



# Attendance Policy

Amended By: Mrs. E. Adams  
Last Reviewed: February 2024  
Next Review: September 2024

### Mission Statement

Highfields Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. For our children to gain the greatest benefit from their education, it is vital that they attend regularly and on time.

In order to support this, the school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Highfields Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

### School Aims

- To improve the overall percentage of pupils at school.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents and pupils.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To implement a system of rewards and sanctions.
- To promote effective partnerships with the Education Welfare Service and with other services and agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

### Roles and Responsibilities

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the Attendance Officer role.
- 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.
- Ensuring that a clear policy on attendance is in place, which is known to staff and pupils.
- An admission register (known as the school roll) which contains a list of all pupils at the School;
- An attendance register (unless all pupils are boarders) for all pupils of compulsory school age on the admission register. This must be taken twice a day; once at the start of the morning session and once

during the afternoon session. Similarly, the School keeps a register of pupils present on the school site during lunchtime, this is needed in the event of an emergency to show which pupils need to be accounted for.

The governing body has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the schools's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with SLT to set goals for attendance and providing support and challenge around delivery against these goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability, sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring that there is a Children in Missing Education Policy in place and that this is regularly reviewed and updated.

Staff are responsible for:

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

The Deputy Head and Learning Mentor are responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Following the procedures for any pupil being deleted from the admissions and attendance registers set down by the Local Authority.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

- The attendance of their children at school.
- Promoting good attendance with their children.
- Arriving on time for their lessons.

The following definitions apply for the purposes of this policy.

#### Absence

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

Every half-day absence from school has to be classified by the school (not by the parents), as either authorised or unauthorised.

#### Authorised absence:

- An absence either morning or afternoon session for sickness for which the school has granted leave.
- Medical or dental appointments that unavoidably fall during school time, for which the school has granted leave. Medical appointment cards and hospital letters will be required for all appointments, in order that authorisation can be made. Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.
- Religious or cultural observances for which the school has granted leave.

#### Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason.
- Absences which remain without a reason.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays which have not been agreed.
- Parents collecting their child/children for no reason during the school day.
- Absences for head lice.

#### Persistent absence/Persistent Absenteeism (PA)

- Missing 10 percent or more of schooling across the year for any reason.
- A pupil becomes a 'persistent absentee' (PA) when their attendance falls below 90%. We monitor all absences thoroughly, any case that is seen to have reached the PA mark or is at risk of moving towards that mark, is addressed immediately. The Attendance Support Service threshold for referrals is 10 unauthorised sessions within a five-week period. Absence at this level is considerably damaging a child's educational prospects, and we need parents' fullest support and co-operation to tackle this. Pupils who become a PA will have no further absences authorised unless medical evidence of the illness is provided.
- We monitor attendance daily in line with our attendance procedures below.
- Please note that all PA cases are automatically known to the Attendance Services and they will send letters directly to parents whose child/children have fallen into this category.

#### Attendance Expectations

The school has high expectations for pupils' attendance on punctuality, and ensures that these expectations are communicated regularly to parents and pupils via letters, emails, website and school newsletter.

Highfields Primary School has a target of 97% for whole school attendance.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school starts at 8.50am, and pupils will be in their classroom, ready to begin lessons at this time: therefore pupils will be expected to be on school site by 8.40am.

Nursery starts at 8.40am.

Registers will be taken as follows throughout the school day:

- The morning register will be marked at 8.50am and pupils will receive a late mark if they are not in their classroom by this time.
- The morning register will close at 9.10am. Pupils will receive a mark of absence if they do not attend school before this time.

#### Absence Procedures:

If your child is absent you must:

- Contact us before the close of register at 9.10 am either by telephone, text, email or in person. The school number is 0121 559 1037 or alternatively you can leave a clear message on the absence line.

If you choose to leave a message on the absence line, then please leave a message stating clearly:

- Your name and your relationship to the child
- Your child's name
- Your child's class
- Reason for the child's absence

Please note that a reason of 'unwell' or 'family emergency' will not be able to be accepted and will remain as an unauthorised absence until school have established the reason and can code the absence correctly. If you leave a message on the answer machine stating that your child is absent due to sickness/diarrhoea, then you will receive a call back with regard to our 48-hour rule. If your child returns to school within the 48-hour rule period, then we will not be able to accept your child in school and they will be sent home.

Parents are expected to keep school informed of their child's absence.

Day 1 of absence – Parents are expected to contact school to notify us of the reason for absence. We ask parents to then update school of the continued absence on Day 3 and Day 5. School will contact parents for an update if this hasn't happened. Where a pupil has regular continuous absences, school may request additional evidence for the absence and may offer a referral to School Nursing Team for support.

For periods of extended absences, the school will seek the advice of the school nurse and UKHSA (Health Security Agency) and will only authorise the number of days that have been extended by the Health Agency for the illness.

If your child is absent without a reason we will:

Day 1 / First Day	Send a text message asking you to contact school with a full reason for your child's absence
Day 2 / Second Day	If we have not received a response to our text request, school will phone parents
Day 3 / Third Day	If school have still not received any communication we will begin ringing other contact numbers you have supplied as well as sending parents emails/texts.
Day 4 / Fourth Day	On the fourth day school will continue to contact you by telephone, text, letter, email and for safeguarding reasons, will also arrange a visit to your home to establish a reason for your child's absence.

Where a pupil is subjected to either a Child Protection Plan or Children In Need Plan then a home visit will take place no later than day four.

### Attendance Register

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

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. The register will record whether pupils are:

- Present
- Absent
- Attending an approved educational visit

The Attendance Officer will record on the register any other appropriate coding for a pupils absence for example unable to attend due to exceptional circumstances or unauthorised holiday.

The school will use the national attendance codes to ensure attendance and absences are monitored and recorded in a consistent way.

The following codes will be used:

- / Present (AM)
- \ Present (PM)
- B Approved education activity as pupil being educated off site (not dual registration)
- C Authorised absence as pupil is absent due to other authorised circumstances
- D Dual registered (at another establishment) – not counted in possible attendances

E	Authorised absence as pupil is excluded, with no alternative provision made
G	Unauthorised absence as pupil is on a family holiday, not agreed, or is taking days in excess of an agreed family holiday
H	Authorised absence due to agreed family holiday
I	Authorised absence due to illness (NOT medical or dental etc. appointments)
J	Approved education activity as pupil is attending interview
L	Late (before registers closed) marked as present
M	Authorised absence due to medical/ dental appointments
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
P	Approved education activity as pupil is attending an approved sporting activity
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
U	Unauthorised absence as pupil arrived after registers closed
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved education activity as pupil is attending work experience
X	Non-compulsory school age absence – not counted in possible attendances or not attending in circumstances related to coronavirus (COVID-19)
Y	Unable to attend due to exceptional circumstances – not counted in possible attendances
Z	Pupil not yet on roll – not counted in possible attendances
#	Planned whole or partial school closure – not counted in possible attendances

When the school has planned in advance to be fully or partially closed, the code # will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend due because the school has set different term dates for different days, e.g. staggered start dates for nursery or reception pupils.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of the amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

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 complete a Leave of Absence request form 2 weeks prior to the absence.

Following the September 2013 amendment to The Education (pupil registration) England Regulations 2006, Headteachers no longer have the discretion to authorise holidays during term time. Leave during term time will only be authorised in exceptional circumstances. Any requests for leave during term time will be considered on an individual basis. Requests for leave must be submitted on the Leave of Absence Request Form. If term time leave is not granted, taking a pupil out of school will be recorded as unauthorised absence and may attract sanctions such as a penalty notice.

Where parents choose to take their children out of school for an unauthorised holiday / leave of absence they may be liable for a penalty fine. In England, local authorities can, at the request of education provider's, fine parents £60 per parent, per child. If the fine is not paid within 21 days, the fine goes up to £120 per parent, per child. If the fine is not paid within 28 days, it is regarded as a breach of section 444 of the 1996 Education Act and parents are liable for prosecution. The maximum sentence, if found guilty, is a fine of £2,500, a three-month jail term and other penalties / costs.

If you consider that a request for leave of absence during term time is for 'exceptional circumstances' then a written request should be made to the Headteacher.

This should be done by the following

Under the Education (Pupil Registration) (Amendment) Regulations 2013 absence may not be Authorised unless:

- (a) An application has been made in advance to the Headteacher by a Parent/Carer with whom the pupil normally resides (lives with most of the time); and
- (b) The Headteacher, or a person Authorised by them, considers that Leave of Absence should be granted due to the exceptional circumstances relating to that application.

It is only a Parent "with whom the child normally resides" (lives with most of the time) that can apply for a Leave of Absence for their child. A Parent/Carer who does not live with the child cannot apply for a Leave of Absence. Any application they might make should be rejected by the school.

Parents/Carers should ensure that any Leave of Absence application is made in advance of any Leave of Absence to be taken. (Schools may have specific timescales for processing Leave of Absence applications.

Parents/Carers should make sure they know what these are. Different schools may have different timescales.)

Parents/Carers should ensure that they know if their Leave of Absence application has been Authorised by the Headteacher before planning, booking or paying for anything in relation to that Leave of Absence application.

Parents/Carers should ensure they provide the Headteacher with all the detail and information they would want the Headteacher to know in deciding if a Leave of Absence can be authorised.

Headteachers can only authorise a 'Leave of Absence' if they consider that the detail and information provided by a Parent/Carer in the application can be considered as an "exceptional circumstance".

It is at the Headteacher's discretion to decide if the detail and information provided by a Parent/Carer can be considered as an "exceptional circumstance" and agree if any Leave of Absence can be authorised.



Disagreements between Parents/Carers and schools in relation to what is and is not an “exceptional circumstance” cannot be considered by the Attendance Support Service.

Parents will need to request a Leave of Absence form from the school office

Completing the form fully, clearly explaining why you consider that the request is exceptional. It is also the responsibility of parents to provide the school with proof of why the leave is requested. Proof of the circumstances must be provided when the written request is made.

The completed form should be handed to the office no later than 2 weeks before the date that the leave of absence is requested.

The request will be processed in school within 5 working days and parents will be notified in writing of the decision. Any request made later than the timescales specified will be denied and the absence unauthorised unless the request could not have been made earlier due to a bereavement.

#### Performances and Activities (including paid work)

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be away from school for ongoing performances, understand that they will be required to obtain a licence from the LA which authorises the school’s absence(s).

#### Religious Observance

Parents will be expected to request absence for religious observance at least two weeks advance. 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 will seek advice from the religious body in question where there is doubt over the request.

#### Gypsy, Roma and Traveller Absence

Where a pupil’s parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

#### 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 Additional Medical Needs Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans that have been implemented. The school will secure additional support from external partners to help bolster attendance who find attending school difficult (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. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

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 Vulnerable Children, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Consider an internal or external specialist.
- Enabling a pupil to have a reduced timetable
- Modified Timetable
- Phased returns to school where there has been a long absence.

### Attendance Intervention

In order to ensure the school has effective procedures for managing absence, the Learning Mentor, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures supported by Attendance Support Services.
- Where we feel the legal route is necessary, we consult with the Local Authority when fining is viable.

### Attendance & Prosecution Team

The school works closely with the Attendance Support Service and they support us in our monitoring systems and produce attendance analysis reports each term.

Parents may wish to contact the Attendance & Prosecution team to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the service at Sandwell Council House.

## Parents

All children of compulsory school age (age 5 to 16) should receive suitable education, either by regular attendance at school or otherwise. If a child is registered at school, parents have the primary statutory responsibility for ensuring that their child attends regularly. You can support your child by:

- Ensure your child attends school regularly and punctually;
- Ensure regular and appropriate bed times;
- Having uniform and equipment ready the night before;
- Providing a healthy breakfast;
- Make sure your child understands that you do not approve of absence from school;
- Encourage good attendance, making sure that your child goes to school regularly and arrives on time;
- Taking an interest in your child's school work;
- Notify the School if your child cannot attend for any reason – this is for the child's security as well as administrative reasons. This should be done by informing the school on the first day of absence that the child is going to be away, clearly stating the reason why and if possible, an expected return to school date;
- Reporting any academic or social concerns promptly.
- Co-operate with the school staff and the Attendance and Prosecution Officer (APO) to make sure their child overcomes his or her attendance problems and receives the education to which he/she is entitled.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. Alternatively, parents may wish to contact the APO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

## Attendance Officer

Highfields employs a part-time Attendance Officer. This person will undertake the following role:

- to be the initial point of contact for all parents with queries about attendance;
- monitoring punctuality by recording the names of children who are late;
- conducting first day calls to establish reasons for absence;

In addition to the Attendance Officer, part of our Learning Mentor's role is to:

- conducting termly attendance sweeps to identify children whose attendance is below 90% and informing parents by letter if this is the case;
- organising termly attendance celebration assemblies;
- liaising with the Attendance Support Service
- keeping in regular contact with families and carers of children;
- working closely with the Deputy Head Attendance Lead and reporting attendance trends to the Headteacher.
- conducting home visits;
- Working with the SENDCo to act as a point of contact for specialist support and building up knowledge of support services available to children and families.

## Children Missing From Education

Children who are 'missing in education' refers to all children who are not on a school roll or being educated otherwise (e.g. privately or in alternative provision) for example children of immigrant families or travelling

communities who are never registered in education; or have been out of educational provision for a substantial period of time (agreed as ten days without provision of a reasonable explanation.)

School need to monitor closely children who are registered to start school with us and do not arrive and families who move home to ensure that children re-register and start at a new school after the move.

If a child has been missing for more than ten consecutive days without provision of reasonable explanation, the school's Attendance Officer, in liaison with the Headteacher, should inform the Pupil Tracking Officer and EWO of the absence of the child.

Any absence of a child that is subject to a child protection plan, or that school have reason to believe may be at risk of harm, must immediately be reported to the Pupil Tracking Officer, Children's Social Care (to the named Social Worker if there is one in place) and/ or to the police if necessary.

A child should not be removed from school roll until he/she has been absent from school for at least 4 weeks and both the school and the education service have been unable to locate the child.

If a parent removes their child and tells school that the child will be educated in an establishment other than a school, notification must be given to the Education Service of this within at least 10 days. The pupil's records should then be transferred to the education service on confirmation that the pupil can be removed from the school roll.

If, in the unlikely event, school feel that a child may have run away or gone missing, school should try to establish with the parents/ carers what has happened. If this is not possible, one of our Designated Safeguarding Leads will, along with the class teacher, assess the child's vulnerability and decide upon a course of action.

### Initiatives to Improve Attendance Rates

Wherever possible the school will work alongside the LA in supporting and implementing attendance initiatives which:

- help children develop the habit of regular attendance;
- reward children for good attendance and pupils whose attendance has improved.
- show parents clearly that unjustified absence will be recorded and challenged.

The School has considered initiatives that are most appropriate and always takes into account a pupil's individual circumstances, e.g. setting reward schemes such as certificates, for 100% attendance and a termly prize draw for pupils who have achieved 97% attendance as well as rewards for pupils with improved attendance.

Other helpful initiatives include:

- Implementing first day contact with parents of children who are absent from school without prior knowledge. It is hoped that this sends a clear signal to pupils and parents that absence is a matter of concern and will be followed up;
  - Having the Attendance Officer responsible for first day contact and the Headteacher responsible for attendance overall;
- The provision of a breakfast club;

- The Learning Mentor is a paid, school-based employee who helps to identify and support pupils by early intervention, and by helping them overcome problems inside and outside of school, leaving teachers more free time to teach.

### 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.

The school will ensure that there are 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 Attendance Officer 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 Learning Mentor will work with the Headteacher and any relevant school staff, e.g. the DSL and SENDCo, 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 Learning Mentor will liaise with any relevant external agencies or authorities, e.g. Strengthening Families Team, children's social care or the LA, and will encourage parents to access support that they may need through an Early Help Assessment or Referral to the Children Centre

### Persistent Absence

Any pupils school have identified with irregular attendance will be monitored to avoid becoming a PA. School will use a number of methods to help support pupils who are at risk of falling into this category.

These include:

- Offering catch-up support to build confidence and bridge gaps.

- Meeting with parents and 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.
- Holding weekly check-ins with SLT to review progress and the impact of 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.

The school will focus particularly on pupils who have rates of absence under 50%, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

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 Educational neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

## Punctuality and Attendance Procedures

### Lateness

The School actively discourages late arrival of pupils by staff setting a good example and by challenging it whenever it occurs. Normal register entries do not usually indicate the severity or degree of lateness and the School therefore has systems to detect patterns of late arrival. Frequent lateness of pupils can provide grounds for prosecution of parent. The school completes a punctuality trawl at least each half term and targets families who are at risk. A monitoring period will then follow and if progress is not made then a Welfare referral to the Attendance Support Service will be made.

Registration happens in the classroom and not when a child arrives in school.

School starts at 8.40am for morning Nursery, 12.30pm for afternoon Nursery and 8.50am for the rest of school. Punctuality is very important as lessons start as soon as registers have been taken. It is also very unsettling for children if they cannot enter school through the same gates as their friends, but instead have to come into school through the school office when they are late and then walk into class after everyone else. Registers are taken twice a day; once 5 minutes after the morning bell and again 5 minutes after the beginning of the afternoon session. Late code (L) are recorded in registers for children who arrive in school after the register has been taken but before 9.05am for the morning session. Despite being signed in, children arriving after these times will have their attendance recorded as unauthorised code (U) (Late after close of register). This then counts on the child's attendance record as an absence. Parents are now asked to sign their child in as late via our Inventory electronic system, this will enable school to produce data and evidence for children who are causing concern.

Once your child has to be signed in at the office your child is automatically deemed as late. If a child is late due to a doctors/medical appointment this will not be classed as a late mark if you have provided a medical appointment card for the absence and be coded as 'M'.

The DfE have stated that:

"Arriving late for school, after the register has closed, is recorded as an unauthorised absence for the whole session." Parents will receive a text from school when their child arrives late reminding them of school start times.

The pupil registration Act 2008 states, 'that it is the duty of the parent to ensure their child/children arrive on time for school.'

#### General Data Protection Regulation

The General Data Protection Regulation provides a framework to ensure that personal information is handled properly. Personal information in school is managed in accordance with the requirements of the General Data Protection Regulation (GDPR). For further details of how we manage personal data, please see our privacy notice, which can be found on our school website <http://www.highfields.sandwell.sch.uk/our-school/3980-privacy-statement.html>. School's Data Protection Policy and Records Management Policy can also be found on our website.

This policy should be read in conjunction with:

Highfields Safeguarding and Child Protection Policy and the Highfields Late Collection Policy.