



## **Attendance & Punctuality Policy**

<b>ACADEMIC YEAR</b>	<b>AUTHOR</b>	<b>ROLE</b>	<b>DATE OF NEXT REVIEW</b>
2023-2024	Juan Fernandez	Headteacher	September 2025

## **1. Introduction**

All children have the right to an efficient, full-time education, regardless of age, aptitude, ability or any special need they may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them.

Greenwell Academy takes its' responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the school.

Our ethos at Greenwell Academy is that the whole school community should take responsibility for attendance. Therefore, this policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed. We will work with a range of partners to ensure that we are doing everything we can to ensure that our pupils attend school full time.

## **2. Aims**

The aims of this Attendance Policy are to:

- a) Raise the profile of the importance of good attendance in line with Ofsted and Government requirements.
- b) Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- c) To improve punctuality.
- d) Promote opportunities to celebrate and reward children for attendance and punctuality achievements.

## **3. Guidelines**

### **3.1 Reasons for absence**

Parents and carers are asked to contact the school office by phone or in person if their child needs to be absent from the school.

### **3.2 Authorised absences**

Acceptable reasons include sickness, hospital appointments, dentist appointments, recognised religious holidays (1 day per holiday only) and funerals.

Medical appointments should be arranged outside of the school day, wherever possible. Where this is not possible, we would expect pupils to miss only part of the

day.

### 3.3 Unauthorised absences

Unacceptable reasons include shopping, going to an appointment, visiting relatives, buying shoes, going for a haircut, parent/carer unwell and taking holiday, for example by acquiring cheaper flights outside of school holidays.

### 3.4 Holidays/Trips

The school supports the view that every lesson counts and discourages parents/carers from taking holidays during term time.

3.5 Only the Headteacher can authorise absence.

## 4. Action taken when pupils are absent

4.1 There are occasions when absence is unavoidable. These include:

- a) Illness.
- b) Medical or education appointments.

4.2 If a parent knows in advance of absence due to an appointment, the school office should be informed and the appointment card shown.

4.3 If a child is ill, the parent or carer should ring the school to inform us and on return present a written note explaining the absence. If your child is absent and has been prescribed medicine by the doctor, please bring the medicine or prescription into the school so we can photocopy it.

4.4 The parent or carer will be phoned and if there is no answer or no information has been received, and reasons noted, a text message or email will be sent on the first day of absence.

4.5 Letters will be sent to the parent or carers requesting an explanation of the absence. If no reply is received; the absence is counted as unauthorised. Two school weeks are allowed for responses after the letter is sent.

## 5. What happens if Attendance is unacceptable?

5.1 The Headteacher reviews the attendance of all pupils regularly. If the attendance of a pupil falls below 97% the reasons for the absence are investigated.

5.2 The reasons for absence are discussed. If there are no extenuating circumstances the following procedure is instigated:

- a) The Headteacher will write to the parent or carer. The situation is reviewed at the next month's check.
- b) If no improvement is seen the Headteacher will request an appointment with the parent or carer. The situation is reviewed at the next month's check.

- c) If no improvement is seen the Headteacher will write again requesting an appointment and ask for medical certificates to be provided for each subsequent absence to be authorised.
- d) If the attendance does not significantly improve, a referral to the appropriate department in the London Borough of Brent
- e) will be made. In non-improving situations a penalty notice may be served

*(See Appendix 1 for further details of the issuing of Penalty Notices)*

5.3 If your child's attendance is unsatisfactory (below 95%) you are at risk of a referral to Brent local authority and may be liable for fast track court prosecution, prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.

5.4 If the child is below 5 years of age, Brent local authority will not accept a referral. In this instance the Headteacher will pursue the situation. In extreme cases a nursery place could be withdrawn.

## **6. Lateness**

6.1 The school day officially starts at 08.45 although school doors open at 8.15 and are 'closed' at 08.50.

6.2 Pupils who arrive after 08.50 must sign into the school via the main office. A late form will then need to be completed for each individual child.

6.3 Children who arrive after 08.55 will be marked as 'L' (Late) and the time of arrival will be recorded. The registers will formally close at 09.15. Any child who arrives after this time will be marked as 'U' (unauthorised absence) for that morning's session, unless there are extenuating circumstances, such as an emergency incident that caused a traffic delay for example. The parents of any child registered with 5 U codes in any half term will be subject to the attendance procedures outlined below and could be issued with a Fixed Penalty Notice.

6.4 The procedure for persistent lateness is the same as for absence – i.e. at 10% lateness the Headteacher will write to parents of the children to notify them that their child's punctuality is unsatisfactory. If there is no improvement over the following month then the following actions may be taken:

- a) The Headteacher may request an appointment to meet with the parent/carer and punctuality targets will be set.
- b) If there are unacceptable improvements after a month, a referral to Brent local authority is made.
- c) 'Cause for Concern' records for absence and punctuality are kept.

## **7. Punctuality Inspection**

We may also do sporadic punctuality inspections at the school gate.

## **8. How will this information be collated?**

A register of absence and punctuality referral is kept. The Headteacher manages this register reviews it regularly to decide necessary action.

## **9. Pupil absence and extenuating family circumstance**

If parents or carers need to remove their child from the school for any reason, they must complete a Term Time Absence Request form. No absences for holidays will be authorised, unless in extreme or exceptional circumstances. Permission for absence will only be given if there are extenuating circumstances. If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice.

## **10. Registers**

These are important legal documents and our teaching staff must complete them accurately and promptly at the beginning of each morning and afternoon session.

Children entering the school office after are late and should be marked as such, even if the register has not been taken yet.

## **11. Rewards**

Greenwell Academy firmly believes that the best reward for good attendance is the learning they receive. However, we want to recognise those pupils who make a true effort to sustain excellent attendance and punctuality.

The class with the best attendance for the previous week is recognised and rewarded with a trophy.

The class with the best attendance for the half term are recognised and rewarded with a cinema afternoon on the last day of term.

Children with 100% attendance are presented with a certificate at the end of each half term. Further prizes and awards may be presented for attendance.

## 12. Register Codes

We use the following Government published codes in our registers:

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	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational visit or trip	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

### Absence codes

Authorised absence

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on a holiday due to exceptional circumstances
I	Illness	School has been notified that pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their GCSEs
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

### Unauthorised absence

Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when reason emerges)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

### Administrative codes

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to, for example, half-term/bank holiday/INSET day

## **APPENDIX 1: PROCEDURE FOR THE ISSUING OF PENALTY NOTICES:**

1. Greenwell Academy will notify the Local Authority via Brent local authority of all cases where attendance has fallen below 90% in the preceding 6-week period and no valid reason for the absence has been provided by the parent/carer, along with evidence of what measures they have taken to bring this matter to the parent's/carer's attention.
2. The LA will produce an information letter for distribution to all parents/carers whose children have been identified as falling below 95% attendance at their respective schools. This will set out clearly the circumstances whereby a Penalty Notice can be issued and the consequences for failure to pay within the required time scale.
3. Each pupil's attendance will be monitored for 15 school days following the issue of the letter to see if the desired improvement has taken place. An acceptable improvement is an increase in attendance above 90% for the 15-day period.
4. Should the required improvement not take place and no valid reason for the absence is provided, the Court Officer will decide whether to issue the Penalty Notice or to proceed with a prosecution under Section 444 of the Education Act 1996.
5. Where a Penalty Notice is issued, it will be sent by the Court Officer through the post using First Class post to the parent's last known address.
6. Following a change to advice issued by the DfES in recent months, Penalty Notices may now be issued to the parents/carers of all pupils registered at Ealing schools, irrespective of their actual home address. This also means that follow-up prosecutions where parents/carers fail to pay the Notice or to improve their children's attendance will extend to families resident outside the area.

### **Withdrawal of Penalty Notices:**

7. The LA will withdraw any Notices issued if:
  - a) It can be established that the Penalty Notice was issued to the wrong person.
  - b) The use of the Penalty Notice does not conform to the terms of the Protocol.
8. Where either of the above occurs, written notice of the withdrawal shall be given to the recipient and any monies paid over shall be fully refunded.
9. Also, no proceedings under Section 444(1A) of the Education Act 1996 shall be instituted against the recipient in respect of the period covered by the withdrawn Notice.

### **Payment:**

10. Arrangements for payment will be detailed on the Penalty Notice.
11. A Penalty Notice shall be for the sum of £60 if paid within 28 days rising to £120 thereafter until the final deadline of 42 days.
12. Payment in full of the Penalty Notice discharges the parent's legal responsibility for the period of unauthorised absence outlined in the Notice and the parent cannot be subsequently prosecuted under any other enforcement powers for the period.
13. Any revenue arising from the issue of Penalty Notices will be retained by the LA to defray the costs involved in their issue or any subsequent prosecutions arising from non-payment.

### **Non Payment:**

Non payment of Penalty Notices within the prescribed time limits will result in a prosecution under Section (1) or (1A) of the Education Act 1996 for the original offence of failing to ensure the regular attendance of the child/ren at school.