



ATTENDANCE and PUNCTUALITY POLICY March 2025

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Governing Body on 19/03/2024

It is due for review on 01/03/2026

Head Teacher

Signature *D Naffari*

Date 03/03/2025

Chair of Governors

Signature *CH*

Date 03/03/2025



Attendance and Punctuality



New Invention Infant School is committed to protect the rights of all children to education as stipulated in article 27 of the united charter of the rights of the child.

Learning, safety, protection and nurture are at the heart of all we do at New Invention Infants - but children cannot learn if they are absent or consistently late for learning.

Our school Attendance and Punctuality Policy is therefore designed to give clear information in respect of our Attendance Management processes to parents, children, school staff, governors and the wider community. This policy sets out our ambition for our children and we recognise that there is a strong correlation between any absence, persistent lateness and under achievement.

Our school is committed to reducing persistent absence, unauthorised absence and we will challenge unsatisfactory reasons given for all absences.

In order to achieve the best outcomes for children it is expected that all our children will attend school every day on time. We believe that excellent attendance is paramount to raising standards and is fundamental to whole school improvement.



Punctuality - Show your child you think school is important!

Arriving late for school gives your child an upsetting start to the day. Young children thrive on routine, and do not like to stand out from their peers. Having to join the class when everybody else is settled and ready to learn can embarrass and worry many children. Just five minutes late will mean they will have missed the first part of their Phonics lesson for the day. A regular five minutes a day adds up to a whole three days a year! Arriving late puts your child at a real disadvantage to their learning.

Timeline for main school:-

8.40am - school gates open to help families with work commitments, to align with junior siblings and to complete the school run quickly.

Register is completed as children enter class up until 8.55am which is the official registration time.

8.55am Outer gates are closed.

8.55am - 9.00am arrival at this time will result in a late mark.

9.00am onwards - register closes, arrival after this time will result in a U mark, this counts as an unauthorised absence and will affect your child's attendance.

Steps to promote punctuality

On a weekly basis, the Attendance Lead will review the late marks for the week. If your child received a late mark during the week, you will receive an email about their lateness. If your child is late on six occasions, you will receive a letter from our school Attendance Officer from Walsall Council.



Attendance - Every day counts! Missing school is missing out!

Poor attendance can seriously affect your child's chances to learn. Lessons in school build on one another - odd days out of school can leave your child confused with gaps in learning, other children's learning disrupted to help your child to catch up and ultimately underachievement.

Good and exceptional attendance gives your child the best possible chance for success. Low attendance can also really affect young children emotionally and socially, feeling left out of learning missed, friendship groups reforming in their absence - this really upsets young children and causes them to lose confidence.

Good and exceptional attendance develops happy, confident children and learners to achieve their full potential.

Rewards for Exceptional, Good and Improved Attendance or Punctuality

- All the children who achieve 100% attendance in any one half term will receive a 100% certificate.
- All the children who achieve excellent attendance in any one term will receive an excellent attendance certificate.
- All the children who achieve whole term 100% attendance will receive a certificate and badge.
- A whole class award (looking after the attendance bears) is given to the class with the best attendance each week.

We understand that young children are going to be affected by first-time illnesses and pass these on to friends and classmates. It would be impossible to expect that children will not miss sessions through illness during their early school life, but we would ask that you please think seriously about the effects any period of absence has.

If your child is absent - main school (Reception, Year 1, Year 2)

If your child is absent, parents/carers are expected to call the school office by 8.55am on their first day of absence, to let us know the reason for the absence. The office phones are answered from 8.00am.

If no call has been received regarding the reason for absence, the school will contact the parent or guardian by 9.30am to establish the reason. If the school are unable to contact parents the child's absence will be recorded as an unauthorised absence.

Request for medical evidence

Please do not be offended if you are asked to provide medical evidence to support your child's absence. This will be requested in certain circumstances so that staff can authorise the absence as an illness. Absences for illness are not automatically recorded as authorised absences. If medical evidence is requested but not received the absence will be recorded as unauthorised.

Examples of medical evidence that you can provide are:

- Screenshot of temperature reading that is 38' or higher (NHS guidelines).
- A receipt for the purchase of medication (eg Calpol, Dioralyte).
- Proof of contact with GP eg screenshot of call log

Steps to challenge low attendance

On a weekly basis, the school Attendance Lead will review the attendance levels of all children.

If your child's attendance is at or below 95% you will be required to provide medical evidence to support any absences from now on due to illness. You will need to continue providing medical evidence until your child's attendance increases to 96%.

If your child's attendance does not improve and falls to 92% or below a cause for concern letter will be issued.

If there is no improvement in your child's attendance our school Attendance Lead will discuss your child's attendance with the Attendance Officer.

In line with National Attendance Guidelines this will trigger a cause for concern letter, phone call or home visit.

If there is no improvement after this intervention the case will be discussed with the Attendance Officer and school may choose to refer you for a fine.

Attendance	100%	97-99%	96-93%	90-92%	Less than 90% Persistent Absence	Around 50% Severe Absence
	Amazing	Excellent	Be Careful	Improvement Needed		

Home Visits

If at any time we are concerned for you or your child's safety we will instigate a Senior Leader to conduct a Home Visit or ask our Attendance Officer to do so.

A Home visit will also occur in the following circumstances:

- If your child has been off school for more than 5 days and this leads into a school holiday to ensure we have physically seen the child ourselves.
- If following a school holiday your child is absent and no contact has been received from parents/carers regarding the absence
- If the school suspects that your child is not in school due to an unreported holiday



Leave of absence

The Governors recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore not to take a holiday in term time.

Taking children out of school time should only happen in exceptional circumstances. Holidays within school time will not be granted, as for children in compulsory school age education this is against the law.

If you do wish to take your child out of school for a leave of absence in school time you must put this in writing so that we know where all children are. Our Leave of absence form can be collected from the school office. **This form must be returned to the school office before you take your child out of school.**

Holidays taken without a leave of absence form

The school will deem that sufficient evidence has been gathered to indicate that a child is away on holiday if:

- A call is made and there is an international dialing tone.
- A child has told a member of staff that they have been /going on holiday.
- A letter/email is sent to the parents and not responded to within the given timeframe specified.
- A home visit was completed and there was no answer at the home

Medication in school

Our procedures have changed in line with DFE Policy - December 2023

Medical Appointments in school time

All routine medical appointments, for example, eye tests or dental check-ups are to be taken outside of school time.

We understand that some appointments need to be taken as they are offered; hospital referrals, speech and language therapy etc.

If your child comes into school before the appointment then they will receive a normal mark for this session. If they do not come into school before a medical appointment they will receive an 'M' mark which counts against your child's attendance.

You may be asked to change a routine dental or eye test appointment if the appointment affects your child's attendance (please note we do not mean hospital appointments relating to eyes or teeth, these should always be kept).

Office staff will ask for evidence of the appointment; hospital letter, text message (seen in person). If you are unable to provide this, a member of the Office staff will issue you with a slip to be signed by the medical professional as proof.

Early Collection

Granted at the Head teacher's discretion and should be discussed with the Headteacher as early as possible.



Nursery Procedures

Most procedures in school are kept the same for Nursery as well as school. For us it does not make any difference that your child is in non-statutory education - our message is still the same.

Be here every day and on time for the best possible chance in education

We want to fill our Nursery with children who want to learn supported by families who know and accept that Nursery Education is important too. This means exceptional or good attendance and punctuality is expected. We have many requests from parents to join our Nursery so being committed to bringing your child every day to get them into the right mindset and routines for school life are vital.

Timeline for Nursery:-

8.25am - Gate opens

8.35am - Gate closes

Children arriving after the gates are closed will have to go to the school office

8.40am - Registration

Any child arriving after am /pm registration times will receive a late mark.

Children arriving after 9.00am/1.00pm will receive a U mark. This is recorded as an unauthorised absence and will affect your child's attendance.

12.25pm - Gate opens

12.35pm - Gate closes

12.40pm - Registration

If your child is absent - Nursery

All procedures are the same as main school (see above) only timings may differ.

If no contact by 9.00am for morning children or 1.00pm for afternoon children a member of the school office will call and ask for the reason for absence.

Medication in school

See procedures in main school section.

Medical appointments in school time

See procedures in main school section.

Incentives for Exceptional, Good and Improved Attendance or Punctuality

See procedures in main school section.

Nursery Absence

Although education for nursery age pupils is not compulsory, at New Invention Infant School we see full attendance within our nursery setting as essential for a successful start for their school life.

If nursery attendance falls to 90%, you will receive a phone call from the Attendance Lead to discuss your child's attendance.

If nursery attendance falls below 85%, we will reserve the right to take the child off our roll and the place will be offered to the next child on our waiting list.



SEND Specialist Resourced Provision – Penguin Hub Procedures

Most procedures in school are kept the same for Penguin Hub as well as school. For us it does not make any difference that your child is receiving specialist education – our message is still the same.

Be here every day and on time for the best possible chance in education.

We want to fill our school with children who want to learn supported by families who know and accept that education is important too. This means exceptional or good attendance and punctuality is expected. Being committed to sending your child to school every day to engage in routines for school life are vital.

If your child is ill – Penguin Hub

All procedures are the same as main school.

Medication in school

See procedures in main school section.

Medical appointments in school time

See procedures in main school section.

Steps to challenge low attendance

See procedures in main school section.



Internal Processes and Procedures

Class Teachers

Class teachers will ensure their registers are taken on time and are accurate. Class Teachers will ensure any information regarding a child's punctuality or attendance is communicated to the school office staff via CPOMs/email/phone at the earliest opportunity.

Class teachers may also want to discuss or raise their own concerns with the Attendance Lead if they feel it is needed.

Admin Staff

Office staff will ensure registers are updated with the appropriate attendance absence codes.

The Attendance Lead

Mrs Banks will liaise with Class Teachers and the Head teacher to report any emerging patterns of absence, when a child is absent without good reason or if they have poor punctuality.

Mrs Banks will liaise with the LA Attendance Officer weekly to discuss pupils who are identified on the absence caseload or causing concerns in punctuality.

Mrs Banks will provide absence reports from SIMS at the request of the Head teacher/
LA Attendance Officer.

Mrs Banks will communicate with parents via letter to ensure they are aware of their
child's attendance if it is a concern.

Mrs Banks will monitor attendance termly.

Local Authority Attendance Officer

The named Attendance Officer for the school works within a commissioned time
framework and will support school to manage their attendance.

The Attendance Officer will visit once each week for a referral meeting with the school
Attendance Lead.

Attendance Codes

(Taken from Working Together to Improve School Attendance September 2024)

Code	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	W: Attending work experience
B	B: Attending any other approved educational activity (that is not a sporting activity or work experience)
D	Dual registered at another school
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Q	Unable to attend the school because of a lack of access arrangements The local authority has a duty to make access arrangements to enable the pupil's attendance at school and have failed to do so.
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Z	Prospective pupil not on admission register
#	Planned whole school closure

Penalty Notices

From September 2024, the new National Framework for issuing penalty notices will apply. **Please note, it is Walsall Local Authority who issue fines with advice and evidence from school attendance records.**

School does not receive any of the money when a fine is issued.

From September 2024, the new National Framework for issuing penalty notices will apply.

Penalty Notice Fines will continue to be issued per parent per child.

For example: 3 Siblings absent for term time leave, would result in each parent receiving 3 separate fines.

National Threshold

There will be a single consistent national threshold for when a Penalty Notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 days) of unauthorised absence within a rolling 10-school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span over different terms and school years.

1

First Offence

The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

2

Second Offence

(within 3 years of the First Offence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

(Unpaid Penalty Notice's after 28 days may result in a prosecution)

3

Third Offence and any further Offences

(within 3 years of the First Offence)

The third time that an offence is committed for either a term time holiday and/or Irregular attendance, a Penalty Notice will not be issued, the case may be proceeded straight to prosecution under the Single Justice Procedure.

If found guilty of the offence of 'failure to secure their child's regular attendance at a school' the Magistrates can impose a fine up to £1,000.

