



SOUTH GROVE PRIMARY SCHOOL

Attendance and Punctuality Procedures

Governors Body Ratified Policy:	15 TH October 2026
Review Date	October 2027
Headteacher:	Julie Maltwood
Chair Of Governors	Benjamin Pheloung

Aims and Ethos

We believe that punctuality and good attendance are essential for all pupils to ensure they can benefit from their education and reach their full potential, both academically and socially. We aim to ensure that all pupils achieve maximum possible attendance and that any barriers to this are identified and acted upon as soon as possible. The school aims at 100% attendance for pupils and promotes good punctuality, as this sets a positive work ethic now, and for the future. (See Appendix 1)

UN Convention on the Rights of the Child (UNCRC)

Article 2

All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or a girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3

All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 4 The government has a responsibility to make sure your rights are protected. They must help your family to protect your rights and create an environment where you can grow and reach your potential.

Article 5 Your family has the responsibility to help you learn to exercise your rights, and to ensure that your rights are protected.

Article 28 You have the right to a good education. You should be encouraged to go to school to the highest level you can.

Roles and Responsibilities

Parents, Guardians and Pupils

Parents/carers of children of compulsory school age are legally required to ensure that they receive full-time education. Parents/Carers are also responsible for informing the school of any absence as soon as possible on the first day of the absence; the school expects to be contacted each day of the absence. This should be done by telephoning the school, by email using Parent Mail, personal contact or by note or letter. The reason for absence and when the child is expected to return to school should be stated. Pupils are expected to attend school regularly and to arrive at school punctually. Persistent lateness can be seen as absence and is managed in the same way as poor attendance by the school. Parents should ensure that their children arrive at school before the morning bell, prepared to begin the school day.

Governors

The Governing Body of South Grove Primary School has ultimate responsibility for attendance at school. This is delegated on a daily basis through the Head Teacher to the Extended School Leader. Governors regularly monitor the effectiveness of attendance policy and practice.

School Attendance Lead

The designated senior member of staff responsible for attendance and absence at South Grove Primary School is the Extended School Leader.
The Extended School Leader is supported by BACME and our Attendance Administrative Officer.

Attendance is regularly monitored so that pupils at risk of persistent absence can be identified early and interventions/support are offered.

Investigations are made to understand the nature of the problems, identifying how the school can support parents in meeting their legal responsibility.

A range of actions may be taken according to the percentage of absence and reasons provided by parent/carers; these may include liaising with the LBWF Education Welfare Officer and parent/carers in the first instance; these may include completing an Early help Assessment, referral to Children's Social Care or court action.

Class Teachers

Registers are computerised and are taken at the start of the morning and afternoon session – including those being educated remotely.

The time of late arrivals is noted and absences recorded, in the class register. The registers are examined, absence and lateness noted. Class teachers contribute to procedures by promoting good attendance with their class and highlighting those with poor attendance and punctuality. Class teachers must immediately alert the Designated Safeguarding lead if they believe or suspect that an absence may be due to a Child Protection or Safeguarding issue.

Attendance Lead and Attendance Administrative Officer

The Attendance Administrative Officer provides a key role in the promotion of punctual attendance. At South Grove we apply a First Day Contact approach. We note all late children each day, monitoring children over the week and if more than two late marks, we contact the parent/carer of the recorded absent children. The Admin Officer may contact parent/carers when there is an attendance or lateness concern. If absence is unexplained, the Attendance Officer contacts parents, logging reasons on SIMs. This allows us to closely monitor all absences and displays to the parents/carers our commitment to the welfare and attendance of their children.

Parent/Carers should be aware that if they fail to ensure that their children attend school regularly and punctually they may be prosecuted under section 444 Education Act 1996 by the LEA.

Leave of Absence

South Grove Primary School can approve absence. However the school does not have to accept the parent/carers offered explanation as a valid cause for absence. There are certain circumstances outlined in the DfE guidelines that the school categorises as authorised absence. The guidelines are based on the needs of the community and the kinds of reasons parent/carers may wish their children to take leave of absence.

These are the guidelines South Grove Primary School follow:

- Illness, **emergency** medical and dental appointments.
- Family bereavements
- Attending a religious observance

- Off-site activities (These fall into two categories; educational visits or individual activities e.g. an examination)
- Exclusion (Excluded pupils are treated as authorised absence. They will remain on the school's register unless permanently excluded when the situation has to be reviewed)

NB: The school does not authorise a leave of absence or extended periods during term times e.g. extended holidays or visiting family abroad.

Holidays during Term Time - Extended Holiday

South Grove Primary School operates the DfE zero tolerance approach to extended holidays and notifies parents/carers of this so that they can make informed decision about removing children from school for this reason. We refer children with unauthorised extended holiday absence to the local authority who arranges for fixed penalty fines to be issued.

Currently the fine is £160 per child for each parent. If this is paid within 14 days the fine is reduced by 50%.

Our intention in referring cases and issuing fines is to emphasise the importance and negative impact on children's progress and achievement caused by extended periods of absence.

All absences directly before or after a holiday period must be reported by telephone rather than via email; staff may make home visits to confirm reasons for absence.

Persistent Absence

Pupils who are persistently absent are not receiving their entitlement to education. The schools closely monitor individual pupils' attendance and will alert parents in cases of concern. A range of actions are taken to support parents in ensuring good school attendance, these include Early Help referral and return to school meetings. Where improvement is not evidenced or sustained further action may be taken which could include issuing Notices of Parental Responsibility or court action.

Pupils Who Cannot Attend School due to Medical Reasons

Arrangements are made, in consultation with parents and relevant professionals, to ensure that children whose health needs prevent school attendance receive education appropriate to their needs.

Lateness

We expect pupils to arrive in school punctually. All lateness is recorded and lateness after the registers close is marked as absent. All lates are recorded by the Admin officer and are closely monitored by the Extended School Leader. If a pupil regularly arrives late for school we monitor and give support to develop strategies to improve their punctuality. Persistent lateness after the register has closed may result in prosecution under section 444 Education Act 1996 by the Local Authority.

Breakfast Club

We have an established Breakfast Club at South Grove. The aim of the club is to promote punctuality and good attendance. Breakfast Club may be a useful option for families where there are barriers to punctual attendance. Breakfast Club is run by trained school staff and is open at 7.30am.

Late Collection of Children

Persistent late collections are monitored and the school attempts to support parents/carers with this by helping to develop strategies to improve their punctuality in collecting their children. Children who are collected late have their name recorded. If the problem is serious or persistent then it will be investigated by the Extended School Leader. Persistent late collections are monitored and the school attempts to support parents/carers with this by helping to develop strategies to improve their punctuality in collecting their children.

South Grove operates an After School Club, the Wraparound crew which may be useful for families who are unable to collect their children on time from school, however it is not a drop in facility and pupils must register to attend.

School Procedures

The school monitors attendance and punctuality weekly. Issues relating to pupil attendance are followed up during regular review periods.

Children with attendance below 96% are recorded half termly with actions following agreed procedure. The Extended Schools Leader leads on this, . Weekly meetings ensure that vulnerable children are monitored.

Other related policies:

Safeguarding
Positive Behaviour Policy

Attendance %	Action	Led by	Time
Unauthorised Holiday Code G	1. Zero tolerance policy 2. Parents must apply for leave of absence. 3. Headteacher will respond in writing indicating concern and intention to fine (letter G) Letter in file. 4. On children's return, referral made to process fixed penalty fine. Letter in file, 5. All penalty notices reported in newsletter.	BM	As necessary
Illness	1. Calls or text messages made to absent children's parents BY 11am daily. 2. N code followed up during the week. 3. Persistent absence to be monitored. All below 90 to get a letter. 4. If no improvement refer to EWO 5. Illness during week before and after school holidays will only be authorised with Dr's certification.	BM LS	Daily weekly
100 % termly	1. Certificates awarded termly 2. Parents letters sent 3. Photos on Website/newsletter,	JM BM LS	Termly
98%	1. Good attendance certificate awarded termly.	JM BM	Termly
92-95%	1. Send letter to parents sharing concern. 2. Teachers given % attendance weekly in bulletin. Any concerns passed to BM 3. Call home where there unexplained absences 4. EWO and/or Attendance lead visit home if there is ground for concern. Letter	BM LS	Weekly
90-92%	1. Parents may be invited to meeting in school with EWO and Attendance lead 2. attendance lead to monitor weekly. 3. Classteacher to report any concerns. 4. EWO referral.	BM EWO	Weekly
<90% is persistent absence.	1. Discussion with EWO. 2. School Attendance panel meeting with parents, EWO and Attendance lead if no improvement ,EWO to issue Notification of parental responsibility . 3. Proceed to magistrate's court if no significant improvement.	BM EWO	Weekly
Lateness	1. Any child with two or more lates after registers close may receive a letter home. 2. Meeting with Attendance lead.	BM KHL LS	Daily

School Procedures

