Senior Leadership Team** to:

- Co-ordinate and monitor the policy and procedures for attendance and punctuality throughout the School
- Refer irregular and unjustified patterns of attendance to the Education Welfare Officer (EWO)
- Raise the profile and importance of attendance and punctuality, for example, through the assembly programme and the reward systems that are put in place
- Analyse and act swiftly in response to report data on attendance and punctuality
- Ensure that the learning environment on offer to students, through the curriculum, personalised learning, behaviour policy and reintegration procedures, create the foundations for excellent attendance and punctuality and low levels of fixed term exclusions
- Ensure that School expectations in regards to this policy on attendance and punctuality are communicated clearly to all stakeholders
- Carry out home visits on any child who has been absent for 5 days with no contact from a parent or carer, or sooner if the school is concerned for a child or parent's welfare in any way
- Work with families and support and encourage them to improve attendance and provide incentives and rewards for improved attendance.

We expect Governors to:

- Annually review and agree the Attendance and Punctuality Policy
- Annually agree to attendance targets
- Take a lead role in supporting the School in the implementation of its approach to attendance and punctuality especially in our response to parents/carers in supporting unauthorised absence.

## Timings of the School Day

The school day starts at 8:45am each day and ends at 3:15pm.

### Entry to school

We operate a 'soft drop off' each day to allow all children to arrive at school on time. The school gates are opened at 8:30am and children enter classrooms immediately through the external doors. The gates are closed at 8:40am. Children arriving between 8:40 and 8:45am will be let in through the gates by a member of staff and should enter their classroom via the external door.

### Registration

Registers are taken promptly once children are in class (at 8.45am). Any child arriving between 8.45 and 9.30am will be recorded in the Late Book by a member of staff on the gate and will be coded as L (LATE BEFORE REGISTERS CLOSE). Their time of arrival and reason for lateness will also be recorded in the Late Book.

Registers close at 9.30am, after which if children arrive for the session, they are coded as U (LATE) which is an unauthorised absence. Any child arriving after 8.45am should register with a member of admin staff in the office, their name will be recorded in the Late Book if this is 9.30am or later it will be recorded on the register as an unauthorised absence.

## Authorised and unauthorised absence

Under Section 7 of the Education Act (1996), parents/carers have a legal duty to make sure that their child(ren) attends the School on a regular and full-time basis. Every half day absence has to be classified by the School as either authorised or unauthorised. The School must record the reason for any half day absence. Unauthorised absence such as truancy will lead to sanctions being taken against students or in exceptional cases, extended periods of unauthorised absence may lead to a referral to the Local Authority for legal action being taken against parents/carers.

Under normal circumstances, the only reason a child should miss any lessons is if they are too ill to attend. This is an example of an authorised absence, i.e. children have missed a morning or afternoon session for a valid reason. Unauthorised absences are those, which the school does not consider reasonable and for which no permission has been given. This includes keeping children away from lessons unnecessarily, truancy and absences, which the school considers to have not been properly explained.

## Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

As a leave of absence will only be granted in exceptional circumstances.

Family holidays are not considered to be exceptional circumstances. Applications can be made by parents/carers for Leave of Absence on compassionate grounds to enable a child to attend a wedding, funeral, religious observance etc. Such applications will be considered by the Head Teacher.

In the case of an application for compassionate leave of absence being received, it will only be considered if the child has an attendance rate of 96% or above in the previous 12 months and will not fall below 96% as a result of taking leave. This applies to each child in a family. Please note that leave for weddings and funerals is one day only and additional holiday will not be authorised.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, available from the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s)/carer(s) belong(s). If necessary, the school will seek advice from the parent/carers's religious body to confirm whether the day is set apart
- Parent/carers(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

## Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil



- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents/carers allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents/carers that the pupil must not be present in a public place on that day).

Each parent/carer who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/carer(s) who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent/carer must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent/carer in respect of the same pupil, the parent/carer must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent/carer in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

## Notices to improve

If the national threshold has been met and support is appropriate, but parents/carers do not engage with offers of support, the school may offer a notice to improve to give parents/carers a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents/carers under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## Rewards

The School encourage regular attendance in the following ways:

- By providing a stimulating working environment
- By responding promptly to a child's parents'/carers' concerns
- Providing incentives (Wheel of Names) for having 100% attendance for a 5 day period - this will be done each week so as not to discourage those whose cumulative attendance is below this figure
- Providing whole school incentives for daily attendance above 96%
- Providing class certificates for daily class attendance that is 98% or above
- Monitoring and displaying class and whole school attendance so that it is a focus for the whole school community

## Responding to Parents/Carers when a child is absent

When a child does not attend school we will respond in the following manner:

- All parents/carers are asked to contact school if their child is absent. This should be done for each day of absence by telephoning, by email or using [Studybugs](#). This information will be passed to the class teacher
- Each morning the answer phone is checked and any messages of absence are recorded on the child's record using Arbor
- On the first day of absence if a child is absent and there are no messages a phone call will be made and a text message will be sent to establish the reason for the absence. If there is no reply a message will be left and the school will continue to try to call them throughout the morning. A follow up email may also be sent.
- Monitoring children, informing parents/carers in writing of irregular attendance and arranging meetings with them if necessary and referring the family to the EWO if the irregular attendance continues.

If there is no response, the school will continue to try to contact the parent/carer (and other emergency contacts). If by the end of the second day, there has still been no contact made, the school will send a letter of concern to parents/carers or invite them into school to discuss the child's absence. The school will tell parents/carers that if the absence persists a referral will be made to the EWO. If a child is absent for 5 days and no contact has been made by their parent or carer, a home visit will be carried out. A home visit will be carried out sooner if the school is concerned about the child or parent/carer's welfare. If a child is subject to a Child Protection Plan a home visit will be carried out immediately and the social worker informed. If a child is subject to Child in Need Plan advice will be sought from the social worker about whether or not to undertake a home visit.

- We expect that children should have a consultation with their GP if their absence is longer than two days. The School may request to see evidence of an appointment , prescription or similar.
- Persistent non-attendance, where absences cannot be justified in law, may result in the issue of Fixed Penalty Notices in accordance with the Local Authority's penalty notice protocol. In addition, the School will support the EWS in prosecutions brought under Section

444 Education Act 1996, or in applications in the Family Proceedings Court for Education Supervision Orders.

## Registers

If a child persistently arrives at school after the close of the register, consideration will be given to (a) the issue of a Fixed Penalty Notice in the sum of £60.00 or (b) a referral to our EWO for a prosecution. Lateness not only affects the learning of the student in question, but also affects the learning of others.

Teachers and office staff are mindful of the fact that school registers are “legal documents” and as such, should be maintained responsibly and marks entered with accuracy.

All data relating to attendance will be kept for a minimum period of three years from the last date of entry.

## Changing schools

It is important that if families decide to send the child/children in their care to a different school that they inform school as soon as possible. A child will not be removed from this school roll until the following information has been received and investigated:

- the date the child will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if it is known.

The child’s school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.

Reasons for a child changing school will be reported to school governors as part of the Head Teacher’s report. This is to enable any trends, such as “high mobility” to be identified. According to the Education Act, any child who has unauthorised absence for 20 consecutive days can be removed from the school roll under certain conditions. The school reserves the right to exercise this aspect of the Education Act, should circumstances dictate.

## Communication

A child’s individual attendance record is reported to parents/carers as part of the child’s annual school report. parents/carers are notified of their child’s current attendance percentage during the intervening period, if the child appears to be “at risk” of falling below 96% attendance.

When communicating with parents and carers regarding attendance we use the traffic light system:

- Red - attendance below 90%
- Amber - attendance between 90 and 96%
- Green - attendance above 96%

We monitor the attendance of all children in school and attendance concerns are discussed weekly by the attendance team with the EWO. The following actions may be taken for children with poor attendance:

<b>Phone call</b>	If a child's attendance is causing a concern or they are at risk of becoming persistently absent (below 90%) a phone call will be made by a member of SLT.
<b>Letter 1</b>	Informing parents/carers of below 96% attendance resulting in attendance being monitored by the school.
<b>Meeting</b>	Before letter 2 is sent, parents and carers will be invited into school to discuss attendance and ways in which they can be supported and incentivised to ensure that it improves.
<b>Letter 2</b>	If the child's attendance fails to improve. Request for medical evidence of any further absence with an invitation to discuss the situation should the parents/carers so wish.
<b>Letter 3</b>	If no improvement and no evidence provided leads to a referral to the Education Welfare Officer and invited to attend a meeting at school.

All parents/carers will receive an attendance summary for their child at the end of each term. This includes where the child's attendance falls on the traffic light system.

Parents/carers can log into Arbor to get information on their child's individual percentage. Partner agencies may request attendance information from the School. This will be provided to bona fide partners, as part of our commitment to safeguarding the children in our care.

Information on whole school absence is given to parents/carers in the School Prospectus. This highlights the importance of being at school on time and notifying school if their child is absent for any reason.

At the Open Afternoons for children about to enter reception, the importance of regular attendance is discussed and explained. This talk also includes parents/carers and children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also emphasised, especially for young children who can be upset if they are the only ones left.

Parents/carers are asked to share any worries their child might have. Sometimes little things upset children resulting in them not wanting to come to school. Parents/carers need to be aware of this. The school's Inclusion Officer can advise, or signpost parents/carers to support partners.

New parents/carers are asked to arrange their family holidays within the school holidays, so that their child's education is not disrupted. Children are admitted to school at various times of the year, and into various year groups and all parents/carers requesting a place are asked to make an appointment with the Head teacher or the Deputy Head teacher. At this meeting the importance of regular attendance is highlighted along with other school routines.

## Concerns

The Educational Welfare Officer meets with the Attendance Lead each week to discuss attendance issues, and offers advice and support. Letters are sent to the parents/carers of children whose attendance falls below 96%, to remind them of the school's attendance aims and to inform them of their child's current percentage.

Subsequent letters are sent if no improvement is seen. At this point parents/carers may be invited to attend a meeting with the EWO. The purpose of this meeting is to ascertain whether there is an underlying difficulty, issue or reason for the absence. This meeting can lead to referral to The Inclusion Officer, The School Nurse or a Common Assessment Form being completed. parents/carers may be asked to supply "evidence" that an absence has a specific cause, such as a prescription or hospital appointment letter. This is a voluntary sharing of information between school and parents/carers.

Similar letters are sent to the parents/carers of children with a significant number of lates, particularly when there is a regular pattern to the late arrivals.

## Truancy

All the staff at Biggin Hill Primary School are concerned about children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it is a very rare occurrence for a child to truant, if there is a concern that a child might be truanting then action is taken straight away.

If truancy is suspected, the Head teacher is notified, who then contacts the parent/carer, either by phone, or by visiting the home address and advising the Educational Welfare Officer. Parents/carers are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent/carer then the Head teacher talks to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend. If there are, then these are discussed with the class teacher and appropriate action is taken.

## Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every year by the attendance lead. At every review, the policy will be approved by the full governing board.

## Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1 - The registration system

The School will use a computerised system for keeping the school attendance records. The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment

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<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

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<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays



## Appendix 2 - The law

### 1 The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

- [a] To his age, ability and aptitude and
  - [b] To any special needs he may have.
- either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.



Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

## Appendix 3 - Traffic light system for attendance

A child's attendance is graded using the following traffic light system.

	<b>Every School Day Counts</b>			
0 days off school	100%	Perfection		
Equates to 2 days off school each year	99%	Excellent		
Equates to 5 days off school each year	97%	Good		
Equates to 10 days off school each year	95%	Slight concern		
Equates to 20 days off school each year	90%	Concerned		
Equates to 30 days off school each year	85%	Very concerned		
5 days absence over the whole year. <b>97% - 100%</b> Good chance of success and progress.	20 days absence over the whole year. <b>90%</b> Less chance of success and harder to make progress.	20+ days absence over the whole year. <b>Under 90%</b> Detrimental to success and progress.		

## Every Minute Counts

**LATENESS = LOST LEARNING**

(Figures below are calculated over a school year)

5 minutes late each day	=	3 days lost!
10 minutes late each day	=	6.5 days lost!
15 minutes late each day	=	10 days lost!
20 minutes late each day	=	13 days lost!
30 minutes late each day	=	19 days lost!



**Be at the  
classroom on  
time and ready to  
learn!**