



**September 2019**  
**Reviewed: October 2025**

## **Attendance and Punctuality Policy**

### **Aim**

The aim of Waterloo Primary School is to create a warm, safe and supportive learning environment in which every member of the school community has the opportunity to fulfil their personal and academic potential. We believe that every member of the school community has:

- The right to be valued;
- The right to feel safe;
- The right to learn and achieve to their full potential;
- The responsibility to value others;
- The responsibility to keep others safe from harm.

### **The Governors and Staff of Pudsey Waterloo Primary School Expectations**

We expect that all pupils will:

- Attend school regularly at least attaining 95%;
- Attend school punctually;
- Attend school appropriately prepared for the day;
- Discuss promptly with their class teacher or learning mentors, any problems that deter them from arriving punctually at school.

We expect that all parents/carers/persons who have day-to-day responsibility for the children will:

- Encourage maximum school attendance and be aware of their legal responsibilities;
- Support the school's attendance target;
- Ensure that they contact the school whenever their child is unable to attend school;
- Contact the school on the first day of the child's absence and provide an explanation of the reason for absence;

- Contact the school promptly whenever any problem occurs that may keep the child away from school.

We expect that school staff will:

- Keep regular and accurate records of attendance for all pupils;
- Monitor every pupil's attendance and punctuality;
- Contact parents by 9.45am when a pupil fails to attend where no message has been received to explain the absence;
- Follow up all unexplained absences to obtain notes authorising the absence;
- Encourage and reward good attendance;
- Provide a welcoming atmosphere for children;
- Provide a safe learning environment;
- Provide a sympathetic response to any pupil's concerns;
- Make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and Leeds City Councils' expectations with regard to regular school attendance;
- Refer irregular or unjustified patterns of attendance to the Attendance Team (in accordance with the 6-stage process for managing irregular attendance).

We expect that Governors will:

- Agree and adopt an Attendance and Punctuality Policy and ensure that attendance is prioritised within the school community;
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- Require the Attendance governor to report Attendance and Punctuality at each Governing Body meeting and to discuss relevant issues;
- Set aspirational annual attendance and absence targets;
- To review the attendance policy regularly;
- Support the school in challenging all attendance under 90%.

### **Safeguarding**

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility. At Pudsey Waterloo promoting the welfare and life opportunities for your child encompasses:

- Attendance;
- Behaviour Management;
- Health & Safety;
- Access to a broad and balanced Curriculum;
- Anti-bullying.

Failing to attend school on a regular basis will be considered as a safeguarding matter. Helping to create a pattern of regular attendance is everybody's responsibility – parents/carers, pupils and all members of school staff.

## Holidays

**From 1 September 2013, schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time.**

Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must also be made to the school in advance, as the DfE have told schools that they cannot authorise any absences after they have been taken.

Parents may receive a penalty notice if their child is absent from school without permission. The fine for a first-time unauthorised absence is generally £80 per parent, per child, if paid within 21 days, or £160 if paid between 22 and 28 days. This £80 or £160 fine applies if a child misses a total five or more days of school during term-time, or for other unauthorised absences within a rolling ten week period.

We appreciate the challenges that some parents face when booking holidays, particularly during the school holidays. **However, regular attendance at school is vital in helping children and young people to achieve their full potential and get the best possible start in life.**

## Encouraging Attendance

Pudsey Waterloo Primary School encourages regular attendance in the following ways:

- By providing a caring and welcoming learning environment;
- By encouraging pupils to maintain and improve attendance through the use of rewards and incentives;
- By marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of register without a verbal or written explanation, the lateness will be recorded as an unauthorised absence and the pupil's name recorded in the late book in case of a fire drill;
- When children arrive late the parent or carer needs to sign the late register and provide a valid reason for late attendance;
- By publishing and displaying attendance statistics and school attendance targets;
- By celebrating good and improved attendance;
- By appointing an 'Attendance Governor' whose role is to work closely with the school and outside agencies as appropriate;
- By monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the LA attendance team if the irregular attendance continues.

## Responding to Non-Attendance

When a pupil does not attend school we will respond in the following manner:

- Parents/carers will be contacted by 9.45am when a pupil fails to attend and where no message has been received to explain the absence;
- If there is no response, the office will ask the class teacher to try and obtain the information from the parent/carers when the child is back in school;
- Failure to comply with the expectations set by the Attendance Officer may result in further action e.g. a request for further evidence, a referral to Leeds City Council for a fixed penalty notice or a court prosecution;

- Pudsey Waterloo Primary School and Nursery is committed to safeguarding and promoting the welfare of all its pupils. We believe all staff and visitors have an important and unique role to play in child protection. When investigating attendance and punctuality any links with safeguarding will be fully explored.

### Changing Schools

It is important that if families decide to send their child/children in their care to a different school they must inform Pudsey Waterloo Primary School staff as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated by Leeds City Council Admissions team:

- The date the pupil will be leaving this school and starting the next;
- The address of the new school;
- The new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service as a 'Child Missing in Education'.

The school will complete a 'Common Transfer File' (CTF) for all pupils leaving the school for another school, or where the destination is unknown.

### Additional Policies

This Attendance and Punctuality Policy reflects school-specific practice and procedure. The Owlcotes Multi-Academy Trust Pupil Attendance and Registration Policy contains further information regarding the responsibilities of individuals and groups involved in promoting pupil attendance and the school procedures in place to promote and monitor attendance.

**This Attendance and Punctuality Policy was adopted by Pudsey Waterloo Primary School on 30/09/2019**

Chair of Governors – Mr J Woods	
Signature:	
Frequency of review:	2 years
To be reviewed and approved by:	PWPS Full Board
Date of next review:	October 2027

### REVIEW RECORD

Date of review	Reason for review	Date of next review
27/09/2021	Agreed review schedule.	September 2023

<b>Name:</b>		<b>Signature:</b>	
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**on behalf of PWPS Full Board**

Date of review	Reason for review	Date of next review
09/10/2023	Agreed review schedule.	October 2025

<b>Name:</b>			
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**on behalf of PWPS Full Board**

Date of review	Reason for review	Date of next review
13/10/2025	Agreed review schedule.	October 2027

<b>Name:</b>		<b>Signature:</b>	
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**on behalf of PWPS Full Board**