

# **St. Theresa's Catholic Primary School**

**St. Theresa's**  
Catholic Primary School



## **ATTENDANCE AND PUNCTUALITY POLICY**

“We learn together, we play together, we pray together, we grow together in the love of God”

St. Theresa's  
Catholic Primary School



## Validation Grid

<b>Title</b>	Attendance and Punctuality Policy
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<b>Associate Author</b>	N/A
<b>Committee</b>	Wellbeing
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Chair of Governors Fiona Kerin Fiona Kerin

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## **Statement of Intent**

St. Theresa's School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

The school understands that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, the school will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

The school takes a whole-school approach to securing good attendance, and recognises the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

The school is committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

### **1. Legal Framework**

This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- 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) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations) 2013
- The Children and Young Persons Act 1933 and 1963

- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- DfE 'Working together to improve school attendance'
- DfE 'Keeping children safe in education (KCSIE) 2025'
- DfE 'Children missing education'
- DfE 'Providing remote education: guidance for schools'
- DfE 'Summary table of responsibilities for school attendance'
- DfE 'Sharing daily pupil attendance data'

## **2. Roles and Responsibilities**

The Governing Board will have overall responsibility for:

- The implementation of the attendance policy and procedures at St. Theresa's School.
- Promoting the importance of good attendance through the school's ethos and policies.
- Ensuring school leaders fulfil expectations and statutory duties including making sure the school records attendance accurately in the register and shares the required information with the Department for Education and Local Authority.
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Working with the senior leadership team to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's complaints policy.
- Having regard to Keeping Children Safe in Education when making arrangements to safeguard and promote the welfare of children.
- Ensuring the school has procedures in place to safeguard against children missing in education.

The Headteacher will be responsible for:

- The day-to-day implementation and management of the attendance policy and procedures of St. Theresa's School.
- Monitoring attendance.
- Issuing fixed penalty notices.
- Analysing attendance data and identifying areas of intervention and improvement.
- Providing the LA with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or who have been absent for a continuous period of ten school days where their absence has been classed as unauthorised.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Working with parents of pupils with SEND to develop specific support approaches for attendance, including where school transport is regularly being missed and where pupils with SEND face barriers within school.
- Arranging attendance training for all relevant staff that is appropriate to their role.

Staff will be responsible for:

- Following the attendance policy and for ensuring pupils do so too.
- Ensuring the policy is implemented fairly and consistently.
- Modelling good attendance behaviour and implementing the agreed policy.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Taking the attendance register at the relevant times during the day.

Parents and carers will be responsible for:

- Providing accurate and up-to-date contact details, and more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their child/children during term-time.
- Proactively engaging with any attendance support offered by the school and local authority.
- Notifying the school as soon as possible when their child has to be unexpectedly absent and advising when it is expected that their child will return.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments outside of school hours, where possible.

### **3. Definitions**

St. Theresa's School defines "**absence**" as either:

- Arrival at school after the register has closed.
- Not attending school for any reason.

St. Theresa's School defines an "**authorised**" absence as:

- An absence for illness (not medical or dental appointment).
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- An absence for the purpose of attending an interview for admission to another school.
- Religious or cultural observances for which the school has granted leave.
- A leave of absence for exceptional circumstances.
- Other absences the Headteacher has authorised.

St. Theresa's School defines an "**unauthorised**" absence as (including, but not limited to):

- Parents/carers keeping children off school unnecessarily or without reason.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.
- Absences due to routine medical or dental appointments.
- Working/oversleeping

St. Theresa's School defines "**persistent absenteeism**" as:

- Missing ten per cent (10%) or more of schooling across the year **for whatever reason**

St. Theresa's School defines "**missing education**" as:

- Not registered at a school and not receiving suitable education in a setting other than a school

#### **4. Training of Staff**

- The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.
- Teachers and support staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.
- Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

#### **5. Attendance Expectations**

Pupils are expected to attend school every day and KS2 pupils are expected to sign the Home School Agreement at the beginning of each school year, to agree to keep their attendance at, or above, 96% percent throughout the year.

#### **6. Absence Procedures**

- At the beginning of each year a letter will be sent home reminding parents of the starting and finishing times of the school day (Appendix I).
- At the beginning of each year an information leaflet will be sent home reminding parents of their legal duties regarding school attendance and including information about authorised and unauthorised absence (Appendix II).
- Parents will be informed about other relevant information i.e. holiday dates, INSET dates in good time.
- Parents must contact the school as soon as possible on the first day of their child's absence.
- All teachers will complete the registers online by 8.50am.
- A phone call will be made – by the office staff - to the parent of any child who has not reported their absence on the first day that they do not attend school. If the parent does not answer, the next emergency contact will be called. The office staff will record the reason for the absence, the time of the phone call, the parent/carer spoken to and the name of the member of staff making the call. At this point, after a discussion with the Headteacher, the school may inform the police. This is our 1<sup>st</sup> response procedure.
- Following the 1<sup>st</sup> response procedure, the office staff will enter the correct absence codes into the class online registers.
- On a child's return to school following an absence without a given reason, a letter should be sent from the school requesting a written explanation (see Appendix III).
- In the case of persistent absence, arrangements will be made for parents to meet with the Barnet Educational Welfare Officer (EWO).
- The school will inform the Local Authority if any pupil has been absent without the

school's permission for a continuous period of 10 days or more.

### **Looked After Children (LAC)**

In the case of a LAC being absent, the virtual school will be informed.

### **Pupils on Child Protection (CP) Plan**

If a pupil with a CP plan has an unauthorised absence, the social worker will be informed that day.

## **7. Attendance Register**

The school uses the Arbor management system to keep attendance registers to ensure they are as accurate as possible and be easily analysed and shared with the appropriate authorities.

The office staff will use the national attendance codes to ensure attendance and absences are monitored and recorded consistently.

A full list of the attendance codes can be found here:

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

## **8. Educational Welfare Officer (EWO)**

- If they are persistently absent, pupils will be referred to the EWO
- If the situation cannot be resolved and attendance does not improve, the EWO has the power to issue sanctions such as prosecutions or penalty notices to parents

## **9. Lateness**

- Punctuality is of the utmost importance and lateness will not be tolerated.
- The Nursery to Y6 classroom doors open at 8.40am and the school day starts at 8:45am. Pupils should be in their classroom at this time.
- Registers are marked by 8:50am. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time.
- Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark.
- If no satisfactory reason is given for a pupil's late arrival to school (after 9.30am) this absence will be unauthorised.
- If a pupil has 10 unauthorised absences due to arriving after the register closes at 9.30am, in any 10-week period, parents may be issued with a Fixed Penalty Notice (FPN).
- Every half term, the school will send out letters (Appendix VI) to parents whose children are frequently late to school.

## **10. Term-Time leave**

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Headteacher – the decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

### **Leave of absence**

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing using the school form (Appendix IV) at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school.

The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10% for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

## **11. SEND and Health Related Absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

The school will seek medical evidence for recording absences in a minority of cases. Where a pupil's health need means that they need reasonable adjustments or support because it is complex or long term, the school will seek medical evidence to better understand the need of the pupil.

## **12. Missing Children**

Pupils are not permitted to leave the school premises during the school day unless they are on a school trip or accompanied by an adult who has been given permission to do so.

The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- All available members of staff will conduct a thorough search of the school premises as directed by the Headteacher.
- Available staff will begin a search of the area immediately outside of the school

- premises taking with them a mobile phone for contact.
- If the pupil has not been found after the school premises (and area immediately surrounding the school) has been searched, the pupil's parents will be notified.
  - The police will then be contacted.
  - Parents and other relevant agencies will be informed immediately when the pupil has been located.
  - The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred.
  - A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

The Headteacher will take the appropriate action to ensure the pupils understand that they must not leave the premises and sanctions will be issued, if deemed necessary.

The Headteacher, in partnership with the Site Manager will take all the necessary steps to ensure the school is secure at all times in order to prevent any opportunity for pupils to leave the building unaccompanied.

### **13. Religious Observances**

Parents must apply for leave of absence in the usual way if absence is required for days of religious observance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

### **14. Appointments**

As far as possible, parents will attempt to book medical and dental appointments outside of school hours.

Where this is not possible, an appointment card (or evidence of text confirmation) will be given to the school office.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by the parent.

Pupils will attend school before and after the appointment wherever possible.

### **15. Modelling, Sport and Acting Performances/activities**

All pupils engaging in performances/activities which require them to be absent from school

are required to obtain a licence from Barnet Local Authority. If your child is involved in such an activity and will require to be absent from school, please see the Headteacher.

The school will have the discretion to grant leave of absence during school hours for pupils to undertake employment, whether paid or unpaid, in accordance with the relevant legislation.

A leave of absence will only be given by a person who the school's proprietor has authorised to do so. That authorised person will not give a pupil leave of absence to undertake employment (whether paid or unpaid) during school hours except employment to take part in a regulated performance or regulated employment abroad as per The School Attendance (Pupil Registration) (England) Regulations 2024 namely:

- Where the LA has issued a licence for the pupil to take part in a performance as regulated by section 37(2) of the Children and Young Persons Act 1963.
- Where a licence is not required because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been granted by the LA in which the performance will take place, or by the Secretary of State.
- Where a Justice of the Peace has granted a licence under section 25(2) of the Children and Young Persons Act 1933 for the pupil to travel abroad for a performance or another regulated purpose.

The school will give due consideration to requests for leave of absence supported by a licence issued by a LA or a BOPA. Such requests will be treated sympathetically, provided the school is satisfied that participation in the activity will not have a detrimental impact on the pupil's education.

Where a LA licence specifies the dates on which a pupil is permitted to be absent for the purpose of a performance, the school will record the absence for those dates as if a formal leave of absence has been requested and granted.

In cases where a licence issued by the LA does not specify particular dates, or where the absence is supported by a BOPA or another form of exemption or licence – such as one granted by a Justice of the Peace under relevant legislation – the decision to grant leave of absence will remain at the discretion of the school.

## **16. Young Carers**

The school understands the difficulties that face young carers.

The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

## **17. End of the School Day**

Children should always be clear about who is collecting them from school. All Nursery-Y6 children should be collected from the playground at the end of the school day at 3.15pm by parents/carers. Parents are asked to telephone the school if they are going to be late collecting their child so that the child does not get anxious.

Pick up arrangements should be indicated on completed form and given to class teacher. All pupils are dismissed from their classrooms.

Children not collected on time are brought back into school and the office will endeavour to contact you at home and at work. If this is unsuccessful, your child will be looked after by the afterschool club (Little Saints), a charge will apply for this.

## **18. Pupils who travel to and/or from school independently**

If children travel to and/or from school independently, parents should complete a 'permission to travel alone' form (Appendix V) and keep the school updated of any changes. Pupils who are independent travellers are prioritised in the first response procedure. Any changes to normal pick up arrangements should be made in advance. Please only call the school office with changes of pick up arrangements in an emergency. Parents of pupils who travel independently, whose children are not attending school (due to illness for example) must contact the school by 9.00am with the reason. Failure to do so will result in the school contacting parents/carers at home or work to ask where the child is. If it is not possible to contact parents/carers, the next emergency contact will be phoned. If there is still no response, the matter will be referred to the local police. This is to ensure the safety of the child.

## **19. Working with Parents to Improve Attendance**

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are at least two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are

aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the school will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the school will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the school will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

## **20. Persistent Absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence will remain central to the school's strategy for improving attendance.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with

the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

## **21. Monitoring Attendance**

- St. Theresa's attendance target is set annually.
- The school monitors attendance and punctuality half termly.
- The EWO monitors the school attendance half termly.
- If a pupil's attendance falls below 96% the school sends a letter home raising concerns that the pupil's attendance has fallen below the expected standard.
- If after the following 6 weeks, the pupil's attendance is still below 96%, the school sends a letter home explaining that the pupil's attendance is being monitored and no further absences will be authorised unless accompanied by GP notes etc.
- If the pupil's attendance falls below 90%, they are referred to the EWO who will contact the family explaining that their child's attendance is being monitored, and where necessary, a meeting will be arranged.
- A monitoring period of 4-6 weeks and an attendance target is usually set.
- If there are no improvements after the monitoring period the parents may be prosecuted and issued with a FPN.
- If the school has reason to believe that absences are causing a safeguarding concern, a referral will be made to Barnet Children's Social Services.
- At the end of each academic year the names of the children with 100% are published in the school newsletter.
- At the end of each academic year, the class with the highest attendance are rewarded with a non-uniform day.

## **22. Penalty Notices and Legal Intervention**

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the school will consider:

- Whether support is available in this case: if not, for example a holiday in term time, a penalty notice should be issued, whilst also having considerations to the other conditions detailed in this section of the policy.
- Whether a penalty notice is the best available tool to improve attendance and change parental behaviour, or if further support or other legal intervention is more appropriate.
- Whether issuing a penalty notice in this case is appropriate after considering any obligations under the Equality Act 2010, such as if the pupil has a disability.
- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Parents will only get up to two fines for the same child in a three-year period. A second penalty notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 if paid within 28 days. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

The first penalty notice is £80 if paid within the early-payment period, up to the 21st day after issue, rising to £160 up to the 28th day.

Where a penalty notice has been issued to the parent in respect of the same child previously, the amount of the second penalty will rise to £160.

On payment of a penalty notice, the parent cannot be pursued legally for the same period of evidence.

For a child found in a public place without parental supervision whilst excluded:

- The first penalty notice is £60 if paid within the early-payment period, up to the 21st day after issue, rising to £120 up to the 28th day.

A fixed penalty notice will be issued by a headteacher or someone authorised by them (a deputy or assistant head), the LA office, or the police. Any penalty notice will be issued in line with the LA's code of conduct and the DfE's '[Working together to improve school attendance](#)' guidance.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

### **Education Supervision Orders (ESOs)**

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in advising, helping and directing the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the LA will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

## **23. Deletion of names from the attendance register**

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register.

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

## Appendix I



St. Theresa's Catholic Primary School

### School Opening Times and Punctuality Information

#### Breakfast Club (for children in Nursery to Year 6)

- Breakfast club opens at 7.45am.
- Breakfast club closes at 8.30am and breakfast will not be served after this time.

#### Start of the Day

- The school gates will open at 8.30am.
- The school gates are locked at 8.50am.
- The children will be allowed into the classrooms from 8.40am onwards.
- Lessons start at 8.50am
- Any child who arrives **after 8.50am is considered to be late** and must enter the school via the main office entrance.
- If there is an accompanying adult, they will need to sign the late book at the office. The accompanying adult must wear a parent's / carer's badge if they are taking their child to class.
- Any child not in school, whose parent / carer has not contacted the school by 9am, will be routinely phoned in accordance with our first response policy.
- **If any adult needs to come into the building for any reason, they must enter via the main entrance by the school office.**

#### During the School Day

- When a child needs to leave the school building for appointments, the parent / carer must sign their child out in the signing in / out book outside the school office. The same applies when the child is returning to school from an appointment.

#### End of the Day

- The school gates will open at 3.10pm and will be locked at 3.25pm.

## Appendix II

### St. Theresa's Catholic School

#### The Importance of Good Attendance and School Procedures

**"At St. Theresa's School, we learn together, we play together, we pray together, we grow together in the love of God"**



At St. Theresa's Catholic School we take attendance and punctuality very seriously. With your support we want to give all our children the best possible start in life and to maximise all of their learning opportunities, so that they can fulfill their potential.

Every day matters.

#### **Why should your child be in school?**

- It is the law.
- They will make the maximum amount of progress both academically and socially.
- They will find learning more satisfying and enjoyable.
- They will have an easier transfer to secondary school.
- They will help their class win a non-school uniform day.
- They will be awarded a 100% attendance certificate.

#### **What happens when your child is not in school?**

- They will miss lessons and crucial information.
- They will fall behind with their work and there will be gaps in their learning.
- Socially, your child may feel excluded and friendships can be impacted.
- The Educational Welfare Officer may be informed.
- You could receive a fine.

#### **What should I do if my child is off school?**

- Please contact the school office before 09:00am on the first day of their absence to let us know why your child is absent. (tel: 020 8346 8826 email: [office@sttheresas.barnetmail.net](mailto:office@sttheresas.barnetmail.net))

- Medical appointments should be made for out of school hours. However, if it is an urgent appointment, please inform the School Office and provide evidence as soon as possible.
- If you know in advance that your child will be absent, please contact the School Office.

### **Illnesses that will prevent your child from coming to school**

- Vomiting and diarrhea (your child can return to school 48 hours after the last episode)
- High temperature with a diagnosed infection
- Hospital admission
- Dental surgery
- Medical emergency

### **Illnesses that will not prevent your child from coming to school**

- Mild cough
- Cold/Sneezes
- Tiredness

### **Authorised and Unauthorised Absences**

#### ***Examples of authorised absences***

- Proof of illness from GP/Hospital provided
- Phone call from parent / carer explaining that their child is ill
- Proof of medical appointment
- Permission given from Headteacher following a written request for exceptional leave of absence (i.e. Religious days etc.). All requests for exceptional leave of absence must be made in writing to the Headteacher. Request forms are available from the school office.

#### ***Examples of unauthorised absences***

- Holidays
- Days out
- Birthdays
- Parent / carer or sibling unwell
- Tiredness
- No reasonable explanation received from parent / carer

Holidays in term time will not be authorised; we see every day that a child is not in school as a day's learning lost. **Every day matters.**

### **Information about Fixed Penalty Notices**

It is important for all children to attend school. Parents / Carers commit an offence if their child does not attend school regularly or if the absence is not agreed by the school. A Penalty Notice costs £80 per parent / carer and per child, if payment is made within 21 days. £160 if paid after the 21 days, but within 28 days.

### **Punctuality**

- Doors open at 8.40am.
- If your child arrives after 8.50am, they will be marked in the register as late.
- It is important that your child is present for registration because it will help them prepare for lessons and also lessons will not be interrupted. Punctuality is monitored and parents / carers will be notified if their child's punctuality needs improvement.

### **Early Collection**

- In order to avoid early collections we recommend that you make appointments during school holidays or after school.
- Parents / carers or sibling appointments are not acceptable.

100% Attendance	0 weeks of learning missed	Best chance of success – well done!
95% attendance	9 days of absence	Best chance of success – well done!
90% attendance	19 days of absence	Poor attendance Cause for concern Educational Welfare Officer will be contacted
85% attendance	27 days of absence (almost half a term)	Poor attendance Serious cause for concern Educational Welfare Officer will be contacted
80% attendance	36 days of absence (half a term missed)	Poor attendance Serious cause for concern Educational Welfare Officer will be contacted
75% attendance	45 days of absence (one whole term missed)	Poor attendance Serious cause for concern Educational Welfare Officer will be contacted

Every child's attendance is monitored.

# Appendix III

St. Theresa's  
Catholic Primary School



St. Theresa's Catholic Primary School  
East End Road, Finchley, London N3 2TD

Telephone: 020 8346 8826 Fax: 020 8346 0215  
Email: office@sttheresas.barnetmail.net Web: www.st-theresas.barnet.sch.uk  
Executive Headteacher: Miss Barbara Costa Head of School: Mr James Troy

Date .....

## Follow Up Attendance Letter

Dear Parent / Carer,

Under the regulations governing attendance registers, I have to account for any absence of every child. Our records show that on the date(s) listed below, your child was absent from school. We do not appear to have an explanation for the absence and need to complete our records.

I would be grateful if you could complete and return the reply slip below explaining your child/children's absence so we can complete the registers. If no reason is given, your child's absence will be marked as unauthorised. Please note that unauthorised absences may result in fixed penalty fines of £160 per parent / carer per child.

I look forward to hearing from you soon.

Thank you,

Barbara Costa

Headteacher

✂ .....

## Absence Reply Slip

Child's name ..... Class.....

Date(s) absent (*to be completed by school*) .....

Reason for absence (to be completed by parent / carer)
--

Signed..... Date .....

London Borough of Barnet  
Diocese of Westminster



## Appendix IV



### St. Theresa's Catholic Primary School

#### Application for Exceptional Leave of Absence

Parents / carers should refer to the school's attendance policy before requesting leave of absence. By requesting permission for your child to be excused from school, you are agreeing to abide by the decision of the Headteacher. You must provide relevant information and not make travel plans before receiving permission. **If your request is not agreed, your child must attend school, or you may be liable to a fixed-penalty notice. In some circumstances, you may be jeopardising your child's place at the school.**

**Absence from school is governed by the Education (Pupil Registration) (England) Regulations 2006, and as amended, 2016.**

**I / We request leave of absence for .....in Class.....**

**From .....to .....**

**Reason for request**

**Parent / Carer signature ..... Date .....**

*Once completed, this form should be handed into the school office. You will receive a response once your application has been processed.*



## APPENDIX V

### Permission to Travel to and/or from School Alone

At St. Theresa's School we aim to ensure we have a record of all children coming to and from school without an adult.

#### **Travelling to school without an adult**

If your child travels to school without an adult, please complete the relevant section of the reply slip below and return it to the school office as soon as possible.

If your child attends breakfast club, please ensure your child does not arrive before 7.45am as the school cannot accept responsibility for children at this time.

*Please note that the morning registers close at 8.50am and the office staff commence following up unexplained absences from 9am onwards. Since, currently, places in breakfast club are open to all children in Rec to Y6 without the need for booking, if you choose to allow your child to travel to breakfast club without an adult, and for whatever reason, your child does not arrive at school – **you will not be notified until after 9am.***

If your child is coming to school at the normal time, please ensure they do not arrive before 8.30am as the school cannot accept responsibility for children before the school gate has opened.

If your child is not attending school (due to illness for example), please contact the school to inform us as soon as possible. Failure to do so will result in the school contacting you. Please ensure that your contact details are kept up to date. If we are unable to contact you, or your other emergency contacts, we will refer the matter to the local police.

#### **Travelling home from school without an adult**

If you wish your child to travel home from school without an adult, please complete the relevant section of the reply slip below and return it to the school office as soon as possible. Please note that only pupils in Y5 and Y6 will be permitted to travel home without an adult.

Only Y5 or Y6 pupils who have returned the signed slip below will be allowed to travel home from school alone. Younger siblings may be collected by older brother and sisters if the older siblings are 16 years of age or older.

Thank you,  
Barbara Costa (Executive Headteacher)

✂.....

...

#### Permission to travel **TO** school alone

My child ....., in Year ..... has my permission to travel **to** school without an adult.

I agree to contact the school if my child will be absent.

Signed ..... (parent/carer) ..... date .....

#### Permission to travel **HOME FROM** school alone (Year 5 and 6 pupils only)

My child ....., in Year ..... has my permission to travel **home from** school without an adult.

Signed ..... (parent / carer) ... date .....

St. Theresa's  
Catholic Primary School



St. Theresa's Catholic Primary School  
East End Road, Finchley, London N3 2TD

Telephone: 020 8346 8826 Fax: 020 8346 0215  
Email: office@sttheresas.barnetmail.net Web: www.st-theresas.barnet.sch.uk  
Executive Headteacher: Miss Barbara Costa Head of School: Mr James Troy

Date:

Dear ..... (parent name)

I am writing to you with regards to your child's punctuality to school.

Since the start of this term our records show that your child has arrived at school late on ..... occasions.

It is very important that .....(child's name) arrives at school on time in order for them to make the most of their learning and also establish positive patterns for the future.

The school day begins at 8.50am and we expect all children to be in their classrooms by this time for registration. If your child arrives after this time they will be recorded as late in the register.

You should note that arrival to school after 9.30am, without good reason, is recorded as an unauthorised absence and will affect attendance figures. Under the Local Authority's revised code of conduct concerning Fixed-Penalty Notices, this could result in the imposition of a penalty notice.

The school will be monitoring your child's punctuality for the remainder of this term and I will contact you again if there is no improvement. In the meantime, we would ask that you quickly address whatever issues have resulted in this situation.

If, however, there are any particular circumstances leading to late arrival in school, please do not hesitate to come and discuss them with either me or the class teacher.

Thank you,

Barbara Costa

Barbara Costa

Executive Headteacher