



Hillcross Primary School

Attendance & Punctuality Policy **(In conjunction with Keeping Children Safe in Education)**

Mission, Vision and Culture

At Hillcross we nurture our children to think critically and creatively within a collaborative community.

Our outstanding practice ensures our children meet their full potential, both personally and academically, and provides opportunities for them to develop their unique talents and skills. As a nationally recognized Thinking School, we nurture an empathetic community of creative and critical thinkers. We achieve success for all through our dynamic and ambitious curriculum, inclusive learning, promoting fairness and celebrating diversity. Through our school culture of high aspiration, embracing challenge, acting with compassion, a shared responsibility and by showing respect for all, we aim to develop a resilient school community of compassionate global citizens.

1. Aims & Introduction

Hillcross Primary School recognises the importance of good attendance and the impact it has on children's progress, attainment, enjoyment of learning and relationships within school. Good attendance helps a child to realise their potential and ensure they are motivated, confident and enjoy a diverse range of curricular opportunities and experiences.

With this in mind we work hard to build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with them to remove challenges. We have developed a whole school culture that promotes the benefits of high attendance.

This policy is written and shared with all stakeholders to ensure that all staff, pupils and parents understand the importance of school attendance and the procedures linking to it.

2. Legislation and Guidance

This policy meets the requirements of [working together to improve school attendance](#) from the Department for Education (DfE). Legislation sets out the legal powers and duties that govern school attendance:

- [The Education Acts 1996 and 2002](#)
- [The Children Act 1989](#)
- [The Crime and Disorder Act 1998](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The Education and Inspections Act 2006](#)
- [The Sentencing Act 2020](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024 [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](#)
- [The Education \(Information about Individual Pupils\) \(England\) Regulations 2013](#)
- [The Children and Young Persons Acts 1933 and 1963](#)
- [The Equality Act 2010](#)
- Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise".
- Section 444 (1) of the Education Act 1996 states that "if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence".



Hillcross Primary School

Therefore, regular and punctual attendance at school is a legal requirement. Additionally, regular attendance is essential to enable children to maximise their educational attainment, social development, future opportunities and further development.

- Under Section 576 of the Education Act 1996, for the purposes of Education Law, the definition of a 'parent' and who is responsible for ensuring regular attendance to school is:
 - all biological parents, whether they are married or not . any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative . any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carer/s.

- 3. **Roles and Responsibilities**
 - **Paula Banyon is our school Attendance Officer.** Please contact her via info@hillcross.merton.sch.uk if you need general support re attendance.
 - **Lisa Francis, our Headteacher, is the school's Senior Attendance Champion.** Please contact her via info@hillcross.merton.sch.uk if you need more detailed support re attendance.

At Hillcross we have a shared responsibility for ensuring our children attend school as often as possible. **Appendix 1** details the roles & responsibilities of the following stakeholders: the governing board; the Headteacher; the Senior Teacher responsible for attendance; the Attendance Officer; Class teachers; the School Admin Team; Parents/Carers; and Pupils.

4. Recording attendance

4.1 Attendance register

We keep an attendance register and place all pupils onto this register. Registers provide the daily record of attendance of all pupils. They are legal documents and the register may be required in a court of law, for example as evidence in prosecutions for non-attendance in school. We will take our attendance register at the start of the first session of each school day and once during the afternoon session.

The register for the first session will be taken at 8.45am and will be kept open until 9.15am. Pupils who arrive after 8.45am will be recorded as late. If children arrive after 9.15am, this will affect their attendance record.

The register for the second/afternoon session will be taken at:

- 12.30pm for EYFS (Nursery and reception);
- 12.45pm for Year 1 and year 2;
- 13.05pm for Year 3 and year 4;
- 13.20pm for Year 5 and year 6.

Afternoon registers will be closed after **30** minutes.

It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances



Hillcross Primary School

The school will follow up any absences in order to:

- Ascertain the reason for the absence;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system as a priority and returned to the school office in a timely manner. This is used to download data to the School Census and is sent daily to the DfE and Local Authority.
- Consider early identification, assessment, intervention and support processes that may need to be implemented.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

The decision to send a child home due to illness or accident must be agreed by the Headteacher or, in her absence, a member of the senior leadership team. Any child who is sent home will be recorded on the InVentry system in the main office.

The register is marked using the codes as advised by the Department for Education (DfE) 'School Attendance Guidance for maintained schools, academies, independent schools and local authorities). The codes are set out in regulation 10(2) Table 1, 10(3) Table 2 and 10(4) Table 3, 10(8) and 10(10) of the regulations and summarised on pages 76 to 91 of the guidance.

4.2 Absence Monitoring

a. Unplanned absence (E.g. Illness)

The pupil's parent/carer must notify the school of the reason for the absence **on the first day of an unplanned absence by 9am** or as soon as practically possible **by calling the school office** (messages should be left on the designated absence line – not on the general school answerphone) **or via the absence section on ParentMail**. Please ensure that you speak clearly, stating your child's name and class and provide the reason for your child's absence avoiding using words like "sick" or "unwell." Please be specific with the reason for the absence to ensure that we can complete our registers accurately.

- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt (where absence is unnecessarily low or there is a pattern of absence identified), the school may ask the pupil's parent/carer to provide medical evidence, such as the child's prescribed medicine, an appointment card (physical or virtual) or other appropriate forms of evidence. We will not ask for medical evidence unnecessarily and do not expect parents to pay for doctors notes.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

b. Planned absence

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. **Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.** Evidence of appointments (e.g. letter/appointment card) will be requested in order for the school to accurately record the absence on the attendance register.

Where a parent cannot provide evidence in the form requested but can provide other evidence, we will take this into account. Where a parent cannot provide any written evidence, a senior leader will have a



Hillcross Primary School

conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.

Other types of term-time absences should be requested as far in advance as possible by the pupil's parent/carer. See Section 5 below which details how you can make a Leave of Absence request and the types of term-time absence the school can authorise.

c. Lateness and punctuality

School officially begins at 8.30am (although we operate a 'rolling' start from 8.30am to 8.45am for those families who have to drop children off at different points across the school). **The register for the first session will be taken at 8.45am and will be kept open until 9.15am.**

- o **Register is taken at 8.45am**
- o **Registers close at 9.15am**

If pupils are not in class when the register is taken, they will be coded as 'L'. In accordance with the 'Education (Pupil Registration) (England) Regulations 2006', if your child arrives after the registers close, they will receive a mark, code U, that shows them to be on site, but this will **not count** as a present mark and it **will mean they have an unauthorised absence**. This may mean that you could face the possibility of a Penalty Notice or other legal action if the problem persists.

To ensure security, the doors to the school and the main gates will close promptly. Any child who arrives after 8.45am must enter the school by the main gate at the Ashridge Way entrance and report to the school office where parents will sign them in.

It is of paramount importance that all children arrive on time for school each day in order for them to make the best possible progress in terms of learning and all round development. Pupils who arrive late miss the teacher's instruction to the class on the morning's work, miss messages or information relating to the whole class, and have less time to complete their work. **Children who are consistently late for school are disrupting not only their own education, but also that of other children.** Where persistent lateness gives cause for concern, you will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

d. Late Collection of children after school

- **School ends at 3.00pm for Reception-Year 6 children.** When a child is collected late from school, it is distressing for them and unfair on the staff member who has their own personal or professional commitments disrupted.
- If a child is not collected from school, an extra-curricular activity or The Copse promptly and contact has not been made by the parent/guardian with a valid reason, we will charge the child's ParentMail account for childcare. **Parents may be charged £12.50 per half hour (or part thereof) for late collection of children.** Records are kept of the time a child is collected. Where necessary, these will be submitted as evidence for the EWO (Education Welfare Officer).
- As per Local Authority guidelines for schools where no after school child care provision is offered - after 1 hour if it has not been possible to contact a parent /carer/emergency contact, we will contact our Safer Neighbourhood Police Officer, or Mitcham Police Station.

e. Following up unexplained absence



Hillcross Primary School

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call or email the parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- If we do not receive a response, we will attempt to contact the pupil's parent/carer again on the afternoon of the first day of unexplained absence and if we do not get a response we will try to contact everyone on the pupil's emergency contacts. The school may make a referral to support services or social care to ensure the child is safe.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it in the register as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If absence continues, the school will consider involving an education welfare officer, early help, the school nurse, social services or to other agencies.

Children Missing Education can be an indicator that a child's welfare is at risk. To safeguard pupils who are missing education, Hillcross Primary School will ensure compliance with local authority policy and procedures for Children Missing Education.

- If the absence exceeds 5 consecutive days and no reason has been provided for the absence, the school will write to the last known address and seek guidance from the Education Welfare Officer
- If the absence exceeds 10 consecutive days and no reason has been provided for the absence, the school will inform the Local Authority
- Any child who has been missing for more than 20 days will be added to the Authorities Children Missing Education Panel by the Education Welfare Officer or the school where no referral has been made.

Children Missing Education statutory guidance for Local Authorities (September 2016) and the most recent version of Keeping Children Safe in Education guidance places a statutory duty on schools to collect information during the admissions procedure and again when the child is leaving the school.

5. Authorised and unauthorised absence

Where the parent offers an explanation for the reason for absence. The law allows the Headteacher to determine if the absence will be authorised or unauthorised.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see section 4.2)
- Religious observance (one day per school year) – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Approved leave in exceptional circumstances (See Appendix 3)

5.1 Application for Term- Time Absence due to Exceptional Circumstances

The Governors of Hillcross Primary School believe that leave of absence during term time should be avoided as it can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave.

The School Attendance (Pupil Regulations) (England) Regulations 2024 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.



Hillcross Primary School

In September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006, made it clear that Head Teachers may not grant any Leave of Absence during term time unless there are “**exceptional circumstances**”.

With regard to the regulation outlined above, if parents/carers need to request Exceptional Leave of Absence, they must complete an 'Exceptional Leave of Absence Request' form available from the school website and **Appendix 2** to this policy.

1. Parents must request leave for exceptional circumstances as far in advance as possible.
2. The request should be made in writing using the leave of absence form which is available from the school office (see also **Appendix 2**). Verbal requests will be recorded in writing.
3. The request must include the reason why you feel it is necessary to take a leave of absence. This may include any extenuating or compassionate reasons **and must include evidence of circumstances**, such as a medical certificate or letter from employers to support the request.

On receipt of an application for leave on the appropriate form, together with any supporting documentation, consideration will be given by the Headteacher. A decision will then be given to the parents within 7 days.

Any leave of absence that is not authorised is very likely to result in a Penalty Notice being issued and/or prosecution under s4441 Education Act 1996, by the London Borough of Merton. The Penalty Notice carries a fine of £160.

The Head Teacher will determine what constitutes an exceptional circumstance on an individual basis. The following is **NOT** usually deemed to be exceptional circumstances:

- Family holiday
- Visiting relatives who live abroad
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments
- Holiday pre-booked by another family member
- Study leave for grammar school exams
- Birthday treat.

This is not an exhaustive list and the school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. The headteacher may require evidence to support any request for leave of absence.

An absence may be coded as 'unauthorised' if:

- no reason for absence has been given
- the reason given for absence by the parent is not acceptable and the school do not agree that the child should be absent.
- medical evidence is not received when requested
- a request for exceptional leave of absence has been unauthorised
- a pupil arrives at school after registration has closed at 9.15am

Parents/carers should be aware that Hillcross Primary School may contact the Local Authority if a pupil has 10 or more unauthorised absences in a rolling 10 week period, with a view to issuing a Penalty Notice or other legal action. The Penalty Notice is issued individually to each parent/carer who fails to ensure their child's



Hillcross Primary School

regular attendance at school. Non-payment of the Penalty Notice may result in prosecution in the Magistrates court.

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but they are less prepared for the lessons building on from that teaching when they return to school. There is a consequent risk of under achievement, which we must work together in order to avoid.

6. Working in partnership with Parents/ Carers

Building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children. We require all parents to actively support the work of the school, including promoting attendance and engagement. The school is committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.

It is pertinent that school and parents/carers work together with a shared plan and outcomes when supporting a child's attendance and wellbeing. If, despite persistent attempts to work with parents, there continues to be a lack of engagement, then legal procedures may be followed to secure engagement and school attendance.

6.1 Reporting to parents/carers formally

The school will inform parents about their child's attendance and absence levels in the end of year reports and verbally in parents' meetings each term.

6.2 Pupil and Class Attendance Awards

In line with our behaviour policy we recognize achievement related to attendance through the use of intrinsic motivation rather than tangible rewards. Children are regularly reminded that good attendance helps them to realise their potential and ensure they enjoy a diverse range of curricular opportunities and experiences. Their collaborative efforts are celebrated through shared rewards in the form of house points.

6.3 Supporting Pupils

Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, we will always take into account the specific needs of certain pupils and pupil cohorts. In the development and implementation of this policy, we consider our obligations under the Equality Act 2010 and under the UN Convention on the Rights of the Child. This policy will be applied fairly and consistently and we will always consider the individual needs of pupils and their families who have specific barriers to attendance. We are particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities and provide them with additional support in the following ways:

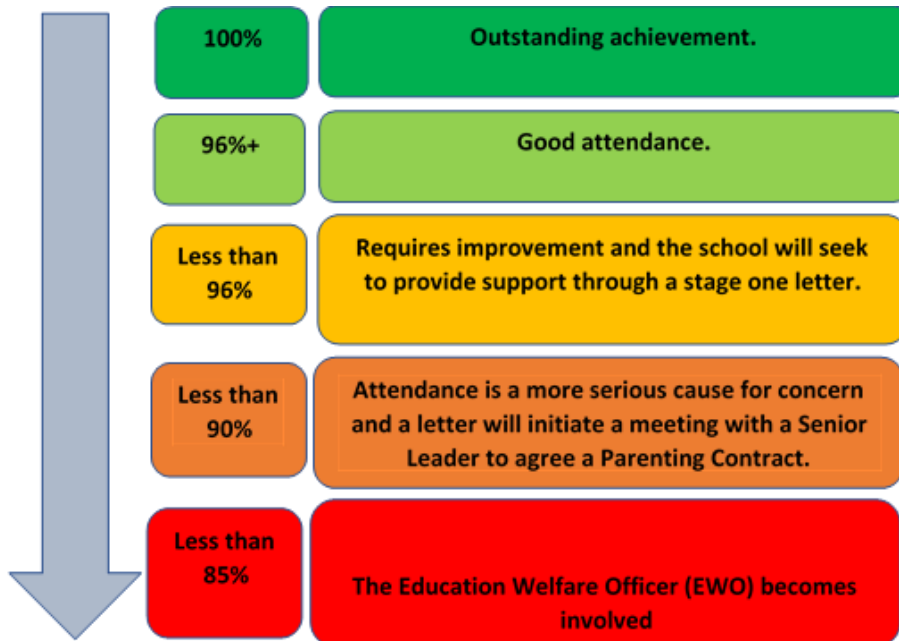
- Interviews with parents or carers
- Pastoral Support Programmes
- Individual Support Programmes.
- Referral to a range of external agencies

6.4 Attendance Contracts

The table below sets out the attendance targets and at what stage parents/carers will be contacted about their child's attendance.



Hillcross Primary School



See Appendix 3 to see the impact of absence/missed sessions.

An **Attendance** Contract is a formal written agreement with the School, Parent(s), Pupil(s), and School's Education Welfare Officer (EWO). **Attendance** Contracts should be in place for a minimum of 3 months and a maximum of 12 months. If there has been no improvement after 4 weeks the contract may cease.

The aim is to offer support by listening to the reasons for absence and difficulties that prevent regular school attendance during a meeting with the Parents, Child, School staff and EWO. Once background information has been collected, an action plan to address the poor school attendance of the pupil with realistic achievable targets to be made within a reasonable time scale will be agreed. (See Appendix 4 for a sample **Attendance Contract**)

6.5 Legal Action

In line with The Education (Penalty Notices) (England) (Amendment) Regulations 2024 (legislation.gov.uk), new "notices to improve" will be issued to parents to give them an opportunity to engage in support and improve attendance in line with processes set out in the Local Code of Conduct for the local authority area in which the pupil attends school. The Notice to Improve is expected to include:

- Details of the pupil's attendance record and details of the offences.
- The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support and the option to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period.
- A clear timeframe for the improvement period of between 3 and 6 school weeks.
- Details of what sufficient improvement within that timeframe will look like.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

What sufficient improvement looks like can be decided on a case by case basis taking the individual family's circumstances into account. Details of what sufficient improvement for each case should be made clear in the Notice to Improve.



Hillcross Primary School

Penalty notices can be issued by a headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where a pupil is suspended or excluded and is found in a public place during school hours without a justifiable reason

The Local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6.6 If your child is leaving Hillcross Primary School

We are required by law (Children Missing Education Guidance 2016) to tell the Local Authority about every pupil who leaves the school. Parents must complete a leaver's form if their child is moving to a new school and will no longer be attending Hillcross, even if the school is still in the borough of Merton, or if they are leaving the country - see **Appendix 5**.

Monitoring and Evaluation

The Headteacher and Attendance Officer work closely with the Educational Welfare Officer to ensure that all children attend school regularly and arrive on time and regularly monitors and analyses attendance and absence data to identify pupils or cohorts that require support with their attendance.

They work collaboratively with other school staff, families to put effective strategies in place. This collaboration extends to other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.

The Headteacher reports to the Governing Body on a termly basis about the attendance of children in the school via the Standards, Teaching and Learning Committee. The Safeguarding Governors discuss and monitor attendance records on a termly basis as part of their Safeguarding visit to school.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all members of the school community fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children access the curriculum and make the best possible progress.

Safeguarding Commitment

The school is committed to safeguarding and promoting the welfare of children, in line with the most recent version of Keeping Children Safe in Education and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism - this includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We work closely with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Radicalisation is recognised as a specific safeguarding issue and is addressed in line with the Government Prevent Strategy and The Counter-Terrorism and Security Act 2015.



Hillcross Primary School

Privacy Policy

Hillcross School is committed to ensuring protection of all personal information that we hold. We recognise our obligations under the GDPR and Data Protection act 2018. Our practice is documented in our Data Protection Policy. Our data is shared with the DfE via School Census and Wonde, Ofsted, the Local Authority and other agencies that the law allows us to share data with.

Reviewed: June 2024

Date of next review: January 2025

Appendices

Appendix 1: Roles and Responsibilities of Stakeholders

Appendix 2: Application for Leave of Absence for Exceptional Circumstances

Appendix 3: What does “percentage attendance” mean?

Appendix 4: Sample Parent Contract

Appendix 5: Hillcross Leavers Form



Hillcross Primary School

Appendix 1: Roles and responsibilities

<p>The governing board is responsible for:</p> <ul style="list-style-type: none"> • Promoting the importance of school attendance across the school’s policies and ethos • Making sure school leaders fulfil expectations and statutory duties • Regularly reviewing and challenging attendance data • Monitoring attendance figures for the whole school • Making sure staff receive adequate training on attendance • Holding the headteacher to account for the implementation of this policy <p>The Committee responsible for reviewing the Attendance and Punctuality policy and monitoring attendance is the Personnel Committee.</p>	<p>The headteacher is responsible for:</p> <ul style="list-style-type: none"> • Leading attendance across the school, implementing the policy and offering a clear vision for attendance improvement • Evaluating and monitoring expectations and processes • Having an oversight of data analysis • Devising specific strategies to address areas of poor attendance identified through data • Call and meet with parents to discuss attendance issues • Delivering targeted intervention and support to pupils and families • Monitoring school-level absence data and reporting it to governors • Supporting staff with monitoring the attendance of individual pupils • Monitoring the impact of any implemented attendance strategies • Referral to the EWO (Education Welfare Officer) for issuing fixed-penalty notices, where necessary
<p>The attendance officer is responsible for:</p> <ul style="list-style-type: none"> • Taking calls from parents about absence on a day-to-day basis and recording it on the school system • Monitoring and analysing attendance data • Benchmarking attendance data to identify areas of focus for improvement • Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher • Working with education welfare officers to tackle persistent absence • Advising the headteacher when to refer to the EWO to issue fixed-penalty notices 	<p>Class teachers are responsible for:</p> <ul style="list-style-type: none"> • recording attendance on a daily basis, using the correct codes, and submitting this information to the school office • Be aware of pupils who may have attendance issues that are linked to concerns over Child Protection and to be vigilant in reporting any unexplained absence to the Child Protection Officer.
<p>Parents/carers are responsible for:</p> <ul style="list-style-type: none"> • Make sure their child attends every day on time • Call the school to report their child’s absence before 9am on the day of the absence and each 	<p>Pupils are expected to:</p> <ul style="list-style-type: none"> • Attend school every day on time



Hillcross Primary School

subsequent day of absence), and advise when they are expected to return

- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day



Hillcross Primary School

Appendix 2 - Hillcross Primary School – Exceptional Leave of Absence Form

LONDON BOROUGH OF MERTON

Request for Leave of Absence for exceptional circumstances during Term Time

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

School Attendance (Pupil Regulations) (England) Regulations 2024

Leave of Absence in exceptional circumstances is authorised at the discretion of the Head Teacher. (This is **not an automatic right** of parents/guardians)

- You should not normally take your child(ren) on a leave of absence during the school term.
- **Please do not book your leave of absence until authority is given.**
- Each request for leave of absence will be considered individually, taking into account: the circumstances for the request and the supporting evidence provided.
- If the absence is approved by the Head Teacher you will be advised as to how many days the Head teacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine/prosecution.

In order for your application for absence to be considered, please complete below:

Name(s) of Child(ren): _____

Team/Year Group: _____

Home address: _____

Dates of absence: From: _____ To: _____

Reason for request (additional evidence may be required)/Who is travelling?:

Signed: Parent/Guardian: _____

Email address: _____ Mobile phone number: _____

Date form submitted: _____

The above request for leave of absence in term time for _____ has/has not been authorised.

If authorised, your child/ren should return to school on: _____

Signed: _____ Headteacher/Principal: _____



Hillcross Primary School

Appendix 3: The impact of absence/missed sessions- what does poor punctuality and attendance mean?



Hillcross Primary School

Being Late Means

If you are late every day in a year, you will lose:

		Days Learning Lost				
		3 days	6.5 days	10 days	13 days	19 days
Arriving at school...	5 minutes late					
	10 minutes late					
	15 minutes late					
	20 minutes late					
	30 minutes late					

Students who arrive late will:

- Miss the teacher giving out messages & information relating to the whole class.
- Miss the teacher's instruction to the class on the work for the morning.
- Be embarrassed by walking into the class when their friends have started work.
- Have less time to complete their work and less chance of good exam grades.
- If your child arrives after the register is closed this will be recorded as an unauthorised absence and may lead to a Penalty Notice fine.
- Older students may miss out on a college place if they have a record of persistent lateness.

Every School Day Counts

Don't let your child miss out on the education they are entitled to – every school day counts!

If you are worried about your child's attendance come and talk to us or contact your Education Welfare Officer on 0208 545 4021.

365 days in each year	190 days in each school year	190 days of education		100% attendance	EXCELLENT	Your child gets off to a great start, giving them the best chance of success at school	Which leaves 175 non-school days a year. That's 175 days of family time for holidays, visits, shopping & appointments.		
		7 days absence	183 days of education		96% attendance			GOOD	
		15 days absence	175 days of education		92% attendance			CONCERN	
		19 days absence	171 days of education		90% attendance			WORRYING	It's harder for your child to make progress, they may feel left behind in class, giving them less chance of success at school
		20 days absence or more	170 days or less of education		Any attendance lower than 90%			SERIOUS CONCERN	Your child struggles in class, has trouble making friends and a small chance of success at school. You risk a Penalty Notice &/or court action.



Hillcross Primary School

Parents/carers should be advised that from September 2015 the Government have categorised those pupils who have attendance of 90% and below as 'Persistent Absence' pupils (P.A.).

Hillcross Primary will be specifically targeting this cohort of pupils, in an effort to improve their attendance in the future. The table below shows the learning time lost against percentage attendance figures.

Attendance during one school year	Equivalent days	Equivalent sessions	Equivalent Weeks	Equivalent lessons missed
95%	9 days	18 sessions	1.4 weeks	45 lessons
90%	19 days	38 sessions	3.4 weeks	95 lessons
85%	29 days	58 sessions	5.4 weeks	145 lessons
80%	36 days	72 sessions	7.1 weeks	180 lessons
75%	48 days	96 sessions	9.3 weeks	240 lessons



Hillcross Primary School

Appendix 4 – Attendance Contract

Hillcross Primary School

Pupils Name:	Ethnicity:
Date of Birth:	Year Group & Class:
SEND:	FSM/PP:
Medical Condition:	LAC:
School Contact Name:	Contact Details:
Parent Carer 1 Name:	Contact Details:
Parent Carer 2 Name:	Contact Details:
External Agencies Involved:	
Background Information:	

Attendance %							
Year	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2	Overall
N							
R							
Y1							
Y2							
Y3							
Y4							
Y5							
Y6							

Indicates improvement	Indicates no longer PA pupil	No improvement made
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Punctuality							
Year	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2	Overall
N							
R							
Y1							
Y2							
Y3							
Y4							
Y5							
Y6							

Indicates improvement	Indicates no longer a concern	No improvement made
-----------------------	-------------------------------	---------------------

Academic Progress									
Year	Autumn			Spring			Summer		
	R	W	M	R	W	M	R	W	M
N									
R									
Y1									



Hillcross Primary School

Y2									
Y3									
Y4									
Y5									
Y6									

Indicates expected progress	Indicates more than expected progress	Indicates less than expected progress
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Provision at EYFS: <ul style="list-style-type: none"> • 	Impact: <ul style="list-style-type: none"> •
Provision at Phase 1: <ul style="list-style-type: none"> • 	Impact: <ul style="list-style-type: none"> •
Provision at Phase 2: <ul style="list-style-type: none"> • 	Impact: <ul style="list-style-type: none"> •

Contract Start Date:		Attendance %:	
Review Date:		Attendance %:	
Review Date:		Attendance %:	
Review Date:		Attendance %:	
Review Date:		Attendance %:	
Indicates improvement	Indicates no longer PA pupil	No improvement made	

What are we worried about?
What's working well?

	Targets/Actions to be taken:	By:	When:	How will we know it is working?
1				
2				
3				
4				

	Review of Targets/Actions – what impact are they having?	Date	Next steps
1			
2			
3			
4			

This is a voluntary agreement where all parties agree to work together to follow the agreed plan to support the pupil attend school regularly and punctually.

I agree to work together with school and the local authority to follow the agreed plan



Hillcross Primary School

Signed: Date: Student's score
[child]

Signed: Date: Parent's score
[parent]

Signed: Date: Parent's score
[parent]

I agree to provide the above support to the parent(s) for the purpose of complying with the plan.

Signed: Date: School score
School

I agree to provide the above support to the parent(s) for the purpose of complying with the plan.

Signed: Date: EWO's score
Lead professional/ EWO

Signed: Date: Professionals score

Other professional List job title/role



Hillcross Primary School

Appendix 5: Leavers Form

Hillcross School Leaver

(Form to be completed by the Parent when advising that their child will be leaving the school)

Child's Name:			
Date of Birth:			
Year Group/Class:			
Details of Home Address:			
New Home Address:			
New Local Authority:			
Address and Telephone Number of New School:			
Date of last day at Hillcross			
Parent's Name:			
Mobile Number:			
Email Address:			
Signature of Parent:		Date of Completion:	

For Office Use:	
Date removed from SIMs:	
Date removed from SAM:	
Date EWO/Local Authority Informed:	
Date CTF Actioned:	
Date Pupil/SEN/CP File Forwarded:	
Date updated on Admissions Register:	
Advise Head Teacher of Leaver (by email):	