



Attendance Policy

Ratification by Headteacher	
Policy Updated:	October 2025
Date of next Review	October 2026
Signature (Headteacher):	<i>H Brown</i>



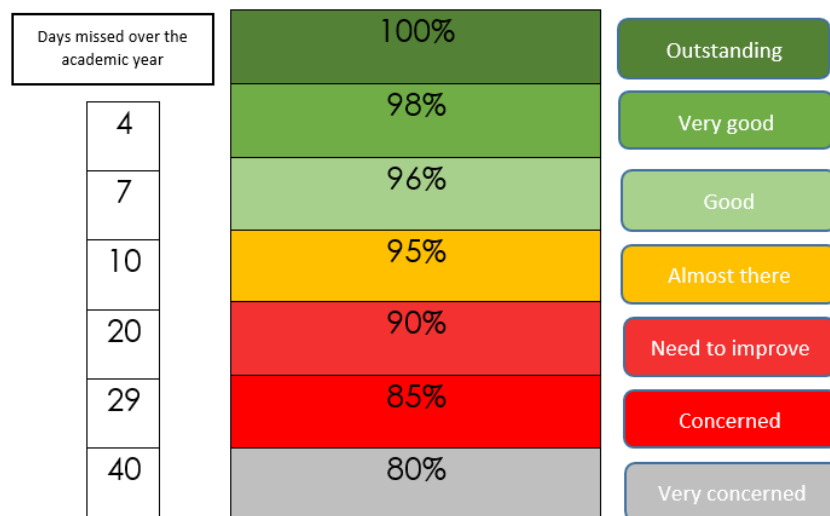
Introduction

Warrender School is a successful school and every child plays an important part in making it so. For our children to gain maximum benefit from their education, it is vital that they attend regularly: every Warrender child should be at school, on time, every day the school is open unless there is an unavoidable reason for absence.

Consequently, it is essential that parents/carers ensure that children attend regularly. This Policy sets out how we achieve this.

The Importance of Regular Attendance

Any absence affects the pattern of a child's schooling; regular absence seriously affects the child's learning. Any child's absence disrupts teaching routines, and so may affect the learning of other children in the class. It is the legal responsibility of parents/carers to ensure their child's regular attendance at school. Permitting absence from school without a good reason is an offence in law and may result in prosecution.



Attendance Ladder

Children with attendance above 95%, enter termly raffle for the chance of winning a gift voucher!

90% attendance in Autumn term equates to 15 days of loss learning- this is 15 maths lessons, 15 writing sessions, 15 reading sessions in Early Years and Key stage one which forms the strong foundations for children and 15 days where they build on their own personal development and social skills.

Promoting Regular Attendance

Helping to create a pattern of regular attendance is a shared responsibility – parents/carers, school staff and the children themselves all have a role to play in ensuring good attendance. At Warrender School, we maintain close, effective and positive links with our parents/carers and contact them an early stage to deal with unexplained absences of their child. On the first day of absence (unless we have received communication from the parent/carer about the absence of their child), we call parents/carers to establish absent children's whereabouts and the reason for the absence.





Absence procedures

If a child is absent, parents/carers must:

- Contact us as soon as possible on the first day of absence via telephone or email absence@warrenderschool.co.uk

If a child is absent, Warrender will:

- Telephone or email parents/carers on the first day of absence if we have not heard from them

If absence is in danger of becoming Persistent Absenteeism, Warrender will:

- Write to parent making them aware that their child's attendance is decreasing
- Invite parents/carers to discuss the situation with our Welfare and Attendance Officer or Headteacher
- Recorded on our internal monitoring system and termly attendance meeting with the Borough

If absence continues to decrease or not improve:

- Parents will receive two further warning letters
- Parents will be invited to an Attendance Agreement Meeting where an attendance agreement will be made between school and parents

The school may carry out a home visit if children have had a prolonged period away from school as part of Keeping Children Safe in Education and Children missing in education as advised by the Attendance Support Team at London Borough of Hillingdon.

Lateness

Poor punctuality is not acceptable at Warrender School. If a child is absent for even the first few minutes of the school day, s/he is likely to miss important information as well as the introduction to the morning's work. Late arrival disrupts the lesson for the rest of the class, and is distressing for the child.

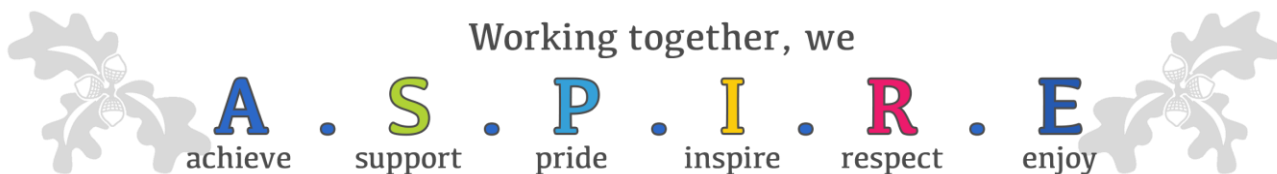
As we follow a soft start at Warrender, children will need to be in school between 8.30am and 8.45am depending on their year group. The register will be taken and any child who arrives after this time will be marked in as late. At 9:10 a.m. the registers are closed for KS1 and 9:15:am for KS2. In accordance with Regulations, children who arrive after that time receive a mark that shows them to be on site, but not present at the start of the session: this is registered as an **unauthorised absence**. This means that parents/carers could face the possibility of a Penalty Notice if the problem persists.

If there is a problem with lateness or poor attendance, we will ask parents/carers to meet the Attendance Officer or Headteacher. Parents/carers are encouraged to approach us at any time if they are experiencing difficulties getting their child to school on time.

Types of absence

Every half-day absence from school is classified by the school as either *authorised* or *unauthorised*.

- Authorised absences** are mornings or afternoons away from school for a good reason such as illness, medical or dental appointments which occur during school time and cannot be rearranged, emergencies or other unavoidable causes.
- Unauthorised absences** are those which the school does not consider reasonable and for which leave has not been given. They include:
 - Truancy
 - Children arriving at school after the registers are closed
 - Absences which have never been properly explained
 - Day trips and holidays in term time
 - Excessive absence for illness without medical evidence (such as a letter from the child's GP)
 - Parents/carers keeping children off school unnecessarily, e.g., looking after other children, time off for shopping, birthdays or staying home because a sibling is ill





This type of absence can lead to the Local Authority's Attendance Support Team using sanctions and/or legal proceedings.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. We make it clear to parents/carers that any problems with regular attendance are best addressed by the school, the parents/carers and the child working together. We explain that if a child is reluctant to attend, it is never right to cover up the absence or to give in to pressure to excuse the child from attending. This gives the impression that attendance does not matter and can only make the situation worse. If your child is extremely anxious extremely anxious and refusing to come to school, you are encouraged to bring the child in where possible to resolve the issue at the school. It is important to communicate with the school at the first opportunity and you could seek further advice from Attendance Support Officer. Where all other avenues have been exhausted and support is not working or not being engaged with, attendance may be enforced where necessary through statutory intervention or prosecution to protect the pupil's right to an education. A referral may be made to the LA under the following circumstances based on the national framework for penalty notices:

- A single consistent national threshold for when a penalty notice must be considered of ten sessions (usually equivalent to five school days) of unauthorised absence within a rolling ten school week period. This may span different terms or school years This will include unauthorised absence for lateness Code U.
- A term time holiday taken without permission would count towards the ten sessions.
- A national limit of two penalty notices that can be issued to a parent for the same child within a rolling 3-year period. At the third (or subsequent) offence(s) other legal prosecution will be considered.

Penalty notices are issued to each parent or carer for each of their children for example two parents with three children would receive a total of six penalty notices, one parent with two children will receive a total of two penalty notices. From September 2024 each penalty notice is £80 if paid in the first 21 days, from days 22 to 28 the fine doubles to £160 for each penalty notice.

For the second offence issued to the same parent for the same child within a rolling 3-year period will be charged at a higher rate of £160 for days 1 – 28, with no option for this second offence to be discharged at the lower rate of £80.

The Attendance Support Team has asked us to point out that it is not possible to pay these fines by instalments or lower the cost when they have increased, or to simply fine one parent.

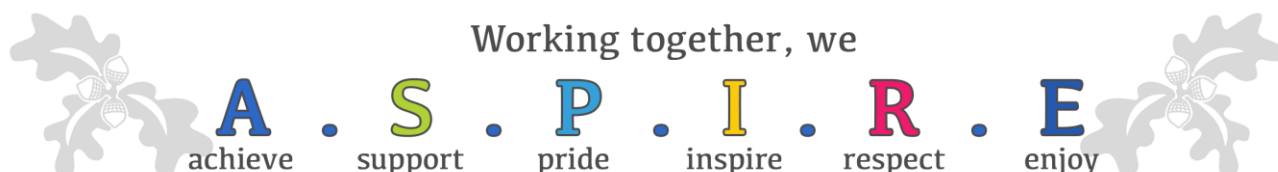
Payment can be made online and instructions on how to pay are included on the penalty notice letter.

If a penalty notice is not paid or the Attendance Support Team assesses that that the level of absence warrants court action, the local authority will arrange for a court hearing.

There are a range of sentencing options available to the magistrate including the maximum penalty of a fine of up to £2500 per parent for each offence as well as the possibility of up to three months in prison.

We encourage parents/carers to support good attendance and punctuality by:

- Ensuring regular and early bedtimes
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly
- Maintaining open and honest communication with the school
- Being positive about school





Communication with parents

Out of courtesy, parents will receive a letter sharing an observation that their child's attendance has declined over a period of time ensuring that it has been brought to parents' awareness and that they have the opportunity to improve. When attendance falls below 95%, parents will receive a letter from the Headteacher, informing them of the percentage attendance of their children and further action that is required in order to improve as well as the sanctions that the Attendance officer may enforce. At the end of the academic year, parents will receive a print out of their child's attendance.

Attendance Support Team

Whenever a child's absence begins to cause concern, we expect parents/carers to contact school and to work with us to resolve any problems together. This approach is successful in the vast majority of cases. If we cannot resolve difficulties in this way, we may refer the child to the Local Authority's Attendance Support Officer. The Attendance Support Officer will also try to resolve the situation by agreement. However, if co-operation fails to improve attendance and unauthorised absences persist, the Attendance Support Officer can use sanctions such as a Penalty Notice or prosecution in the Magistrates Court. (A Penalty Notice costs £160 per parent per child to be paid within 28 days, reduced to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a three year period, the penalty notice is £160 to be paid within 28 days. A third period of absence within the same three year period of the same parent for the same child may result in a summons to the Magistrates' Court and a fine of up to £2500. The relevant legislation is the Education Act 1996, sections 444(1) and 444(1A):

"If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence."

Parents/carers may wish to contact the Attendance Support Officer themselves to ask for help or information. The Attendance Support Officer is independent of the school and will give impartial advice. The service can be contacted on 01895 250858 or by e-mail at attendance.support@hillingdon.gov.uk

Penalty Charge Notice (PCN)

Penalty Charge Notices can be issued by the London Borough of Hillingdon for the following:

- 10 unauthorised sessions (equivalent of 5 school days) within a rolling 10 school week period
- Unauthorised absence from school due to holidays or other reasons that fall into exceptional leave

A Penalty Notice costs £160 per parent per child to be paid within 28 days, reduced to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a three year period, the penalty notice is £160 to be paid within 28 days. A third period of absence within the same three year period of the same parent for the same child may result in a summons to the Magistrates' Court and a fine of up to £2500. Penalty Charge Notice occur when children are of statutory school age- the term after turn 5 years old.

What are exceptional circumstances?

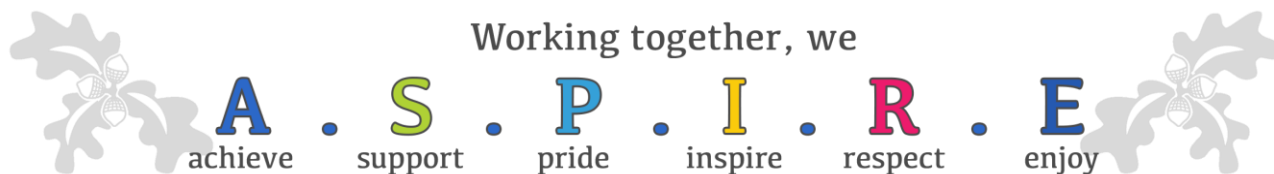
It is the decision of the Headteacher as to what might constitute exceptional circumstances and each request for term time leave will be considered on an individual basis.

Exceptional leave is **NOT** justified by:

- The availability of cheap flights and/or holidays
- The availability of desired accommodation
- Parents'/carers' work commitments
- Extended holiday following poor weather during school holiday periods
- Overlap of a family holiday with the beginning or end of term or half term

A small amount of exceptional leave **MAY** be granted if:

- A close relative is seriously ill, and the parent/carer must leave in an emergency





- There has recently been a significant trauma in the family, meaning a holiday will benefit the child – this must be supported by a doctor's letter
- There is a one-off, never to be repeated occasion that cannot be deferred, e.g., a family wedding or funeral

The Attendance Support Team can issue Penalty Notices for any unauthorised absence. Penalty Notices can be issued to each parent/carer concerned and for each child's absence. If unauthorised leave is repeated, the Attendance Support Team may summons each parent to Court.

Religious Observance

The dates of a number of religious festivals are not fixed within the calendar year; this means that children may require leave for religious observance. We are advised that such absences should be authorised if the day is set aside exclusively for religious observance by the appropriate religious body. As with all exceptional leave, the head has the discretionary right to authorise leave for religious observance.

Persistent Absenteeism (PA) and Significant Absenteeism (SA)

A child becomes a 'persistent absentee' when s/he misses 10% or more schooling across the school year for any reason. Absence at this level does considerable harm to the child's educational prospects; consequently, we need parents'/carers' full support and co-operation to tackle the problem. If a child missed 50% of their schooling, this is categorised as significant absenteeism.

We monitor all absence thoroughly, and we give priority to any case that reaches the PA/ SA level or is at risk of reaching that mark; we inform parents/carers of this immediately. We refer all PA cases to the Attendance Support Team.

Exceptional Leave

Taking holidays in term time affects a child's schooling as much as any other absence: we expect parents/carers to support us by not taking children away in school time. From September 2013, government amendments to regulations have clarified expectations regarding exceptional leave:

- Parents/carers are not entitled to a family holiday or extended leave during term time
- There is no threshold of 10 days' absence to which a family is entitled
- Headteachers' discretionary powers have been limited – schools are no longer authorised to grant any leave of absence during term time unless there are "exceptional circumstances"

As a consequence, we do not routinely authorise written requests for holiday during term time. If a planned holiday is brought to the attention of the school and a leave of absence request has not been sent, Warrender will contact the parents for further information. If the parent states that there is no holiday planned and subsequently, the child is off sick, this will be recorded as unauthorised leave.

Monitoring attendance

Warrender will:

- Monitor attendance and absence data monthly, half termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Summary

Warrender School has a legal duty to:

- Promote good attendance and punctuality
- Share our Attendance Policy with parents/carers
- Publish our absence figures





- Make attendance data available to the Local Authority and the Department for Education
Parents/carers have a legal duty to make sure that their children attend school.

All school staff are committed to working with parents/carers and children as the best way to ensure the highest level of attendance possible.

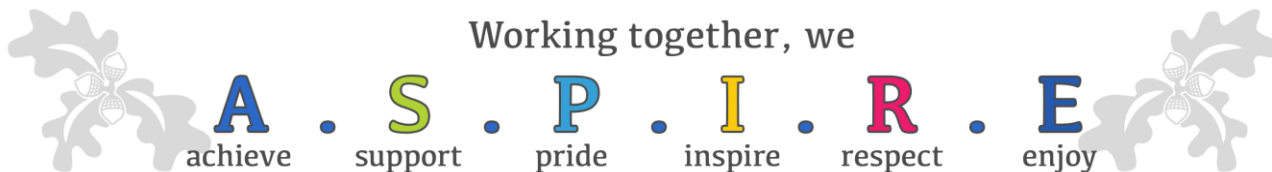
Monitoring, evaluation and review

We will review this policy and evaluate its implementation and effectiveness every year.

Appendix

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (AM)	Present for school morning session
\	Present (PM)	Present for school afternoon session
B	Attending any other Approved Education Activity	Attending any other approved educational activity
C	Other authorised circumstances	Leave absence for exceptional circumstance
C1	Leave of absence – regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence – Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered	Dual registered to another school
E	Suspended or excluded without alternative provision	Suspended or permanently excluded and no alternative provision
I	Illness	Illness (not medical or dental appointment)
J1	Leave of absence – Interview for employment or transfer to another educational institution	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the local authority
L	Late (before registers closed)	Late arrival before the register closed
M	Medical or dental appointment	Leave of absence for the purpose of attending a medical or dental appointment
N	No reason yet provided for absence	Reason absence not yet established
O	Absence in other or unknown circumstance	Absence in other or unknown circumstance
P	Participating in sports activity	Participating in sports activity
Q	Unable to attend – lack of access arrangements	Unable to attend the school because of lack of access arrangements
R	Religious observance	Religious observance
S	Study leave for public examination	Study leave for public examination
T	Traveling with parent for occupational purposes	Traveling with parent for occupational purposes
U	Late (after registers closed)	Late (after registers closed)
V	Attending an educational visit or trip	Attending an educational visit or trip
W	Attending work experience	Attending work experience
X	Not required to attend-non-compulsory school age pupil	Not required to attend-non-compulsory school age pupil
Y1	Unable to attend – Transport not available	Unable to attend due to transport normally provided not being provided
Y2	Unable to attend – widespread travel emergency	Unable to attend due to widespread disruption to travel





Y3	Unable to attend – unavoidable partial closure	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend – unavoidable full closure	Unable to attend due to the whole schools' site being unexpectedly closed
Y5	Unable to attend – criminal justice detention	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend – Public Health Guidance / Law	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.
Z	Pupil not on roll	Prospective pupil not on admission requester
#	Planned whole school closure	Planned whole school closure

