
Policy on **Attendance and Punctuality**

October 2021

Pardes House Primary
School

Headteacher: Rabbi J Sager

POLICY ON ATTENDANCE AND PUNCTUALITY

Rationale

It is important that all parents and children know that the school values good attendance and punctuality. Regular school attendance and good timekeeping ensure that children have full access to the National Curriculum/Kodesh studies and all areas of school life. The expectation of this school is that school attendance apply equally to both statutory school days as well as Cheder days and Sundays.

Purposes

- To improve attendance and punctuality
- To help prevent disruption to the learning environment caused by lateness and absences
- Children should acquire good habits of punctuality which will be needed throughout their school life and in the adult world of work
- To meet legal requirements
- To make parents aware of their legal obligations and requirements
- To ensure children do not regularly miss important areas of the curriculum

Statutory Framework and Implementation:

- The Education Act 1944 states that ‘all pupils should attend school regularly and punctually’.
- Section 444 of the 1996 Education Act states that ‘If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his/her parents are guilty of an offence’ (*Appendix 1*).
- The school is obliged by law to differentiate between authorised and unauthorised absence. A Letter or telephone message from a parent does not, in itself, authorise an absence. We ask parents to make application in writing on a special leave of absence form if they wish to take their child out of school for any purpose.
- If the Menahel/Headteacher is satisfied as to the validity of the explanation offered, the absence is authorised. Permission is never given at the time of public examinations. It is not customary to give time out during term for holidays although we are aware that in a school like ours, there are numerous family celebrations for the boys to attend, possibly during school time. Term dates for the following academic year are published well in advance.
- Leave of absence is not an automatic right and is solely at the discretion of the Headteacher. Parents are advised to check with the school and Chair of Governors if exceptional circumstances force this request. (*Please see Pupil Absence Policy for further information*)

General guidelines

- At the beginning of the academic year, a letter will be sent home reminding parents of the starting and finishing times of the school day and their legal obligations to ensure children attend regularly and punctually.
- Parents will be informed about other relevant information i.e. holiday dates, INSET dates, regulations regarding holidays in term time (two weeks except with special permission and a specified return date) authorised/unauthorised absence and the necessity to inform school of absences.
- Reasons for absence can be explained in a variety of ways, i.e. note, telephone call, in person.
- The school operates a ‘First Day Response’ system where parents will be contacted on the morning of an absence to ascertain the reason for this..

- The Headteacher should be informed if a class teacher is concerned about absences, both authorised and unauthorised, or regular late arrivals.

Specific responsibilities

Headteacher/Office/SBM:

- Will ensure that the registers are kept accurately and that absence figures are submitted as required.
- Will clarify authorised or unauthorised absences with the parents or carers, class teacher and pupils.
- Will send appropriate letters to parents and carers if a pupil's absence gives cause for concern (*Appendix 2*).
- Will ensure that the registers must be held in school for 3 years

Class teacher:

- Will keep an accurate record for attendance and absence, differentiating between authorised and unauthorised.
- Will monitor absences and follow them up after two days
- Will keep absence letters for the whole academic year that the child is in that class.

Parents or Carers:

- Will notify the school as soon as possible if a child is absent through sickness or unavoidable cause.
- Will try and avoid making dentist or medical appointments for their child during the school day.
- Will apply for permission in advance (at least a week) and before booking if a child has to be away during term time for a holiday or a family celebration.

Pupils:

- Will be made aware of the importance of regular and punctual attendance at school.
- Will talk to staff if there is anything which is making them unhappy at school and could reduce their willingness to attend.

Governors:

- Will look into cases where attendance is poor or where a parent is insistent that a length of time is given which is against school policy.

Punctuality

- Registers close at 8.55am and are returned to the school office.
- Any child arriving at school after this time three times in a week is determined to be persistently late. This will be addressed with the parents.
- Any child arriving at school after 9.15 is determined to be absent from school without permission. This will be addressed with the parents.
- Parents will be informed that in the event of continued lateness and persistent absence from school, the Local Authority Education Welfare Officer may be informed and Fixed Penalty Notices can be given.

Leave of absence

- We are a school full of simcha (family celebration). We are also a school where a number of our families have at least one parent born in another country. We are aware that there will be occasions where parents wish to take their children out of school for a Simcha. The school does its best to

acquiesce to such requests but parents are asked to consider the impact on children missing their learning. This is especially involving a simcha taking place abroad.

- If parents wish their child to miss school for a simcha, they are expected to complete a 'Pupil Absence Form', in advance of the date required. Without this, the absence is recorded as unauthorised, even if it would have been authorised if the form had been completed beforehand.
- It is school policy for teachers and Rebbes not to prepare and send work with a child that is absent due to a family simcha.
- Further information regarding leaves of absence can be found in the school's 'Pupil Absence Policy'.

Following up with parents

- In the event of persistent lateness for school and/or persistent absence, the Headteacher will arrange to meet with the parents.
- This issue will also be brought to the attention of the school's Child Protection Team, as a matter of parental neglect.
- A member of the school's Child Protection Team will speak with the class teacher and Rebbe to ascertain any educational and behavioural impact seen with the child, due to these issues.
- In the event that the issue persists, the Headteacher will arrange a further meeting with parents, but also with the Local Authority Education Welfare Officer present.
- If lateness and absence issues remain unresolved, the matter can be brought to the attention of the courts and may include prosecution.

Further Guidance

- Further guidance regarding school attendance can be found at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf
- Further links regarding attendance can be found in the school's Child Protection Policy.

Signed:

Date: October 2021

Review: October 2024

APPENDIX 1

LONDON BOROUGH OF BARNET EDUCATION DEPARTMENT

MARKING OF ATTENDANCE REGISTERS

The pupil's Registration Regulations 1956 provide that there must be an attendance register for each form or class. It must be marked at the beginning of each morning and afternoon session at which secular instruction is given.

The Education (Pupils' Attendance Records) Regulations 1991 state that schools must distinguish in the registers between authorised and unauthorised absences of pupils of compulsory school age.

Attendance Codes

Below is the list of available DfE attendance codes when recording attendance in RM Integris. InLesson attendance mode, the list of available codes is restricted. For mobile devices attendance codes may also be restricted but can be re-enabled if required, please contact your local support desk for further information. For full details please see the DfE online pages at <https://www.gov.uk/government/publications/school-attendance>

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

For more details on Attendance Sub Codes see [Attendance](#)

Sub Codes

Code Key	
Colour	Attendance Type
Light Blue	Present/Approve Absence - Will positively effect the attendance.
Yellow	Authorised Absence - Will negatively effect the attendance.
White	These attendance codes are not included in the attendance figures. They will not positively or negatively effect the attendance.
Red	Unauthorised Absences - Will negatively effect the attendance.

Code	Title	Description
D	Dual Registered - at another educational establishment	This code is not counted as a possible attendance in the School Census. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.
E	Excluded but no alternative provision made	If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E.
G	Holiday not authorised by the school or in excess of the period determined by the head teacher.	If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised and this code should be used.
H	Holiday authorised by the school	Head teachers should not grant leave of absence unless there are exceptional circumstances. A leave of absence is granted entirely at the head teacher's discretion.
I	Illness (not medical or dental appointments)	For recording student non attendance due to illness. For absence due to Medical appointments use M code.
	I01	Illness (not medical or dental appointments)
	I02	Illness Confirmed case of coronavirus (COVID-19)
J	Attending an Interview	Should be used to record time spent in interviews with prospective employers or another educational establishment.
L	Late before register is closed	The normal code used for lateness. A pupil arriving after the register has closed should be marked with code U, or with another absence code if that is more appropriate.
M	Medical or dental appointments	For a medical or dental appointment. This is counted as an authorised absence.
N	Reason for absence not yet provided	reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
O	Absent from school without authorisation	Used for unauthorised absences
P	Participating in a supervised sporting activity	Should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
R	Religious observance	Treated as authorised absence. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.
S	Study Leave	Study leave is classed as an authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations.
T	Gypsy, Roma and Traveller absence	This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision.
U	Arrived in school after registration closed	Used if a pupil arrived after registration is closed. If the pupil arrives before registration is closed then use the L Code.

Code	Title	Description
V	Educational visit or trip	Should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
W	Work experience	Should only be used for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils.
X	Not required to be in school	This code is used to record sessions that non-compulsory school age children are not expected to attend. For year 2020/21, this code is also used for some Covid-19 related absences. Please see guidance.
X01		Not required to be in school. Non-compulsory school age children are not expected to attend.
X02		Pupil self-isolating with coronavirus (COVID-19) symptoms
X03		Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) INSIDE the school setting *Only valid for academic year 20-21*
X04		Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) OUTSIDE the school setting *Only valid for academic year 20-21*
X05		Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)
X06		Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend
X07		Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice
X08		Pupil not attending school in line with advice from Directors of Public Health as part of outbreak management. *Included in Integris Version 3.138 onwards*
X09		Pupil or student in a specific group required, by NHS test and trace, to self-isolate as a close contact of a confirmed case of COVID-19 (e.g. those over 18 years 6 months and not fully vaccinated). *Included in Integris Version 3.138 onwards*
Y	Unable to attend due to exceptional circumstances	Used where a pupil is unable to attend because of exceptional circumstances such as snow, flood in school, issues with provided transport.

APPENDIX 2

Dear Mr,

We are concerned that your son ??? has arrived late for school on several occasions recently. May I respectfully remind you that school begins at 8.45am and children should be in the playground by then, ready to come in with others in their class. Our registers close at 8.55am

The law states that parents who choose to enrol their child at school do so on the understanding that their children attend regularly, arrive on time and stay for the entire school day.

Late arrivals are noted in the register and school reports and are monitored by the Education Welfare Officer from the London Borough of Barnet.

Please note that if the event of continued lateness and persistent absence from school, Fixed Penalty Notices can be given by the Local Authority.

If there is a difficulty, I am happy to discuss this with you further.

Yours sincerely,

Rabbi J Sager
Headteacher

APPENDIX 3

Dear Mr and Mrs ????

RE: ???? and ????

We regret the need to write this letter but as you know, pupils of school age must, by law, attend school regularly. If your sons are to be away from school, you need to ask us to approve the absence, which we will do when there is good reason. You cannot yourself authorise a child's absence.

As a general rule, holidays should be taken during school holidays. Permission must be sought from school in advance (with as much notice as possible - at least 2 weeks) for holidays and other absences that you wish to have authorised during term time. If the absence is taken without permission, it is deemed to be an "unauthorised absence" which remains on a child's record and through no action of our own, can result in a visit from the Local Authority - who review our attendance registers during the school year.

We are writing to you now because your sons were absent from school on 17th September without permission from the school. This is of concern to us and we respectfully remind you again of your legal responsibility for ensuring that your children attend school regularly. At Pardes House, we share the Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

We ask you to please work with us and support us in providing the best education for your children by ensuring they are in school at the right time.

Thank you for your attention to this matter.

Yours faithfully,

Rabbi J Sager
Headteacher



Mr A Sprung
Chair of Governors