

# Primrose Hill Primary School Attendance Policy

July 2025



Written by Candice Jones in collaboration with our school's EWO and Deputy Headteacher.  
Our school's attendance team is Candice Jones and Nathalie Marshall.

**PUBLISHED** July 2025

**REVIEW DATE:** July 2026

**PRESENTED TO GOVERNORS 14.7.2025**

## Attendance Policy

Primrose Hill Primary School believes that the regular education of all children, irrespective of age, gender, race or ability is a crucial factor in helping pupils to achieve the five desired outcomes for children.

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution
- Achieving Economic well-Being

Every child of compulsory school age is entitled to receive an efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Primrose Hill Community Primary School will endeavour to work alongside parents, families, local community and the Education Welfare Service to ensure that all children achieve their best possible attendance at school. There are strong links between attendance and achievement in later life. Research has shown a clear link between school absence and academic attainment. Children and young people who regularly miss school may also feel more socially isolated as a result. Any family experiencing difficulties in getting their children into school can see Mr Ashton – Headteacher, Miss Marshall – Deputy Head teacher Mrs Doolan – Learning mentor or Candice Jones - Attendance Lead.

### **Maintaining a high profile for attendance and punctuality**

Primrose Hill Community Primary School aims to achieve a minimum 96% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records.
- Maintaining clear procedures for recording lateness.
- Raise awareness of attendance issues at parents' evenings and new intake meetings.
- Ensuring unauthorised absences are dealt with promptly.
- Rewarding good attendance by rewards such as certificates during Celebration Assemblies and annual prize giving for 100% attendance.
- Applying the Whole School Attendance Policy consistently and reviewing annually.
- All new initiatives ratified by Governors.
- To continue to promote attendance with the support of the Education Welfare Officer.
- Consideration to be given to the completion of a FA (Family Assessment).

## **Roles and Responsibilities**

### **Of the staff:**

To ensure the strategies of the school attendance policy are adhered to by all staff.

### **Of the pupils:**

To understand the importance of regular school attendance and punctuality.

### **Of the parents/carers:**

- Parents/carers must:
  - Ensure that their children achieve an attendance figure over 96%.
  - Ensure that their children arrive at school promptly – 8.45am and are collected at 3.15 p.m.
  - Keep school up to date with contact numbers and home addresses.
  - Contact school before 9.30am to report their child's absence.
  - Ensure that non-emergency medical appointments, i.e. dental check-ups are made outside of school hours.
  - Ensure a leave of absence during term time is requested in writing.
  - Family holidays should be taken out of term time.

### **Of the Local Education Authority:**

- The Local Authority will provide consultation and support with school for those children with attendance below 96%. This could include:
  - Advice on penalty notices
  - Attendance panel meetings
  - Fast track to prosecution
  - condoned truancy initiatives which includes unannounced home visits
  - To work with school on devising and implementing new initiatives to promote attendance and punctuality

## **Procedures – Who does what and when?**

- Computer Input (SIMS) is the responsibility of the office staff and involves inputting data on a daily basis.
- Registration is the responsibility of the class teacher/learning support assistant in the teacher's absence and involves each pupil arriving at school before 8:45 a.m. The school doors open at 8.45 am. and children are registered before 8.50 am to avoid a 'late' mark.
- Parents who bring their children to school late will be expected to take their child into the Late Room. The child will remain there until 9.00am and will be escorted to classes together. If a child is late past 9.00am then the child will remain there until 9.10am and will be escorted to classes together. This will limit the disruption to lessons when children arrive late into class
- Any child arriving after 9.15am will receive a U code which is an unauthorised absence.
- Office staff will send a text/phone call at 9.30 am. each morning to those parents whose children are absent.
- The Learning Mentor/Attendance Lead will speak to the parents of pupils who are consistently late to ascertain if there is a reason for the lateness and look at ways of

trying to assist the family. If the problem continues a letter will be sent home and the Education Welfare Service will be notified at one of the regular meetings with the Learning Mentor.

- Problems relating to a pupil's attendance will be addressed by the Learning Mentor approaching the parents informally in the first instance but will be discussed with the Education Welfare Officer at their weekly consultation meetings.
- An holistic approach to tackling attendance issues will be consistently applied by school and the Education Welfare Service.

## **Monitoring attendance**

The attendance of all pupils is monitored daily/weekly. This includes pupils who are receiving education in another setting but are still on our registers (alternative provision). Patterns in absences and repeat absences are identified.

Where a child's attendance falls below schools target 96%, families may receive a staged attendance awareness letters by the School Attendance Lead.

Where attendance continues to fall below 90%, families may receive an attendance concern letter from the Local Authority EWO.

Failure to make improvements in attendance may lead to families being invited into school to an attendance panel meeting, with both the School Attendance Lead and the Local Authority EWO. The purpose of this meeting is to provide support and look at ways that we could work together to improve attendance for the child.

## **Attendance and Punctuality**

- Primrose Hill Community Primary School values good attendance and punctuality. In order that every child has the opportunity to reach his/her potential, regular school attendance is a necessity. The Head teacher will decide if absence is authorised/unauthorised in accordance with our policy and all requests must be made via an absence request form.
- For religious observance there will be a maximum of 1 day allowed for each religious festival and 2 days in total in any school year unless there are extenuating circumstances.
- From 19th August 2024 amendments to The **[Education \(Pupil Registration\) \(England\) Regulations 2006](#)** remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers **will not grant** any leave of absence during term time.
- There will be a single National Threshold for when a penalty notice must be considered by all schools in England and Wales of 10 sessions of unauthorised absence within a rolling 10 school week period.

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

- Any unauthorised absences will be automatically reported to the Education Welfare Officer and a Penalty Warning Notice will be issued.

- Medical evidence is required for the illness of those children whose attendance is a cause for concern. This will be communicated to parents/carers via letter or in a meeting, otherwise absence will be recorded as unauthorised.
- From 19th August 2024, the fine for school absences across the country will be £160 discounted to £80 if paid within 21 days, or £160 if paid within 28 days. If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160 with no discount given for early repayment.
- Should a third absence be taken within the three-year period, a parent may be summoned to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Any term time holidays that are taken after the start of the 2024/25 academic year will be treated under the new Legislation as the new rules apply to any offences committed from 19 August 2024, regardless of when the holiday is booked.

**Punctuality is extremely important. Poor punctuality has a disruptive effect on other pupils and on the child's education.**

***Lateness can lead to:***

- Disruption to the assembly or class
- Developing bad time keeping habits
- Missing parts of their education
- Embarrassment at arriving late and entering via the front door.
- Impact on Mental Health

Poor mental health has previously been linked to poor school attendance, with anxiety often described as a key risk factor. There are many aspects of the school setting that may cause anxiety, such as separation from parents/carers, social interaction with peers and school staff, and academic stress. This may lead children to avoid school in an attempt to reduce their anxiety, at least in the short-term. Somatic symptoms such as headaches and tummy-aches are also common in children with anxiety, and may further contribute to their absence from school. These factors need to be considered, when liaising with parents and multi-agency working the SENCO, considered, where necessary.

### **Rewards for attendance:**

Primrose Hill Community Primary School rewards those children who attend regularly by:

- Weekly rewards awarded to the class with the best attendance.
- Badges and rewards for 100% attendance.
- Badges and rewards for 100% effort with regard to attendance.

Classes will get to play our Snakes and Ladders game, the first class to get to the end will win a reward/prize.

Mr Potato head rewards daily punctuality.

Opportunities for informal contact: Building good relationships with families is achieved by

the meeting and greeting of families in the morning by the Headteacher/Head of School and Learning Mentor.

### Monitoring and Evaluation

- Primrose Hill Community Primary School will evaluate the effectiveness of its strategies by:
  - Weekly monitoring of attendance through SIMS
  - Weekly consultation with the Education Welfare Officer
  - Planning and evaluating initiatives

