



Attendance and Punctuality Policy

Approved by Crane Park Governing Body: Date: January 2025

Last reviewed by SLT and staff: Date: September 2025

Next review due by Governing Body: Date: September 2026

OUR ATTENDANCE AIM

At Crane Park Primary School, we strive to provide the best possible education for all children, equipping them with life-long learning skills so that they are ready to face the ever-changing world around them. The school is committed to ensuring that all children attend school, knowing that attendance is closely linked to achievement and that regular attendance and punctuality is an important life skill.

We aim to promote a high level of attendance and punctuality in all our pupils by:

- Informing parents of attendance procedures
- Whole school approach to maintaining good attendance
- Training staff to manage registers
- Identifying concerns with attendance and punctuality at an early stage and taking steps to address these
- Regular conversations and meeting where necessary with parents to improve punctuality and attendance
- Reducing absence, including persistent and severe
- Use attendance and punctuality processes to help keep children safe and aid early identification of any child at risk
- Follow up any unexplained absences and inform relevant external agencies to safeguard all children
- Regular meetings with the School Attendance Support Service (SASS)
- Following the government legislation and guidelines

Poor or late attendance can significantly affect a child's learning. We aim to build a working partnership between the family and school to ensure that every child has equal opportunities. Regular school attendance is legally compulsory for every day that school is open.

This policy meets the requirements of the 'Working together to improve school attendance' August 2024 and 'Keeping Children safe in Education' from the Department for Education (DfE).

As referenced in the August 2024 Statutory Guidance, 'Working Together to Improve School Attendance': the law entitles every child of compulsory school age to an efficient, full time education...it is the legal responsibility of every parent to make sure their child receives that education'. At Crane Park Primary School, we have a duty to ensure that this is the case, and to uphold that statutory guidance.

Crane Park Primary School work closely with the London Borough of Hounslow Education Welfare Services and the School Attendance Support Service. They remain central to the sustained improvements of attendance levels in our school, by effectively working in partnership with us and all agencies.

REGISTERS

The register is a legal record and teachers, the administration staff and Attendance Officer are responsible for the information they record within it. It is the recognised system in the school for monitoring attendance and punctuality and is completed at the start of each morning and afternoon. The register is completed electronically by each teacher and the Attendance Officer will add any marks of students who are absent, at medical appointments or for which there are 'exceptional circumstances' with the accurate attendance code.

Morning	Gates open at 8.45 Classroom doors open at 8.45 Doors to classrooms are closed at 9.00, as is the main school gate. All children arriving after this time report to the main school reception desk. Electronic Register must be submitted by 9.00am
	Late after 9:00 – 9:30.am Children arriving in these times are marked as present, but Late 'L' code - by the Attendance Officer. If arriving late parents must sign their children in using 'Inventory' – our registration platform located in the School Reception Area.
	Arrival after 9.30am: Any child arriving in school after 9.30am will be marked with a 'U' code; meaning it is an unauthorised absence.
	Where a pupil we expect to attend school does not attend or stops attending, without reason, the school will follow the 'unexplained absence' protocol (please see below)
Afternoon	1.30 – 1.35pm - Teaching staff to submit register at 1.35pm After 1.35pm - Session absence

MONITORING & REPORTING

At Crane Park we actively promote and celebrate good attendance with regular update to parents and children, we also celebrate through the rewards system;

Weekly Class Attendance	Highest attendance Award	Rewarded in assembly – Reception/KS1 Named certificate and class have Special Attendance 'Soft Toy' for the week. Recorded in Newsletter
Individual Termly Award	96%-100% Attendance	Named certificate and reward. Overview published in Newsletter
Class Termly Award	Highest attendance achieved	Reward in assembly and published in Newsletter
Annual Individual Award	98%-100% Attendance	Named certificate and reward Overview published in Newsletter
Annual Class Award	Highest attendance achieved	Reward in assembly and published in Newsletter – Reward sponsored by local business and presented by representative

The school has expectations of good attendance and punctuality which are communicated to pupils and parents clearly and regularly. We always strive towards a goal of a 100% attendance for all pupils.

Where attendance falls the school will take the following action;

Attendance / Punctuality	Action Taken
95% and above	Regular monitoring of attendance and positive reinforcement
90%-95%	Regular monitoring of attendance and daily attendance calls (if required) A letter of attendance concern is sent home to parent /carer (Appendix A) Review of attendance to see if it has improved
Under 90% attendance	If no improvement and the attendance continue to fall - parents /carers are invited to an attendance meeting with Attendance Officer and SLT offering further support Attendance targets, contract and review date are set Points above followed through and intensified If issues continue further and attendance drops the SASS informed and relevant steps taken

Where attendance causes significant concern, this is regarded as persistent absence. The Attendance Officer will speak with the child's parents, suggesting interventions and targeted support to try to resolve issues causing a fall in attendance. During discussions and meetings, targets will be set in order to support an overall attendance improve. Cases which cause concern will also be discussed at meetings with the Hounslow's School Attendance Support Service (SASS). Individual cases are referred to the SASS (School Attendance Support Service) - for action.

REPORTING ABSENCE DUE TO ILLNESS

Parents must contact the school office before the school day (09.00) – by phone or email to report their child's non-attendance due to illness. We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

A child should only be off school sick if they are significantly unwell. Children with diarrhea or vomiting should stay away from school until they have not been sick or had diarrhea for at least 2 days (48 hours).

Please see Should I Keep My Child Off School Poster (Appendix C).

UNEXPLAINED ABSENCE

Where a pupil we expect to attend school does not attend, stops attending, without reason, the school will;

- Contact the parent if the school has not been advised of an absence. This is to safeguard any child who has set out to attend school but has not arrived.
- Identify the reason for absence, if it authorised or not and input the correct attendance code (no later than 5 days following absence)
- Call the parent / carer on each day that the absence continues without explanation to ensure safeguarding actions are taken where necessary
- If there is no response from any of the contacts on the pupil's school file and the school cannot reach the pupils emergency contacts, the school may conduct a home visit and contact the School Attendance Support Services (SASS), the Police and / or Hounslow Children's Social Care

Child Protection and safeguarding concerns will be acted on immediately, in line with the school Safeguarding Policy.

PLANNED ABSENCE

Parents must request in writing (letter or email) if they wish to ask for absence for any reason. Medical appointments are expected, where possible, to be taken in school holidays or after school. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Holiday absence is not authorised other than in exceptional circumstances determined by the Headteacher. Parents requesting leave of absence for a holiday must write to the Headteacher outlining the purpose of the holiday and complete a Parental Request for Term-Time Leave Form.

APPENDIX A – EXAMPLE LETTER - ATTENDANCE CONCERNS

Date: -

Dear Parent/Carer,

Name of child: -

DOB: -

Attendance %

We hope you are well. Following our monitoring of child's attendance, their name appeared on our list of pupils whose level of attendance has fallen.

As I am sure you are aware regular attendance is important so that pupils can maximise their educational opportunities and is a legal requirement. Your child's attendance is below the expected levels.

The attendance percentage equates to (number) of sessions missed, a session being half a day.

The wellbeing of children and families at Crane Park Primary School is of paramount importance. We would like to work with you and your child, to support you to remove any barriers that maybe impacting on your child's school attendance. Please contact Ms Vucenovic if you wish to discuss this letter further.

We will continue to monitor your child's attendance and hope to see a significant improvement.

Yours sincerely

Ms N Vucenovic

Attendance and Family Support Officer

APPENDIX B – MEETING INVITE

Date: -

Dear Parent/Carer,

Name of child: -

DOB: -

Attendance %

Further to my previous letter, I am writing to express my ongoing concerns regarding your child's level of school attendance as there has been little or no improvement.

I would therefore like to invite you to a meeting at the school on theat, in order for us to discuss any barriers, and work together to formulate a plan to support you to improve your child's school attendance.

If you are unable to attend, please contact Ms Vucenovic to arrange a more convenient time.

Yours sincerely,

Ms N Vucenovic

Attendance and Family Support Officer



Should I keep my child off school?



Yes

Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

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