



Attendance Policy

Hebburn Lakes Primary is a happy, successful, supportive school where. We take pride in our children learning in a positive, safe and welcoming environment, and through the delivery of a rich and varied curriculum we:

Work Together setting the highest expectations and levels of respect for each other,

Learn Together by having the courage and confidence to take risks and

Achieve Together through aspiring to be the best we can be throughout our journey to become independent lifelong learners.



Policy Approved by Governing Body

Chair of governors

Date March 26

Head Teacher

Date March 26

Review Date September 2027



Named personnel with designated responsibility for Attendance:

Academic year	Head teacher	Assistant Head	Care, Support and Guidance Officer	Attendance Officer	Chair of Governors
2021-22	Amanda Moody	Susan Corker	Carole Barrett		John Pinder
2022-23	Amanda Moody	Angela Docherty	Carole Barrett		John Pinder
2023-24	Amanda Moody	Angela Docherty	Carole Barrett	Linda Hudson	John Pinder
2024-25	Amanda Moody	Angela Docherty	Carole Barrett	Linda Hudson	John Pinder
2025-26	Amanda Moody	Angela Docherty	Pastoral Support officer Rebecca King	Linda Hudson	John Pinder

Policy review dates

Review Date	Changes made	By whom	Date Shared
September 2019	Yes	Amanda Moody	September 2019
March 2020	Yes – Covid compliancy added	Amanda Moody	April 2020
September 2021	No	Amanda Moody	September 2021
April 2022	Yes – Updated policy and guidance	Amanda Moody	
October 2022	Yes - Name of personnel with designated responsibility	Angela Docherty	October 2022
September 2023	Introduction of A Star Attendance	Angela Docherty	September 2023
September 2024	Updated Legal Guidance	Angela Docherty	September 2024
September 2024	Updated Legal Guidance	Angela Docherty	January 2025
March 2025	Added the use of Contracts	Angela Docherty	March 2025
January 2026	Updated Punctuality		

Last year we achieved 95%, National was 95%. This year we are aiming for 96%



Introduction

Hebburn Lakes Attendance Policy takes into account the guidance set out in the DFE Document 'Working together to improve school attendance' for maintained schools, academies, independent schools and local authorities August 2024.

At Hebburn Lakes we believe the foundations of securing good attendance begins by ensuring our school creates a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Hebburn Lakes fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school via our school website or available from the school office for those without access to the internet. An information guide highlighting the key messages from within the policy is also shared with parents on entry and at regular intervals throughout their time with us.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact



on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

Aims and Objectives

The purpose of this policy is to ensure that all pupils, parents/carers, staff and governors understand the importance of regular attendance at school and their roles and responsibilities regarding attendance and are fully aware of and clear about the actions necessary to promote good attendance. Research has shown that there is a direct correlation between school absence and overall achievement. Poor attendance also affects young people's ability to make and sustain friendships and can interrupt the routine of school life, making it hard to settle when they do attend.

Hebburn Lakes Primary School aims to raise the achievement of all its pupils and to ensure that it meets the following aims:

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and external agencies so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.



- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.
- Recognise the role of class teachers as they will be able to identify where attendance is having an impact on attainment.
- To encourage learners to make a positive contribution to the community.
- To aid learners to prepare for their future economic well being.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Expectations

A student's progress is severely hampered if they do not regularly attend school

98-100%	Expected
95-97%	Satisfactory
95%-90%	A cause for concern – at risk of becoming persistently absent
Below 90%	Persistently absent
Below 80%	Severe / Chronic absence

To illustrate: 90% attendance is an average of one day out of school per fortnight over a school year. 90% attendance over 5 years at secondary school is half a school year missed. 80% attendance over 5 years at secondary school is the same as one whole school year missed.



Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils' attendance and punctuality
- To refer to appropriate agencies any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report attendance statistics to the Local Authority and the DfE where requested.
- All staff should be aware that they must raise any attendance or punctuality concerns to the nominated person with responsibility for monitoring attendance.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

The Head teacher is responsible for:

- Overall monitoring of school attendance.
- Trends in authorised and unauthorised absence.
- Hold regular meetings with the pastoral team to ensure effective strategies are in place.
- Update and train staff during briefings, staff meetings and in-service days.
- Meet families where concerns are raised about absence and improvements are not made.
- Monitoring individual attendance where concerns have been raised
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.



AHT and Attendance Officer are responsible for:

At Hebburn Lakes we have employed a Pastoral Officer and an Attendance Officer to offer additional support to Parents / carers and pupils. She works closely with the AHT to offer support in relation to:

- Ensuring attendance has a high profile with pupils, staff and parents/carers.
- Improving school attendance by carrying out home visits, attending meetings with the parent/carer
- To identify with parents, the reason for poor attendance and work with parents to achieve improved attendance and reduce exclusions.
- Monitor attendance levels & punctuality.
- First Day Response: Contacting home if no reason for absence is received (phone call or email messages).
- Offer parent support through structured 'Attendance Improvement Meetings' (AIMs)
- Identify patterns of absence.
- Amend the register on receipt of an absence note.
- Produce attendance reports half termly, termly and on an annual basis for the Head Teacher.
- Produce attendance and punctuality letters for parents/carers as directed by the Head Teacher. Half termly letters will be on coloured paper - 90% or less Red, 90% - 95% Amber, 96% - 99% Green and 100% Purple
- Generate attendance certificates for pupil reports.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Head teacher.
- Sending out standard letters regarding attendance.
- Talk to pupils on a 1:1 basis regarding attendance related matters.
- Offer group work sessions to remove the barriers to attendance including friendship groups.
- Refer to outside agencies for additional support for families including School Health, CYPs, Attendance Service, Police, Youth Offending Team & Social Care.

The SENCO is responsible for:

- Having an overview of any child on the SEND register who has been identified as having attendance issues.
- Meeting with a member of the SLT and Class Teachers to discuss attendance and punctuality concerns for all pupils on the SEND Register. This will take place as part of termly Achieve Meetings, as a minimum requirement.



Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence.
- Ensuring the Absence/Late Book is completed.
- Recording details of children who arrive late or go home early.

Class teachers are responsible for:

- Maintaining class registers and completing them accurately in accordance with school policy, ensuring the school office staff have access to them after registration closes.
- Informing the nominated person where there are concerns and acting upon them.
- Where poor attendance reoccurs, ensuring appropriate school staff are informed.
- Emphasising with their class the importance of good attendance and promptness.
- Ensuring appropriate school staff are informed of additional information provided by the child so it can be recorded in line with school policy.
- Discussing attendance issues at consultation evenings, where necessary.
- Liaising closely with the Pastoral Officer to ensure she is aware of all absence and lateness.

Parents/Carers are responsible for:

- Ensure their child attends every day, and punctually.
- Contact school on the first day of absence by 9.15 am when their child is unable to attend and the reason why, failure to do so will trigger the first day absence response protocol.
- Inform school in confidence of any problem which might impact on their child's attendance or punctuality
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we may require evidence from the doctor or dentist. (Appointment card/letter/text message)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.
- Inform the school if their details change
- Ensure that their child arrives to school wearing school uniform with the correct equipment fully prepared for the school day
- Provide medical evidence if requested by school



- Only request leave of absence in exceptional circumstances and do so in advance.
- Arrange all holidays during the thirteen weeks of school holidays and not during term time.
- Book any medical appointments around the school day/school holidays where possible.
- Support our school's procedures in promoting outstanding attendance for all and attend appropriate meetings in school to discuss their child's attendance
- Work in partnership with the school, emphasising to their children the importance of respecting policies and procedures

Parents/carers can expect that school will:

- Provide the highest quality of education
- Promote and encourage excellent attendance and punctuality
- Raise awareness of the importance of excellent attendance with parents, around school and within the local community
- Maintain an effective electronic registration system
- Regularly monitor attendance and use data to identify emerging patterns of absence
- Closely monitor the attendance of identified vulnerable groups of students
- Address the causes of non-attendance
- Work with parents, the Local Authority, and external agencies to improve attendance
- Make every reasonable effort to contact the parent/carer when a child fails to attend school and the school has not been notified of the reason for the absence
- Support students upon return to school after a period of absence
- Include attendance data in appropriate school reports
- Act promptly and confidentially when notified of a problem which could impact on attendance or punctuality
- Comply with safeguarding regulations

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence



An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Registers

1. Registers are legal documents and will be marked twice a day.
2. Parents must always give reasons for absence to the school.
3. Schools are to determine whether absence is authorised or unauthorised in exceptional circumstances, considering factors such as frequency, duration, attendance patterns, i.e. within reason. Staff must be observant of situations where absence is continually condoned by parents.

The guidelines below clarify possible actions

Authorised Absence	Unauthorised Absence
Illness	Absence without a valid reason
Medical Appointment / Dental (For the time of appointment including travelling)	Latecomers beyond 30 minutes after the session has started
Family Bereavement	Persistent lateness within the first 30 minutes of the day
Religious Observance	Special occasions, e.g. birthday.
Interview / Work Experience	Holidays
Excluded Children	
Sports / Music / Exams (as long as attendance is good or better)	
Agreed other educational activity at the discretion of the Head teacher	

Personal Information

Please inform the school office immediately of any changes regarding:

- Address
- Contacts
- Phone Numbers

Registration



The school gates open at 8.10am and close promptly at 8.55 am. This time is to enable those pupils attending our breakfast club to arrive safely and have sufficient time for all other pupils to be in their classrooms for the start of the morning session.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher by 9.05am and 1.20pm.

All attendance records are documented using Arbor software, which is supported by the CDIS, this is also linked to A Star Attendance. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used. At Hebburn Lakes this is done electronically, except in the case of breakfast and afterschool club registers.

Lateness

Repeated absence at the beginning of a school session can amount to failure to attend regularly for the purpose of the 1996 Education Act. The school seeks to improve general punctuality and to improve attitude of persistent offenders by:-

- a. Informing parents of our expectations and offering ways of helping combat lateness.
- b. Praise and acknowledge latecomers who improve.
- c. Ensure that staff set a good example by arriving punctually for lessons.
- d. All children and parents must understand that lateness is actively discouraged, although sensitivity may be appropriate in some cases.
- e. Schools may use other incentives to improve levels of punctuality
- f. The PO/AO/AHT will be available to offer support to pupils and families with any of the above issues.

Once the gates are closed at 8.55am the only way to get into school is via the school office. Any pupil who comes into school this way from 8.55am will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L). Any child who arrives for school later than 9.20 will be marked as having an unauthorised absence for the morning (Attendance code U). Persistent lateness after the register has closed (30 minutes after registration) may lead to a fixed penalty notice being issued by the Local Authority. Please see appendix 3.



Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.05am will have the absence recorded as a medical absence (Attendance code M).

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Punctuality Initiative

"Beat the Bell" is a fun, incentive-based programme designed to encourage children to arrive before the bell for registration. It teaches vital time management skills, reduces missed learning time, and helps build lifelong positive habits. Central to the programme are rewards and recognition, which serve to motivate children consistently to develop punctuality as part of their daily routine.

Rewards & Recognition:

- Individual Rewards: If children are on time all week they will go into the prize draw for Monday's assembly to win a token prize and a Beat the Bell sticker. Linda will get the list of children from Arbor.
- Class Challenges: Classes compete for the best punctuality rates.
- When staff close their classroom door, they need to count the children and add the number to the daily chart, on a Friday this will then be added to the overall chart.
- Visual Motivation: Progress will be tracked on the classroom door, the class or classes with the highest score at the end of every half term will receive a prize.
- The class with the best percentage of punctuality at the end of the week will be awarded the Purple Alarm Clock.

Supporting our families:

- 3 late marks recorded – Phone call home to parents to draw their attention to arriving late at school.
- 5 late marks recorded – letters sent to parents
- 7 late marks recorded – letters sent to parents and to invite them to a meeting with the attendance officer or members of the SMT. This will include personalised targets and rewards.



Absences

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with full and accurate details of the reason for their absence and expected date of return. This information is used to determine whether the absence is authorised or unauthorised. The Head teacher has the responsibility to determine whether absences are authorised or unauthorised

Where we have not received reasons for a child's absence then we will call requesting these details to parents/carers to complete. If the information is not received by the specified date then the absence will be recorded as an unauthorised absence (Attendance Code O)

Persistent Absenteeism

'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.' (Education Act 1996). From September 2015, Persistent absence has been defined by the Department for Education as all attendance falling below 90%.

Where a student has intermittent attendance and the Attendance Champion deems it necessary, the Absence process will be followed for each day the student is absent. The parent/carer will be sent a Warning Letter stating the reason for the warning being issued. The student's attendance will be monitored for a ten-week period (minimum of 100 school sessions)

If no sustained improvement has been made the details will be forwarded to the Attendance Monitoring Team at South Tyneside Local Authority (LA) who will make arrangements for a Penalty Notice to be issued. If there has been an improvement, the parent/carer will be informed. Penalty Notices issued by South Tyneside LA will be sent to each parent/carer of pupils at Hebburn Lakes Primary where pupils' attendance meets the criteria for the issuing of a Penalty Notice warning.

The parent/carer will be sent a Warning Letter stating the reason for the warning being issued. The pupil's attendance and punctuality will be monitored for a period of between three and six weeks. If insufficient improvement has been made the details will be forwarded to the Attendance Monitoring Team (LA) who will make arrangements for the Penalty Notice to be issued.



If there has been sufficient improvement, the parent/carer will be informed. All School/Academy staff must enter each contact made with the parent/carer of the student as a record on A Star Attendance. This record will then be used as part of the evidence provided to South Tyneside LA in the event of a Penalty Notice being issued. Staff must continue to follow the Absence and Requests for Leave of Absence procedures in the event of a Warning Letter being sent to a parent/carer.

Severe Absence

Severe absence is classified as those pupils missing 50% or more of school (Working together to improve attendance, 2024). A concerted effort will be made by all partners to prioritise support for these pupils in order to improve their attendance. If all avenues of support have been facilitated by schools, local authorities and other appropriate education support has been provided but severe absence for unauthorised reason continues, it is likely to constitute neglect and be referred to South Tyneside Local Authority.

First Day Contact

When a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9.00am to 9.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will attempt to contact the parent to check the reasons for the child's absence.

Illness

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact relevant support services to see if arrangements can be made for the child to be given some home tuition outside school.

Where over the course of an academic year, a child has repeated periods of illness, the school may write to parents to ask them to provide medical evidence for each future period



of illness related absence. This evidence could be a Doctor's note, appointment card/letter or copy of a prescription. We may seek written permission from you for the school to make their own enquiries. Alternatively, we may make a referral to the School nurse to offer support.

Parental Request for Absence from School for Holiday

With effect from September 2013 the government abolished the right of Head teachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, Head teachers will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. Parents are encouraged to keep open lines of communication with school over absence as persistent absence can be considered a safeguarding matter.

Any parent who takes their child out of school in term time for an unauthorised absence may be liable for a fine by South Tyneside Council.

At Hebburn Lakes, we do not routinely authorise holidays during term time. If parents are unable to avoid requesting absence during school time, an application must be made to the Head Teacher on an application form available from the school office. This should not be less than 4 weeks before the absence is due to start and state clearly the reasons why exceptional circumstances should be considered. Please note before any special consideration will take place your child must have a history of good attendance in school. In the event of unauthorised holidays, the attendance enforcement team may issue a statutory fine. Parents must be aware that the failure to comply with these procedures could also result in the Local Authority taking legal action

Absence during term time can seriously disrupt pupils' continuity of learning. Parents/carers should avoid booking family holidays in term time. Parents/carers do not have an automatic right to withdraw pupils from school for a holiday and must apply in writing for permission in advance. Holidays in term time will only be authorised in exceptional circumstances and this must be started with a completed Leave of Absence request. The rules for term-time holidays have changed. Penalty notices can now be issued for 10 sessions of unauthorised absence within a 10-week period, even if those sessions are not consecutive. So, 10 individual days of unauthorised absence within this timeframe, would meet the criteria for a penalty notice.

This legislation can be viewed on the Department for Education's website at www.education.gov.uk



Addressing Attendance Concerns

The school expects attendance of at least 95%. The current target is 96%

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Head teacher and the governors to support good attendance and to identify and address attendance concerns promptly. In our school parents are to ensure their child attends school regularly and punctually and therefore when we become concerned about attendance we will inform parents/carers of our concerns. Initially concerns about attendance are raised with parents via telephone calls or letters which are sent home, parents may be invited to an AIMs meeting. An AIMs meeting is used to form an agreement / action plan which looks at ways to work together to improve attendance. (See Appendix A) There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the LA Attendance Officer.

Penalty Notices

Continuous absences will affect a student's overall attendance. When attendance falls below 85% (with 50% or more of the absences being recorded as unauthorised for any 6-week period, our procedures for persistent absence (see below) will be followed. This could result in parent(s)/carer(s) being issued with a Penalty Notice and further legal action.

Monitoring Attendance

Early intervention is essential when tackling issues of attendance and punctuality. Class Teachers will discuss attendance and punctuality with all pupils on a weekly basis and will follow the 'Triggers for Intervention' listed below.

Our attendance officer has the responsibility for ensuring that all of the attendance data is accurately recorded on the RM attendance software. Monthly meetings are held with senior staff to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

At Hebburn Lakes we follow a traffic light system, the purpose of colour coding helps staff, Parents and Pupils have a clear understanding of our expectations. (See appendix 2)

- **Red Zone: Under 90%**



Students in the red zone are more likely to underachieve, find making friendships difficult and misbehave. Parents/carers may be invited to agree to an attendance contract or/and to an Attendance Improvement Meeting (AIMs) to discuss concerns and agree a plan of improvement. This will be reviewed closely until positive improvements are secured. Legal action may also be taken against Parents/Carers of Red Zone pupils.

Home visits will be carried out for all children whose absence is managed within the AIMs process.

- **Amber Zone: 91% - 95%**

Students in this zone are still at risk of underachieving due to the absence level. Students who miss school regularly are more likely to suffer from school related anxiety. If your child is in the Amber Zone we will contact you to discuss the reasons behind absence and offer support to help avoid attendance falling into the Red Zone.

- **Green and Purple Zone: 96% - 100%**

Attendance Stage	Type of Letter	Reason for the letter being sent
1	Initial Concern	This letter is sent when a student's attendance initially declines below 96%. It formally conveys our concerns that the student's attendance is below the expected level and provides parents/carers with information on the impact of continued absence, as well as requesting that parents contact the school to discuss any attendance concerns they may have.
2	Ongoing Concern	This is sent when a student is absent after receipt of the Stage 1 letter. It communicates our ongoing concerns to parents regarding their child's declining attendance and states that no future absences will be authorised without assurances that the absence is unavoidable and we may ask you to supply medical evidence. A feedback form is attached to the letter, inviting parents/carers to log and return any concerns



		they or their child have that might be impacting school attendance. A meeting will be scheduled with parents.
3	Serious Concern	The intention of this letter is to communicate serious concerns to parents/carers regarding their child's unacceptable level of attendance. It informs parents that school are going to be formally monitoring their child's attendance and provides an attendance target of 100% during the monitoring period. A parent's statutory duty is communicated.
4	Referral to Local Authority Attendance Team	Upon receipt of this letter, the parent is made aware that school is referring attendance concerns to the Education Welfare Officer, who will consider individual attendance circumstances, including reasons for absence, and will instigate formal, statutory attendance procedures.

We expect students to have Green attendance throughout their education. Those in the Green are more likely to do well in examinations, have better job opportunities and can develop strong friendships within school.

The gold zone is for all children who attendance is 100%

At any time, if there is a change in the attendance pattern, unexplained absences or development of a pattern of absences, the above can be overridden.

Rewards & Recognition

Although good attendance is an expectation the school seeks to improve whole school attendance by offering incentives, this may include:

- Whole school challenges and incentives as part of our weekly attendance assembly.
- 100% Certificates
- Prizes
- Positive Postcards



- Letters
- School / Class Events
- Trips
- Additional Play time

Reintegrating Long Term Absentees

Following a long period of absence, a child may feel vulnerable, so staff may wish to arrange a phased or gradual return, allocation of a 'Key Worker', consider whether Special Needs support is appropriate, ensure that all staff are aware of the situation and nominate a key person to monitor the child's reintegration into school. All children must feel welcomed back and know from whom they can seek help. Children should not be left sitting in corridors or outside an office for long periods.

Children Missing Education

Safeguards in place to prevent children missing education at Hebburn Lakes Primary include:

- Schools must hold a minimum of three emergency contact numbers for each pupil, unless there is a genuine reason why this is not possible e.g. parents fleeing domestic violence.
- Any child going missing from education will always get immediate attention from the Designated Safeguarding Lead (DSL). Staff are trained to be alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.
- When a pupil is absent without notification, the attendance officer will record the absence in the register and the school will endeavour to contact the parents/carers and other emergency contacts in order to determine the reason for the absence. This will happen for every day of non-attendance where no call has been received informing the school of absence and reasons why.
- Any unexplained absence of a pupil with a Child Protection Plan will be reported to the pupils' social worker within one day.
- Where a pupil does not present for school as expected, the school will endeavour to ascertain that pupil's whereabouts and wellbeing without delay, using all available parent/carer and secondary/emergency contact details. Where no contact can be made with either the pupil or any named emergency contacts, a member of school staff should generally attend the pupils' home. If the pupil or a named contact still



cannot be contacted, the school must report this to relevant personnel in the Local Authority and, where deemed necessary, the police. However, it is acknowledged that in some exceptional, local circumstances, such action may be counter-productive and it is for the school to risk assess such a scenario on the first day. Regardless of this, if a pupil is absent for a second consecutive day without notification from a named contact, the school must report this to relevant personnel in the Local Authority and, where necessary, the police.

- Staff at school will attempt to get eyes on any pupil missing for over 10 school days where no professionals have had contact and parents have not supplied medical evidence for their absence but have been in contact with school
- Staff will always report to the Local Authority the name of any child who has been newly registered to attend the school but does not arrive on the expected day.
- Staff will always report to the Local Authority Attendance Monitoring Team the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date.
- School maintains accurate attendance and admissions registers (all pupils are on both), in line with statutory requirements. This includes paying careful attention to off-rolling pupils in association with the Local Authority and knowing, and recording, pupil destinations consistently on the admissions register. Where a pupil destination is unknown, and unable to be established after significant follow-up, the Local Authority Attendance Monitoring Team and/or Social Care Services will be informed.
- Pupils will not be deleted from the admissions register. Staff will alert the child's Local Authority immediately if:
 - o the pupil has been taken out of school by their parents/carers and is being educated outside the school system e.g. elective home education.
 - o the pupil has ceased to attend school.
 - o the pupil has been certified as medically unfit to attend school or is in custody.

Keeping Local Authorities up to date is crucial so that they can check if children of compulsory school age are missing education and might therefore be in danger of not receiving an education and be at risk of abuse or neglect.

When pupils are designated as *Children Missing Education* and have exceeded 10 days with no contact, Hebburn Lakes Primary will follow South Tyneside LA's Good Practice Guidance for Identifying and Safeguarding Children Missing from Education (CME). In line with these



processes and following the statutory guidance set out in DFE 2016 we are in regular contact with the LA and provide them with information on changes to the roll as required. No child is removed from the school roll without first notifying the local authority and receiving their approval. Information on transferring files is contained within the Safeguarding and CP policy. In line with practices agreed with the LA and the guidance first set out in DFE-00261-2016 'Children Missing Education' (September 2016), the Attendance Officer will inform the LA's Attendance Monitoring Team of any pupil who has been absent from school for 10 consecutive days to report the student as missing from education. In addition, the attendance officer will inform the School's Designated Safeguard Lead. The DSL will then make an assessment of the child's vulnerability and, where appropriate, a CFCS referral to social care for that child. A Team Around the Child (TAC) meeting will be arranged by the DSL, if appropriate, in case of continued non-attendance. Appropriate staff will be informed of the outcome of the meeting by email from the Attendance Officer.

On the rare occasions that a pupil is excluded for a fixed term, the school will confirm this in writing to both the family (and the placing Local Authority where this exclusion exceeds five days). While the school will provide the pupil with work to complete during their external exclusion (and mark it),

Hebburn Lakes Primary is not responsible for the pupils' safety and welfare during their time at home.



School Admin System Absence Codes

New Attendance Codes

(Working together to improve school attendance Feb 24)

Attending Codes

Code / \: Present at the school / = morning session \ = afternoon session Code

L: Late arrival before the register is closed

Code K: Attending education provision arranged by the local authority

Code V: Attending an educational visit or trip

Code P: Participating in a sporting activity

Code W: Attending work experience

Code B: Attending any other approved educational activity

Code D: Dual registered at another school

Absence Codes – Leave Of Absence

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Code S: Leave of absence for the purpose of studying for a public examination

Code X: Non-compulsory school age pupil not required to attend school

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

Code C: Leave of absence for exceptional circumstance



Absence – Other Authorised Reasons

Code T: Parent travelling for occupational purposes

Code R: Religious observance

Code I: Illness (not medical or dental appointment)

Code E: Suspended or permanently excluded and no alternative provision made

Code Q: Unable to attend the school because of a lack of access arrangements

Code Y1: Unable to attend due to transport normally provided not being available

Code Y2: Unable to attend due to widespread disruption to travel

Code Y3: Unable to attend due to part of the school premises being closed

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Code Y5: Unable to attend as pupil is in criminal justice detention

Code Y6: Unable to attend in accordance with public health guidance or law

Code Y7: Unable to attend because of any other unavoidable cause

Absence - Unauthorised

Code G: Holiday not granted by the school

Code N: Reason for absence not yet established

Code O: Absent in other or unknown circumstances

Code U: Arrived in school after registration closed

Administrative Codes

Code Z: Prospective pupil not on admission register

Code #: Planned whole school closure



National contacts

www.direct.gov.uk School attendance, absence and your child

www.education.gov.uk/schools/pupilsupport Behaviour and attendance - Parental responsibility

familylives.org.uk Truancy Helpline: 0808 800 2222

Local contacts

www.newcastle.gov.uk Schools – Attendance

You can phone the Attendance Service on 0191 277 4500 or

Email attendanceservice@newcastle.gov.uk

If you require this information in audio, Braille or large print, please contact the Local Authority to arrange.



Hebburn Lakes Attendance Process

School Response

Local Authority Response

Green

+96%

**Rewards
&
Recognition**

**Individual
Rewards**

**Whole School
Initiatives**

Certificates

Amber

91%-95%

**AIMs Process
begins 4 week
Internal
Monitoring**

**Failure to
improve**

**Review
Meeting**

**Parent
Contract
Offer**

Sig
ned by Parent &

**Failure to
improve**

Red

-90%

**Contact the
Local
Authority**

**Pre Court
Action
Meeting or
Home Visit**

**Legal Action
Considered**



Ap

pendix 2

Individual Attendance Plan

Name:	DOB:

Date of meeting:	In attendance

Attendance Zone	Less than 90%	91% - 95%	96% - 100%
Review 1			
Review 2			
Review 3			

What are the reasons for absence? (please tick)			
Genuine Medical		Illness	
Parent Mental Health		Truancy / lesson avoidance	
No Reason Provided		Student Mental Health	
Behaviour / exclusions		Bullying	
Historic Attendance Issues		Peer/Relationship Issues	
Parent having difficulties getting child to school		School based anxiety	
Other:		Reason:	



What actions have been taken? (please tick)

Traffic Light Monitoring		Curriculum/class changes	
Student Interview		Peer mediation	
Telephone calls home		Rewards & Recognition	
Meeting with parent/carers		Early Help	
CGSO referral		Referral to Outside Agency:	
Attendance improvement meeting		External agency support (please specify)	
Legal Action			
Group work			
Other:			

Historic Attendance:

Nursey (1)	Nursey (2)	EYs	Y1	Y2	Y3	Y4	Y5	Y6		

Information Shared:

Target:	Strategies	Monitoring Milestones	Responsible person	Outcome
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Signed:

Date and time of next meeting:

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Every school ✓ day matters!

Work, Learn, Achieve Together

Penalty Notice Fines for School Attendance

The new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 2 siblings with unauthorised absence during term time may result in each parent being issued with one penalty notice per child.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions (5 days) of unauthorised absence in a 10 week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be:

£160 per parent, per child, paid within 28 days.

Reduced to £80 per parent, per child, if paid within 21 days.

Second Offence

(within 3 years from the date of
issue of first penalty notice)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence

(within 3 years from the date of
issue of first penalty notice)

The third time an offence is committed for Term Time Leave or Irregular Attendance, a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

This is a criminal offence and a parent may end up with a criminal record.