



Cranford Primary School

Berkeley Avenue

Hounslow

TW4 6LB

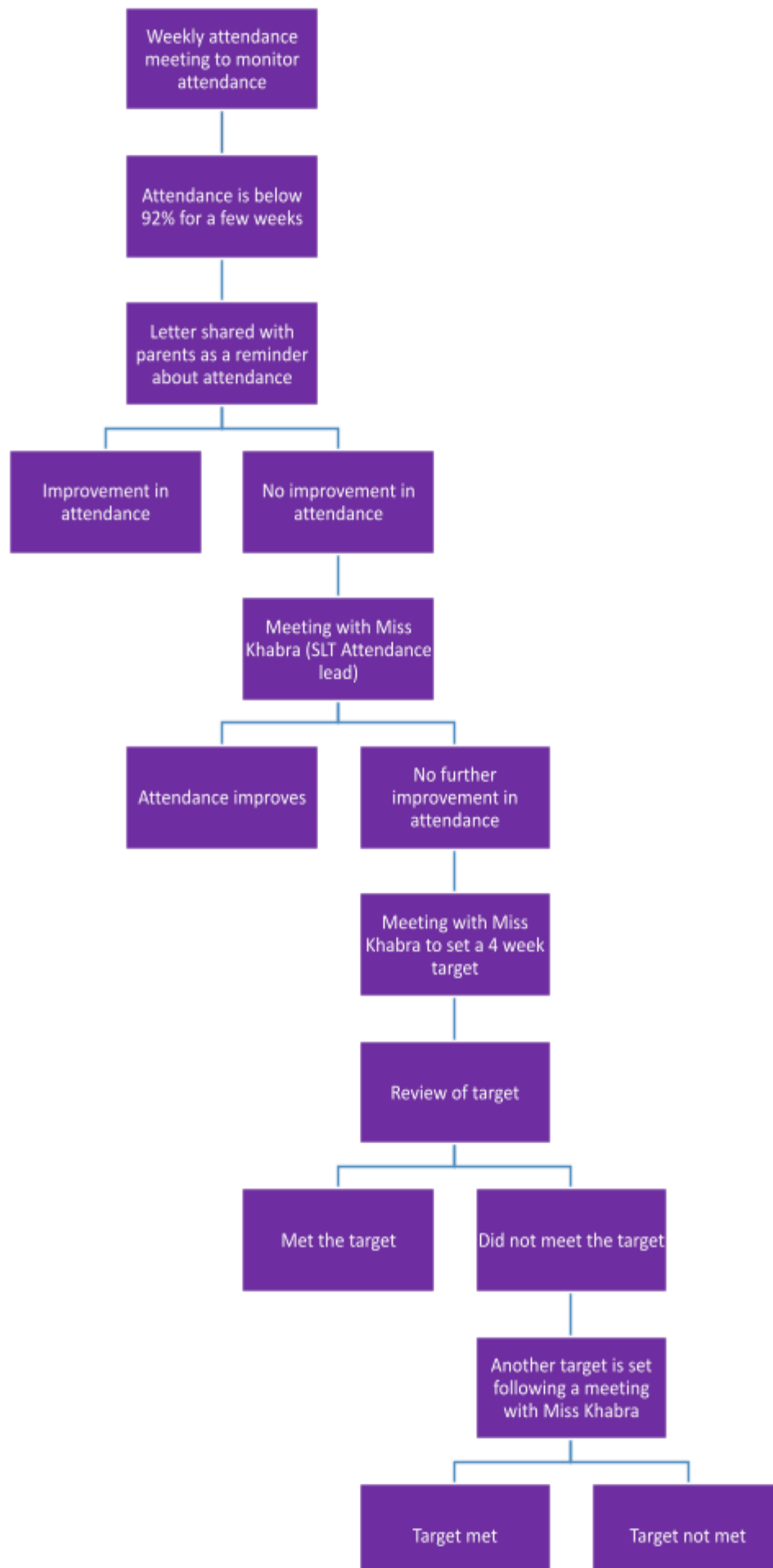
# Attendance Policy

Date approved Autumn 2026

Review Date: Autumn 2027(or sooner if changes to the law or practice).

Approval by Governing body

## Attendance monitoring at Cranford Primary School



## **Cranford Primary School Attendance Policy**

At Cranford Primary School, we work in partnership with our families to promote strong attendance habits. We expect all children to arrive on time and attend school every day. Regular attendance is essential for pupils to benefit fully from the educational opportunities available to them, and inconsistent attendance or poor punctuality can significantly affect a child's progress.

This policy is underpinned by the statutory framework set out in *Working Together to Improve School Attendance* (DfE) and the *Education Act 1996*. In line with this guidance, Cranford Primary School adopts a support-first approach to attendance. We aim to understand the reasons behind absence, remove barriers to attendance, and work collaboratively with families before considering legal intervention wherever possible.

To ensure high standards, we work closely with the School Attendance Support Service (Hounslow LA) and monitor attendance and punctuality rigorously, offering early support and intervention when needed.

### **Did you know?**

It is the legal responsibility of parents of children of compulsory school age to ensure that they receive a full time education and attend school regularly. (Education Act 1981 section 17 & 199) The school will work to establish a partnership with parents so that we can work together to ensure the good attendance of all pupils. If a parent/carer allows their children to stay away from school without good reason they may be prosecuted.

### **Promoting attendance at Cranford Primary School:**

We celebrate both excellent attendance and significant improvement.

We promote attendance by:

- Weekly certificates + Trophy/ Attendance bear awarded to the class with the best attendance
- Weekly House competition for attendance and punctuality shared during assemblies
- 100% attendance certificates for pupils each term
- 100% attendance Golden ticket lunch with the Headteacher
- Giving the children a chance to win a prize for 100% attendance
- Most improved attendance
- Good punctuality-Golden hour winners chosen weekly

How you can promote attendance at home:

- Explain to your child why regular attendance is important and how it helps them to make progress in their learning
- Discuss their attendance following parents evening discussions
- Ask your child about the weekly certificates / House attendance competition
- Praise your child for good attendance
- Support the school by informing us if your child is absent and letting us know when they will be back at school (Please refer to the absence reporting procedure below)
- Work with the attendance team if you need support

The school promotes excellent attendance and aims for every pupil to attend every day. We recognise that absence due to genuine illness or other exceptional circumstances may sometimes be unavoidable. We work in partnership with families to achieve the highest possible attendance for every child while ensuring pupils who are unwell remain at home until fit to return.

The school recognises that some pupils, including those with SEND, medical needs, social care involvement or other vulnerabilities, may face additional barriers to attendance. Support will be personalised and coordinated with relevant services where appropriate.

**The absence procedure at Cranford Primary School is as follows:**

- Parent/carer must contact the school between 8.00am and 9.00am on the first day of a child's absence and give a reason for the absence.
- On subsequent days of absence, the parent/carer should call the school again to give an update.
- All routine medical and dental appointments should be made after school time.
- The school may request medical evidence where there are concerns regarding frequent or repeated illness absence, patterns of absence or where attendance is causing concern. Medical evidence may include appointment letters, prescriptions or advice from a healthcare professional.

**Term Time Leave:**

- Holidays in term time are **NOT** allowed. The school is closed for 13 weeks each year and holidays must only be taken during this time.
- If you have to take term time leave for an emergency, please use this link <https://forms.gle/ReBoHouxCZATWL5f9> to complete the Term Time Leave Request Form before you travel. Please ensure you have a copy of your travel tickets as the form will ask you to upload them. (This link is also available on the website and a hardcopy is available on request)
- Any absences in term time will be rigorously followed up by the attendance officer and home visits will be made.

- Any absence leading up to the start of a school holiday or following directly on from a school holiday will be deemed as unauthorised unless medical evidence is provided.

### **How do we monitor attendance at Cranford Primary School:**

- Weekly meeting to discuss under attendance below 92% (Attendance officer and SLT Attendance lead)
- Regularly discuss cases and communicate with parents through letters and meetings to discuss reasons for absence and support needed
- Set targets to monitor and improve attendance
- Discuss TTL cases and arrange a meeting with a member of the attendance team and parents to share evidence
- Each half term, school attendance data is compared and analysed against local and national attendance school data

### **We all have our role to play when promoting attendance. Here is how we can all support good attendance at Cranford Primary School:**

#### **Role of the School**

- to communicate clearly the procedures and regulations relating to attendance
- to create a welcoming atmosphere to ensure parents feel able to talk to staff and keep us informed
- to ensure parents are well aware of the importance of good attendance
- to establish links and provide support for parents where outside support services are involved
- to clearly express our expectations regarding attendance and punctuality

#### **Role of the Headteacher**

- to promote the school's approach to attendance and punctuality
- to ensure school policies and procedures are clearly known to all staff, parents and pupils
- to ensure attendance and punctuality are carefully monitored and targets met
- to liaise with parents and SASS as necessary

#### **Role of Governing Body**

- to ensure attendance registers are kept properly and that the school is familiar with LA attendance policy and that all legal requirements are met
- to ensure attendance data is presented at Governing Body meetings, and that the legal requirements to publish school performance information is fulfilled
- monitor attendance trends and challenge leaders appropriately
- ensure attendance is a strategic priority
- review the effectiveness of attendance interventions

### **Role of Designated senior leader responsible for attendance**

- to work with the Headteacher and Attendance officer to monitor and analyse attendance data
- To liaise with the SASS when necessary
- to work with parents to improve attendance
- to work with pupils to improve attendance

### **Role of Class Teacher**

- to ensure registers are marked regularly and accurately
- to encourage parents to notify reason for child's absence - verbally or written and share key information with the attendance team
- to monitor pupils' attendance and punctuality and to speak to parents
- to report concerns to the Headteacher
- to be familiar with the school policy
- to establish good relationships with parents to encourage co-operation
- to ensure early identification of absence patterns by flagging up issues at half term progress meetings

### **Role of Parents**

- to ensure their children attend school regularly and arrive at school on time and are collected on time
- to be aware of the importance and benefits of regular attendance
- to keep school informed regarding their children's absences and provide evidence of medical appointments in advance
- to inform the school on the first day of absence
- to request in writing any leave of absence

### **Role of Pupils**

- to have a positive self-image and pride in their school
- to have access to teachers and to feel that a caring adult is taking an interest in them
- to know staff have a positive expectation of them relating to their work and that the teacher is concerned about their personal progress
- to know they must receive education, attend school on time and to appreciate why this is important

### **Role of Attendance Officer**

- to follow up responses to Group Call text messages which are sent to any parent whose child does not attend school where a reason is not given, by either a telephone call

- to print daily group call absence record sheets and send follow up letters to parents to gain explanations for absences
- to enter into web-based registers any pupils who arrive after registration has closed and codes relating to reasons given for any absence.
- to assist the SASS to monitor attendance and lateness on a regular basis
- to organise a “late” book with the administrator.

### **Role of the School Attendance Support Service (SASS)**

- to provide the link between home and school concerning attendance issues
- to undertake the inspection of registers on a regular basis and the collation of statistics with specific support to schools in producing attendance figures for publication
- to evaluate the school’s procedures and the targeting of pupils
- to work with the school and to advise on attendance.

The school receives regular monitoring visits from the SASS. The frequency of the visits is weekly. In general, class teachers and/or the Headteacher should have spoken to parents prior to the involvement of the SASS.

### **Procedures to monitor attendance/punctuality**

1. Daily: the Attendance Officer will identify absentees and use Group-call to send text/emails to parents who have not supplied a reason for absence.
2. If no response by 11am the admin will follow up by calling parent/ carer and recording reasons given for absence on Group-call printout.
3. If no response by via personal calling, send an email
4. Further nil response should be followed by contacting SASS to intervene
5. Headteacher to monitor regularly
6. The Attendance Officer will send out contact updates with return slips once annually.

Where a child’s attendance gives cause for concern, class teachers must speak to parents and also report concerns to the Headteacher.

Children who leave the school site during the school day will be recorded by the school office in a book which is kept for that purpose in the School Office.

On arrival at school, the register is taken by the class teacher. Children not in the classroom at this time and who arrive up to 30 minutes after their start time will be marked late (L code in the register). Registers are closed 30 minutes after the child's start time. A child arriving at school 30 minutes or more late will be marked as U which will affect the child's attendance percentage.

## **Categorising Absence**

The school must distinguish between authorised and unauthorised absence. The following guidance is offered to help in deciding if an absence is authorised or unauthorised. It should be noted that only the school can approve absence and not parents. If a parent offers an explanation for an absence, but it is not considered to be a valid reason, the school does not have to accept it.

An absence would be authorised if

- the child was ill or prevented from attending by any unavoidable cause
- leave of absence authorised by the Headteacher in exceptional circumstances in accordance with statutory guidance.
- the absence is for a day of religious observance recognised by the family's faith.
- there has been a family bereavement
- the child has an urgent medical appointment- all other medical appointments should be arranged out of school time ( please note only the AM or PM session would be authorised if the appointment takes place during the morning or the afternoon and evidence would be needed)

An absence would be unauthorised if

- the child was taken shopping for the day
- the child was taken on a day trip e.g. to Thorpe Park
- the child was on leave which either has not been agreed with the Headteacher or on leave beyond that agreed with the Headteacher
- there was sickness of family member
- indulgence of child's wish to stay at home
- the child is taken on holiday during term time.

## **Persistent/ severe absence:**

If a pupil's overall attendance begins to deteriorate significantly, it may be classified as persistent/ severe absence.

**Persistent absence:** If a pupil's overall absence rate is 10% or higher of their possible sessions, they're classified as a persistent absentee. A 'session' is 1 morning or afternoon in school.

The school will identify pupils at risk of becoming persistently absent at an early stage and work with families to understand barriers to attendance. Support will be tailored to individual circumstances and may involve external agencies where appropriate.

**Severe absence:** If a pupil's overall absence rate is 50% or higher, they're classified as a severe absentee.

In order to support parents and pupils to reduce persistent absences, the school and the attendance team will monitor attendance data closely (using the strategies mentioned above) and will also support families through sharing information regarding key services (provided by the Local Authority). The most suitable service will be identified to remove barriers to attendance.

### **Extended Leave of Absence**

Due to the nature of the community served by the school, parents frequently request extended leave of absence for their children. The Headteacher may only authorise leave of absence during term time where exceptional circumstances apply. Each application will be considered individually, taking account of the specific facts and evidence provided. All applications are recorded, parents are interviewed by the attendance team and asked to provide evidence if applicable.

The Headteacher ensures parents are fully aware of the school policy relating to leave of absence and the effect this may have on their child's achievement in school. Each request is considered on an individual basis according to the particular circumstances.

### **Punctuality**

The school expects children to arrive at school on time to enable the teaching day to start promptly and to ensure a minimum amount of interruptions. Class teachers report at progress meetings if children are often late, missing the first important part of the day. Lateness is monitored through the use of a late book at the main door and a letter will be sent by the Attendance Officer if the child is consistently late.

Children who arrive after the register has been completed **must** go to the school office to be registered there.

Regularly arriving late to school has a huge impact on a child's learning and parents are expected to ensure good punctuality.

### Did you know?

This table shows how much learning can be lost if your child is late to school:

|                           |                                       |
|---------------------------|---------------------------------------|
| 5 mins late every day     | 3.4 days of learning lost every year  |
| 10 minutes late every day | 6.9 days of learning lost every year  |
| 15 minutes late every day | 10.3 days of learning lost every year |
| 20 minutes late every day | 13.8 days of learning lost every year |

### Fixed penalty notices:

#### Term Time Leave

If a pupil takes unauthorised term time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a penalty notice. The fine for a penalty notice is increasing - to £80 per parent, per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.

For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

These fines will apply to term time leave taken after 19th August 2024. Any penalty notice issued for any offence that begins prior to the 19th of August will be issued under the previous rules. The new rules only apply if children are absent from school from the new term starting in September.

The three-year rolling period begins from the date the first PN fine is issued to the parent after 19th of August 2024. Any PN fine issued to parents before this date does not count towards the 'three-year rolling period' rule.

## **Irregular School Attendance Over Time**

If a parent is willing to support their child and the school in improving school attendance, and engage with school to achieve this, an *Attendance Contract* will be offered. This is a way of school and parents working together to improve attendance in a supportive and nurturing way. Having an Attendance Contract in place will mean regular informal meetings to identify any barriers to a pupil's attendance and discuss what support can put in place to overcome those barriers.

If a parent is not engaging with any offers of support from school, and attendance continues to decline, the school may use a different method of support, called a *Notice to Improve*. A Notice to Improve will outline expected improvements, the support available, review arrangements and the possible consequences should attendance fail to improve. This is a last effort to engage parents before legal sanctions are considered. A Notice to Improve will be a formal collaboration between the school, the Local Authority and parents.

If these attempts at formal support fail, and a pupil's attendance continues to be a concern, the school will make a referral to the Local Authority for legal sanctions to be considered. If a pupil has unauthorised absences for ten sessions or more in a 10-week period, the school may refer a parent for a penalty notice. This will be charged at £80 per parent, per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to three months per parent.

## **Children missing education**

Where a pupil fails to attend and their whereabouts are unknown, the school will make reasonable enquiries, undertake home visits where appropriate, liaise with the Local Authority and follow Children Missing Education procedures before removing a pupil from roll.

## **Requests for Absence**

Requests for absence should be made by parents in line with the school's Attendance Policy. This will be completed with the form(<https://forms.gle/ReBoHouxCZATWL5f9>) with the date of the proposed absence and as much detail as possible about the reason for the absence. As is currently the case, Headteachers may still only authorise absence that they consider to be an unavoidable and exceptional circumstance. The school will reply to parents to advise them whether the absence will be authorised or not.

## **Publication of Information**

Each year parents receive a registration certificate which provides details of their child's attendance and punctuality.

School attendance information is included in the School Brochure and on the school website.

At the termly parents' meetings, teachers speak to all parents about attendance and punctuality data for the term. In addition, certificates are presented to children with 100% attendance each term and at the end of the year for 100% attendance between September and July.