



Leytonstone
SCHOOL

Attendance and Punctuality Policy

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Appendix 1: Attendance codes

Appendix 2: Leytonstone School Attendance Flow Chart

Appendix 3: Admissions protocol & understanding attendance percentages

I. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.
- It has been a long tradition that parents and teachers are in partnership working together for the good of the pupils.

Therefore, our expectations are high regarding attendance and punctuality. Poor attendance affects a pupil's learning and poor punctuality affects the whole class learning. Ongoing low attendance is a factor often linked to low levels of academic success and therefore it is important to deal with this as soon as possible. The Government reiterate that regular school attendance is essential and that pupils without good reason for absence may become victims of crime or abuse or may be drawn into criminal activities themselves.

I.1. Ethos

'Leytonstone school is a village. We are proud, a family, a community, we are citizens. We work hard together, hands held, challenged to improve and we improve, every day.' The school firmly believes that we are a family and that any pupil not attending should be challenged to improve every day. We do this through the close monitoring of our pupils and offering the correct support and pastoral care to ensure excellent attendance.

I.2. Attendance

Pupils are expected to maintain a minimum 98% attendance throughout the school year. Pupils who drop to or below 90% will be regarded as a persistent absentee. 90% attendance represents half a day absent every week. Over a five-year period this equates to half a year of education missed for your child.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

3. School procedures

3.1 Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment
 - See appendix I for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.40am on each school day.

Pupils are expected to be registered twice a day for attendance (as well as during each lesson). The two attendance registers happen in the morning (8.40am until 9.00am) and in the afternoon Period 5 session.

3.2 Unplanned absence

Role of the parent

Within the School's Home/School agreement it is the responsibility of the parent to ensure that the pupil attends school each day and arrives on time. Pupils should only be absent for genuine reasons such as illness, medical appointments, exceptional circumstances (e.g. funerals) etc.

Parents must notify the school before 8.00am on 02089887420 if a pupil is absent from school on each day of absence. This is a parental duty to support the school in ensuring the safeguarding of their children.

If your child is absent from school with an illness for five days or more, the school would expect them to have seen a health professional. For illnesses with this length of time a medical certificate, copy of prescription, a note from the GP surgery confirming your child has been to see the GP or a stamped medical appointment card needs to be provided to the school. Failing to provide this may result in either unauthorised absence or future unauthorised absences until medical evidence has been provided.

Although the school appreciates difficulties many parents have in arranging holiday leave during school holiday time, they are asked not to make arrangements for holidays during term time as it will not be authorised. The Head Teacher can only authorise holidays in term time in exceptional circumstances e.g. a family funeral.

The school may ask for a death certificate to be provided before exceptional circumstance leave is authorised, if the leave request is for a funeral abroad. The maximum amount of days which will be authorised by the Head Teacher is three school days. Any other days which exceeds the authorised three days will be marked as unauthorised holiday and this may result in a Fixed Penalty Notice or legal proceedings from Waltham Forest.

An extended absence for holidays will inevitably have an adverse effect on pupil progress and achievement. Teachers will not set work for pupils on holiday during term time and it is the responsibility of the pupil to catch up on any missed work.

Absences just before a term ends or at the start of any new term or persistent regular non-attendance on patterns of days/weeks/months may not be authorised unless medical evidence from a GP/hospital is provided. This will be decided under the discretion of the Head teacher/Attendance Officer or Deputy Head teacher in charge of attendance.

Role of the School

Within the Home School agreement, it is the responsibility of the school to work with parents in ensuring the maximum attendance possible. The school will work with parents by ensuring constant communication and detailed procedures which will identify problems early on.

The school has a duty to support parents who may be experiencing difficulty in ensuring good attendance for the pupil. This support will be given in consultation with the Head of Year, Attendance Officer, SLT, and the Local Authority Education BACME Service.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

For a planned appointment

1. Send in a copy of the appointment confirmation as soon as possible (such as hospital letter or appointment card) marked for the attention of the attendance officer, or bring the original to either reception, who will take a copy for you.
2. On the day of the appointment ensure the attendance officer is notified (email or telephone), including the time you wish the pupil to leave school.
3. pupil must report to reception to be signed out.

Note: if the pupil did not bring in a copy of the appointment letter/card, we will phone a parent to confirm the appointment.

In exceptional cases, when we cannot get hold of a parent or carer, we may try to verify the appointment with the GP surgery/hospital so the pupil doesn't miss an appointment. If medical appointments have to be made in school time, they should be made as early or as late in the day as possible.

Except for very rare occasions there is no need for any pupil to take a whole day off school for an appointment.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives between 8:40am and 9:30am will be marked as late, using the appropriate code (L).

A pupil who arrives after 9.30am will be marked as U (unauthorised).

Guidelines for Lateness

- **Remember – persistent lateness (after 9.30am) counts towards a pupil's attendance record and affects whole class learning. The school records their late records from registrations to P6 lessons for the purpose of reporting to families termly.**
- When the form has assembly, pupils arriving late must proceed to the back of the Main Hall.
- pupils arriving after 8.40 am must report to the office where their details are recorded on the late system.
- Lateness with an accepted reason supported by the Parent/Carer will be authorised. Examples are: Medical/dental appointments, family problems or illness.

All pupils are expected to arrive at school on time and to arrive at each lesson on time.

- Oversleeping or blaming the public transport as reasons will not be authorised.
- Punctuality is monitored by the Form Teacher, Head of Year, SLT Line Link and EWO.
- The Head of Year will monitor lateness and should a pattern emerge for a pupil, parents will be informed and the pupil may be placed onto a punctuality report. Parents may be asked to attend a meeting at school.
- If lateness continues the member of the SLT line link responsible for the punctuality of their year group will contact parents/carers and invite them to a meeting to discuss the issue further.
- All pupils are expected to arrive in school on time and the policy states the sanctions applied for pupils regularly late. Lateness with an accepted reason supported by a parent letter will be authorised. Examples are:
 - Medical/dental appointments
 - Known disruptive transport problems
 - Explained emergency family problems
 - Illness

These are called authorised late absences and maybe recorded as such. If patterns of persistent lateness are demonstrated, parents may be invited to a meeting at school to discuss the patterns further.

Punctuality to Class

- All pupils should arrive to class on time. Late to lesson is from 4 minutes after the lesson has begun, signalled by a bell.
- pupils arriving after the bell are 'late' unless there is a note from another teacher/staff member giving a reason for the lateness.
- Lateness to lesson is sanctioned with a detention after school for 40 minutes.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. Any pupil who is unauthorised for a day of school will receive a daily telephone call; this is called First Day Calling.

Any pupil who has three days of unauthorised absence will receive a further telephone call from the school; this is called Third Day Calling **and is a legal requirement.**

For any pupil who has been absent for **five school days with no contact** with family the school will carry out a home visit to undergo safeguarding checks. The school will then also refer the case to Waltham Forest LA via the BACME services through the Child Missing from Education protocol. The school reserves the right to issue an NPR letter or issue a Fixed Penalty Notice for these unauthorised absences.

For any pupil with five unauthorised sessions across a half term, an NPR letter will be issued by the school.

Authorised Absence

This is when the Attendance Officer accepts that there is a genuine reason for absence which has been supported by a note from the parent and the pupil's attendance has not dropped to or below 90%. Examples are:

- Illness, medical and dental appointments
- Interviews with prospective employers and colleges
- Dual registration
- Approved educational off-site activities
- Representation in sport or other areas
- Public performances (licenses must be obtained from the LEA and sent to the School)
- Special situations and occasions (e.g. funerals, caring for known young carers)

NB: absence for pupil or family birthdays is not acceptable.

The Attendance Officer must bring any concerns regarding the above to the Head of Year and Deputy Head Teacher with responsibility for attendance (e.g. too much time off for performances or a pattern to illness).

Unauthorised Absences

This is when the Attendance Officer does not accept there is a genuine reason for absence even if it has been supported by a note from the parent and/or a pupil's attendance has fallen to or below 90% and is not supported by documentary, medical proof. If an absence has been supported by a note from the parent and the absence is recorded as unauthorised the parent must be informed immediately. Examples are:

- Known truancy
- Absent with no note from parent (regardless of reason)
- Working (this is reported to the Head Teacher)
- Time off for birthdays, family celebrations
- Holidays
- Looking after siblings (this must be reported to the Head Teacher)
- Errands for parents (e.g. shopping, dropping off younger siblings to primary school - this is reported to the Head Teacher).
- Persistent absenteeism without documentary medical proof.

Persistent Absenteeism (PA)

Any pupil whose attendance falls to or below 90% is defined as a Persistent Absentee. Pupil's absences will not be authorised for any child whose attendance is at or below 90%. Every absence must be supported by official documentation proving appointments, on-going illness/medical conditions. Without such documentation, absences are recorded as unauthorised and will continue to be unauthorised until documentation has been received by the School EWO. Pupils whose attendance are below 90% are met with their parents/carers by the School EWO, HOY or a member of SLT and home visits may be carried out if the pupil has an unauthorised absence without a valid reason or the unauthorised absence is more than five school days.

Such pupils will be brought to the attention of SLT and the EWO in the regular register checks, usually on a fortnightly basis. The EWO will inform the parent/carer of their child's status as a PA and inform them of the need for medical documentary proof. The EWO will monitor the attendance over a six-week period or longer with letters, home visits and parental meetings and may have to request a fixed penalty notice from Waltham Forest. The school will only accept up to two medical appointment cards when a pupil is being monitored for their attendance. If there is no improvement and/or documentary proof is still not forthcoming, the EWO and SLT will consult the Waltham Forest Local Authority on the next step. This is likely to involve a further meeting at school with a Waltham Forest Attendance Officer and either a school attendance contract put in place with an additional two/three week monitoring period or longer. The parent/carer may be asked to complete a GP consent form to allow the school and Waltham Forest to contact their child's surgery for any medical evidence. If the pupil's unauthorised absence continues during this monitoring period, the EWO and SLT will involve intervention and support from Waltham Forest's Senior Attendance Lead for the stages of court/legal proceedings. Please note that if any pupil has 10 sessions (5days) of unauthorised absence within a rolling or 10 consecutive school weeks this could result in the issuing of a fixed penalty notice. Additionally, if a pupil has 10 U-codes within a rolling or consecutive 10-week period the same applies. This would usually have been preceded by an NPR letter.

3.6 Reporting to parents

Parents have access to ClassCharts the school's virtual platform where they can access their child's attendance at any point during the academic year. Attendance is also annually given in the written end

of year report. Parents will also be written to by the school termly should their child's attendance be below 93% and if their child is regularly late to school.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Head teachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as circumstances that are one off events which are unavoidable, examples include the death of a close relative, attendance at a funeral, respite care of a look after child, a housing crisis which is beyond a pupils or families control.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head Teacher's discretion.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

To request Exceptional leave of absence

If you wish to request exceptional leave, then please write to the school (email is acceptable) for the attention of the Head Teacher. The school will then reply to you outlining the decision to either authorise or unauthorise your request.

For a funeral abroad request, the school will need you to supply a death certificate when applying for exceptional leave of absence.

Please note:

As of October 2013 Head teachers will be unable to grant any leave during term time unless there are **exceptional circumstances**.

There has been an amendment in The Education (Pupil Registration) (England) Regulations 2006. These amendments make clear that **Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances**.

Leytonstone School will adhere to the new amendments. If parents' apply for exceptional leave of absence and the request is refused, a Fixed Penalty Notice can be issued if parents' persist in taking the child out of school.

Please note that a Fixed Penalty Notice is served to **each parent**.

Monitoring Long Term Absence

1. In the event of an authorised long term absence (eg hospitalisation) the Head of Year will co-ordinate the sending of school work to the pupil. If the authorised absence was with advance notice (three/two months) from the hospital/consultant and given to the School. The School can liaise with the LA Education and Welfare to arrange home tuition for the pupil.
2. In the event of unauthorised long term absence, the Head of Year and Attendance Officer should maintain contact with the parents at all times and in consultation with the Waltham Forest Education and Welfare Team to discuss other strategies to support the pupil back into school. This may involve consulting with other agencies and personnel such as the EWO, the LA, CAMHS, Mentors, YOS etc.
3. The school is committed to supporting parents and pupils who have difficulty in maintaining good attendance due to medical needs.

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £80 within 21 days, or £160 within 28 days.

5. Strategies for promoting attendance

Leytonstone School is committed to working with parents to support regular attendance through communicating early about issues and continually acknowledging positive improvements. The school also uses its online systems such as SIMS and ClassCharts to give accurate data to parents on attendance and punctuality. The school has also provided a Parent Information leaflet on attendance and punctuality to help keep parents informed about their role (see Appendix 2).

It is important that good attendance is acknowledged, celebrated and rewarded. Achievement in attendance is as important as achievement in subjects and this should be embedded within the ethos of the School.

Certificate awards will be given to pupils who achieve 100% throughout the academic year

- i) 100% attendance and punctuality
- ii) 100% attendance

For the policy and procedures to be effective, it is important that all concerned play an active role and contribute to the partnership, i.e. parents, pupils and teachers. Hence there must be consistency in teacher approach and Heads of Year must take the responsibility for making enquiries and initiating action on attendance.

Initiatives to Improve Attendance

The school is committed to supporting pupils to achieve high attendance and punctuality standards.

- A well planned induction programme for pupils transferring from Year 6.
- Using Pastoral Teams where absence is a problem and affects their learning.
- Showing parents that unjustified absence will have a detrimental effect on pupils' learning.
- Regular telephone attendance checks from the School office.
- Contacting and meet with parents when patterns begin to emerge.
- Monitoring by the AO, EWO and SLT, home visits and possible legal/court proceedings in serious cases.

6. Attendance monitoring

The attendance officer monitors pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). Any pupil who is unauthorised for a day of school will receive a daily telephone call; this is called First Day Calling.

Any pupil who has three days of unauthorised absence will receive a further telephone call from the school; this is called Third Day Calling **and is a legal requirement.**

If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer and issuing an NPR letter.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

The school collects and stores attendance data via its SIMS system and this is then used for internal purposes to track the attendance of individual pupils, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support. A Pastoral support plan is then drawn up and shared with all stakeholders to help offer guidance and support to any young person with attendance and punctuality needs.

7. Roles and responsibilities

7.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head Teacher to account for the implementation of this policy.

7.2 The Head Teacher

The Head Teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Head Teacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.3 The attendance officer

The attendance officer:

Reports concerns about attendance to the Head Teacher / Deputy Head Teacher responsible for attendance

Works with education welfare officers to tackle persistent absence

Arranges calls and meetings with parents to discuss attendance issues

Advises the Head Teacher when to issue fixed-penalty notices

Takes telephone calls from parents on the day of absence are logged and the information is recorded into the pupil's profile/events.

Monitors all pupils' attendance and punctuality and daily absence/late texts are sent and followed up by telephone calls or letters.

Will alert DSL, EWO and safeguarding team regarding Home visits if a pupil has a low attendance record, concerns with safeguarding issues or there are absences without reasons given.

7.4 Class teacher's/form tutors

Class teacher's/form tutors are responsible for recording attendance on a daily basis, using the correct codes. Registers must be called at the beginning of each lesson.

If a pupil is absent from the class but is known to be in school, the teacher should alert the On Call system and the pupil marked as absent. When and if the pupil arrives, they should be marked as 'L' (late).

Patterns of absence should be recorded and the information passed to the Attendance Officer and Head of Year.

Teachers must inform the Attendance Officer if an appointment letter/card has been shown to them from a pupil.

7.5 Office/reception staff

Office/reception staff are expected to take calls from parents about absence and record it on the school system.

7.6 Role of the Heads of Year

Only the Head Teacher and Attendance Officer can decide an absence as unauthorised. If an absence is recorded as unauthorised the parents must be informed of the reason. Heads of Year cannot authorise absences from school.

When a pattern of non-attendance is brought to the attention of the Head of Year the parent must be notified and will be invited to discuss the situation at a meeting.

The Head of Year may decide that if a pupil is unwell s/he may need to go home after a member of SLT has agreed. Pupils will only be allowed home if parents give permission.

8. Arranging education for pupils who cannot attend school because of health needs

Section 19 of the Education Act 1996 states that local authorities are responsible for arranging suitable education for pupils of compulsory school age who, because of physical or mental health illness, would not receive suitable education without such provision.

This means that where a pupil cannot attend Leytonstone School because of a physical or mental health illness, and cannot access suitable full-time education at the school, the local authority is responsible for arranging suitable alternative provision.

Parents and carers have an important role to play and can provide necessary information about the pupil and their health needs, whether the pupil is at home or in hospital. Parents and carers should always be consulted before new provision begins.

Pupils should also be involved in decision making from the start. This will help ensure that the right provision is offered and encourage the pupil's commitment and engagement. In all cases, effective collaboration between relevant services (local authorities, CAMHS, NHS, school nurses, where relevant, etc) is essential to delivering effective education for pupils with health needs.

When a pupil is in hospital, liaison between hospital teaching staff, the local authority, alternative provision or home tuition service, and Leytonstone School can ensure continuity of provision and consistency of curriculum.

When necessary Leytonstone School will use digital platforms, such as Google Classroom, to ensure continuity of provision and consistency of curriculum. This need may arise should the alternative provision or home setting not be in a position to supply such resources.

8.1 Funding

Alternative provision for pupils with medical needs is funded from local authorities' high needs budgets. However, where a pupil remains on the roll at Leytonstone School but requires a period of time in alternative provision due to their health needs, the local authority and Leytonstone school may consider to transfer of a portion of the school's funding associated with that pupil to the alternative provision.

8.2 When to provide support

Where possible, the pupil's health needs should be managed by Leytonstone School without the need for the intervention of the local authority. However, as soon as it is clear that we can no longer support the pupil's health needs and provide suitable education, we will communicate this to the local authority and investigate potential alternative provisions.

As soon as Leytonstone School are made aware that a pupil will be absent for a long period of time owing to their health needs (i.e. for 15 days or more) the local authority should arrange suitable alternative provision. The 15 days may be consecutive or over the course of a school year.

When a local authority arranges alternative education, that education should begin as soon as it is possible. Where an absence is planned, for example for a stay or recurrent stays in hospital, local authorities must make suitable, timely arrangements, unless exceptional circumstances apply, in advance to allow provision to begin from day one.

8.3 The use of medical evidence

Medical evidence should be used to better understand the needs of the pupil and suggest that they are too unwell to attend. Local authorities, working closely with Leytonstone School, medical practitioners and the pupil's family, should make every effort to minimise the disruption to a pupil's education by identifying the most suitable provision.

Where specific medical evidence is not readily available, Leytonstone School or the local authority should consider liaising with other medical practitioners and consider other evidence to ensure appropriate provision can be arranged as soon as possible.

Once a parent / carer has provided evidence from a medical practitioner to suggest a pupil is too unwell to attend, local authorities should not demand continuing evidence without good reason, even where a pupil has long-term health problems.

8.4 Looked after Pupils

In the case of a looked after pupil, the local authority is responsible for safeguarding the pupil's welfare and education.

Where a looked-after pupil is likely to be placed in alternative provision, the Designated Teacher (DT) at Leytonstone School should contact the local authority's [Virtual School Head](#) (VSH) as soon as possible. The VSH, working with the DT and others, should consider what support the pupil needs to overcome barriers to attainment and achievement, giving equal consideration to the pastoral needs of the pupil, to ensure an appropriate AP placement can be made.

8.5 Full-time and part-time education

Local authorities must arrange suitable full-time education for pupils of compulsory school age who, because of physical or mental health illness, would not receive suitable education without such provision.

Where full-time education would not be in a pupil's best interests for reasons relating to their physical or mental health, local authorities must arrange part-time education on whatever basis they consider to be in the pupil's best interests.

Full and part-time education should still aim to achieve good academic attainment particularly in English, maths and science. Any part-time education should be reviewed regularly, with the aim of eventually increasing the number of hours up to full-time as soon if the pupil's physical or mental health allows.

8.6 Using flexible arrangements

Pupils unable to attend Leytonstone School because of a health need should be able to access suitable and flexible education appropriate to their needs. The nature of the provision must be responsive to the demands of what may be a changing health status.

Local authorities must not have lists of health conditions which dictate whether or not they will arrange education for pupils, or inflexible policies which result in pupils going without suitable education.

Such inflexible and strict rules that limit the offer of educational provision a pupil receives may also breach statutory requirements.

Reasonable adjustments may also be required, particularly when the pupil has a disability. In some cases, it may be helpful to use an Individual Healthcare Plan (IHP). An IHP will ensure that schools know how to effectively support the pupil as well as to provide clarity about what needs to be done, when and by whom.

8.7 Reviewing educational provision

The local authority should, alongside Leytonstone School, regularly review the provision offered to ensure that it continues to be appropriate for the pupil and that it is providing suitable education. Reviews should seek input from:

- the pupil
- parents or carers
- relevant agencies and medical practitioners where possible
- the local authority SEND team, where pupils have an education, health and care plan (EHCP).

8.8 Complex or long-term health issues

How long the pupil is likely to be out of school will be important in deciding the type and level of support they will need.

Where pupils have complex or long-term health issues, the pattern of illness can be unpredictable. Local authorities, Leytonstone School, the relevant medical practitioners and the parents/carers should discuss how to best meet the pupil's needs.

Some complex or long-term health issues may be considered disabilities under [equality legislation](#). This legislation means that that local authorities must:

- not discriminate against disabled pupils
- have due regard to the need to eliminate unlawful discrimination
- have due regard to the need to advance equality of opportunity between disabled and non-disabled pupils
- have due regard to the need to foster good relations between disabled and non-disabled pupils
- make reasonable adjustments to alleviate disadvantage faced by disabled pupils.

Local authorities should also ensure disabled pupils have access to all school premises, including alternative provision premises and hospital schools.

8.9 Hospital education

Hospital education is a form of alternative provision, arranged by the local authority under Section 19 of the Education Act 1996.

Hospital Education should:

- take place at a community special school established in a hospital,
- take place at a foundation special school established in a hospital,
- take place at an academy established in a hospital,
- take place in an independent school established in a hospital
- take place in a pupil referral unit or academy which provides education for hospital inpatients and/or day patients, or
- take place in a hospital where the education is provided by teachers directly employed by the local authority or by another school or academy under a service level agreement with the local authority.

Why and when a pupil is admitted to a hospital is due to a decision made by a medical practitioner, based on the pupil's health needs: the hospital education is provided under suitable arrangements made by the local authority in exercise of its Section 19 of the Education Act 1996 duty.

8.10 Removing a pupil's name from the school register

Continuity is important for pupils and knowing that they can return to their familiar surroundings and school friends can help their recovery and their educational progress.

Local authorities should be aware that under the Education Regulations 2006, Leytonstone School can only remove the name of a pupil who is unable to attend school because of physical or mental health needs from its register in certain circumstances. These include where:

- the pupil has been certified by the school medical officer as unlikely to be in a fit state of physical or mental health to attend school, **before** ceasing to be of compulsory school age; and
- neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, **after** ceasing to be of compulsory school age.

This applies even if the local authority has become responsible for the pupil's education.

8.1.1 Reintegration into Leytonstone School

To aid reintegration the pupil should be able to access the curriculum and materials that they would have used if they were in school. This could include attending educational visits, even if this requires providing extra and suitable support. This could also possibly include the use of digital resources.

Local authorities should work with Leytonstone School to set up an individually tailored reintegration plan for each pupil.

While most pupils will want to return to Leytonstone School as soon as possible, some will need gradual reintegration over a longer period.

Leytonstone School will consider how they can enable pupils to successfully remain in touch with them whilst they are away. This could be through:

- digital learning platforms such as Google Classroom,
- school newsletter,
- social media platforms,
- emails; and
- invitations to visit the school before reintegrating.

8.1.2 Exams

Where possible pupils with physical or mental health needs should be able to take examinations at the same time as their peers. Local authorities should work with Leytonstone School to ensure that there are appropriate local arrangements in place to support this.

Relevant organisations should work and liaise together effectively to facilitate access to external exams when pupils with health needs are approaching exams.

Awarding bodies can make special arrangements in exams for pupils with:

- permanent or long-term disabilities or illness
- temporary disabilities or illness

The school, alternative provision setting or hospital school will need to apply for special access arrangements to awarding bodies as early as possible.

9. Monitoring arrangements & Links with other policies

This policy will be reviewed annually by the Deputy Head teacher responsible for Attendance and Punctuality. At every review, the policy will be shared with the governing board.

This policy is linked to our child protection and safeguarding policy and our Behaviour Policy.

Appendix I: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
CI	Authorised leave of absence	Pupil has been granted a regulated performance or employment abroad
C2	Authorised leave of absence	Pupil has been granted a part-time timetable.
E	Suspended	Pupil has been suspended but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
Q	Unauthorised absence	unable to attend the school because of a lack of access arrangements

U	Arrival after registration	Pupil arrived at school after the register closed at 9.30am
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Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y1	Unable to attend due to exceptional circumstances	Absence due to transport normally provided not being available
Y2	Unable to attend due to exceptional circumstances	Widespread disruption to travel
Y3	Unable to attend due to exceptional circumstances	For when part of a school is closed
Y4	Unable to attend due to exceptional circumstances	Unexpected whole school closure
Y5	Unable to attend due to exceptional circumstances	For pupils in the criminal justice system
Y6	Unable to attend due to exceptional circumstances	Absence due to public health guidance or law
Y7	Unable to attend due to exceptional circumstances	Any other unavoidable cause
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Leytonstone School Attendance Flow Chart

Attendance Flow Chart

The aim of the 6 stages of intervention is to support pupils in returning to school, maximizing their experience in education and learning. The flowchart outlines the different waves of intervention.



Officer Flow Chart for pupil absence

Absence	Action	Responsibility
Day 1: pupil is absent from school.	First day calling.	Attendance Officer Admin team
Day 2: pupil still absent no response from text message or phone call	Second day calling	Attendance Officer
Day 3: pupil still absent no response from parent	Third day calling	Attendance Officer
Day 5: pupil still absent no response from parent	Home visits initiated and parent involvement recorded to liaise pupil return. Alert EWO if still absent. NPR letter issued with contact	HOY/ EWO/ Member of the safeguarding team if required.
Day 5- 7 and ongoing absence	EWO to be alerted on Day 5 of any ongoing absence and follow up keeping school informed of progress	EWO
5 or more unauthorised sessions per half term	Notice of Parental Responsibility (NPR) letter	School / EWO
10 or more unauthorised sessions within a 10-week period	Fixed Penalty Notice	School / EWO

Appendix 3 Admissions Criteria/ Protocol

Admissions to Leytonstone School are managed by the Local Authority. Year 6 pupils wishing to join Leytonstone School should follow the transition guidance from the [London Borough of Waltham Forest](#) to select their school placements and return the forms to the admissions authority by the published date. We are unable to accept any applications for a school place directly.

If the school is oversubscribed the following criteria is used by the admissions authority to decide upon the intake for the school:

- Statement of special educational needs
- Medical conditions
- Siblings currently attending the school
- A son/daughter of a qualified teacher employed at the school

In Year Admissions Process

'In-year admissions' is the term used when a child is looking for a school place during the academic year.

You can make an application for an in-year admission through Waltham Forest admissions when:

- you have moved to, or moved to a new property within Waltham Forest and need a school place
- you want your child to move from one school to another within the same year group

The council aims to process all in year applications within 15 days. If your child has an Education, Health and Care Plan (EHCP) and you want to change their current school, please contact the Waltham Forest SEND Service on 020 8496 6503 or 020 8496 6505.

Moving schools during the school year can be difficult for some young people, we take every step to prepare and ensure the transition process is as comfortable for the young person as possible. We offer transition support and may offer:

- Buddy system
- Peer Champion
- 2/4 and 8 week check point meetings to discuss the transition with parents (these may be completed via zoom)
- Scheduled opportunities for SLT line links to meet with pupils at a 2-week checkpoint
- Baseline tests carried out to ensure correct setting and support put in place

The pastoral team will follow the new entrant interview questions and checklist listed below when dealing with any new admission.

New Entrant Meeting

Pupil Name: _____

Adults at the meeting: _____

Coming to Leytonstone School:

Why has the pupil chosen to come to Leytonstone School? Do they have siblings here? How do they feel about starting a new school?

What things are they worried about/pleased/excited about?

Do they have any friends or people they know coming to Leytonstone?

School context:

What school has the pupil come from and what was school like for them? Where were they at primary school? Have there been any breaks in school?

Are there any friends coming to Leytonstone School as well?

Are there any children either coming to Leytonstone School, or already enrolled, that have had a negative influence?

Has the pupil been diagnosed with any learning needs? Are they any suspected?

Has the pupil suffered from any mental health or emotional difficulties recently or in the past? What are /were the difficulties?

How can the pupil's socialisation, relationship with peers, ease of making friends be described?

What are the pupils' skills and talents:

Favourite lessons, hobbies involvement outside of school.

Are there things the pupil would like to develop or be better at?

Home context:

Who does the pupil live with? Are there any positives or issues that may affect school or their progress?

Has there been any significant events in their family the school should know about?

Has there been any involvement of social care, CAMHS or Early Help provision in the family? (Parent may opt not to disclose)

Do you have access to the internet at home?

How do you complete home learning? (is there a quiet space to complete home learning? A laptop/computer)?

Does your child receive extra tuition?

Financial Support:

Do you perceive any financial difficulties with regard to purchasing the school uniform or equipment?

Any other comments or information we might need to know or pass on at school before the pupil starts?

Name of teacher interviewing:

Date of Follow up meeting required after 2 weeks :

INTERVIEW CHECKLIST FOR STAFF

Please make sure that all sections listed below are completed on the **pupil Information Sheet** on the day of interview.

Section	Completed (tick)
---------	------------------

<ul style="list-style-type: none"> ● pupil Information ● Primary School ● Sibling links ● Parent/Carer full name and address ● Mobile number ● Email address ● Free School Meals Info (last 5 years and current) ● GP information ● Ethnicity and language information 	
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Check that the following documents have been completed and signed by the pupil/parent. Keep all sheets listed below; all others should be kept by the parent.

Sheet	Completed (tick)
<ul style="list-style-type: none"> ● Home/School Agreement (Signed 'School Copy' only) ● Responsible Internet Use ● Consent Form for Trips and Off-Site Activities ● Getting to Know You Sheet 	

Give the **New Starter Guide** to pupil and parent. Give a brief overview on the following sections about Leytonstone School and note any relevant information in the boxes below.

<ul style="list-style-type: none"> ● Uniform – Purchase through ● Victoria 2, Hoe Street, Walthamstow, E17 	
<ul style="list-style-type: none"> ● Equipment 	
<ul style="list-style-type: none"> ● Homework/Diaries 	
<ul style="list-style-type: none"> ● Timing of the School Day 	
<ul style="list-style-type: none"> ● Absence Procedure 	
<ul style="list-style-type: none"> ● School Expectations 	
<ul style="list-style-type: none"> ● Behaviour/School Rules 	
<ul style="list-style-type: none"> ● Sanctions/ Detentions 	

Finally, answer any questions the pupil/parent may have (where possible). Note any responses to the following areas.

<ul style="list-style-type: none"> ● pupil Concerns
--

-

- Preferred Classmates/Friendship group

-

LEYTONSTONE SCHOOL: INDIVIDUAL ATTENDANCE PLAN (IAP)

The purpose of your Individual Attendance Plan (IAP) is to support you:

- to improve attendance
- to provide areas for support
- to work together with your family and with any key professionals involved in your IAP, so that you can overcome the barriers for learning

Pupil name:	Year/Form Group/Tutor	DoB:	Gender
Professionals in meeting:	Attendance figure to date (percentage):	Number of days off of school:	
Date letter was sent by Attendance Manager:	Date letter was sent by EWO:		

Meeting date:		Review date (2 weeks after support has been put in place):		Other agencies involved:		
FSM	EH	CIN	CP	LAC	SEN	EAL

1. What are the barriers to school attendance?

2. Is there medical evidence for the barrier mentioned in Q1?

3. What support can be put in place for the next two weeks, to support in improving school attendance?		
<i>This could be: SEMH referral, part-time timetable, support in group room, change in classes</i>		
1		
2		
3		

4. Further details from parent/carer:

Review (2 weeks after initial meeting):

Review of target one	Impact Summary
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1	
2	
3	

Evaluation of support:

Evaluation of impact:	(Please circle)				
	Excellent	Good	Satisfactory	Poor	Cause for concern
Professionals in meeting:	Attendance figure to date (percentage):		Number of days off of school:		

Escalation point (if necessary)

What will the next step be, following failure of intervention plan?

1	
2	

All requests for authorised absence will be responded to in writing and will only be authorised in the most extreme circumstances. If permission is not granted, but the pupil is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.

Arriving late to school

Registration begins at **8.40am** and all pupils are expected to be in their form room at this time. Pupils arriving after this time will be marked as present but arriving late (L). The register will close at 9.00am.

On arrival after the close of register, pupils must immediately report to the school office to sign in to ensure that we can be responsible for their health and safety whilst they are in school.

Absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, evidence of attendance at a medical appointment. The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause, for example, if they woke up late.

Being frequently late for school adds up to lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 19 days a year.

Some strategies to improve punctuality

Bedtime routines

- Encourage them to pack their school bag before going to bed, ready for the next day.
- Getting to bed earlier.
- Setting a time for a television, iPad, computer, mobile phone and other devices to be turned off.

Morning routines

- Setting the alarm for a time that allows all morning routines to be carried out without making them late for school.
- Having breakfast before leaving home, so there is no need to call in at the shop on the way to school.
- Encourage them to leave home at least five minutes earlier than they think they need to.
- Meeting a reliable friend to walk to school with.
- Coming to school for breakfast club if available.

How can parents/carers help their child have good attendance and punctuality?

As part of our whole-school approach to maintaining high attendance, we request that parents/carers:

- Notify the school by telephone on the first day that their pupil is unavailable to attend school.
- Confirm this in writing when the pupil returns to school.
- Avoid making medical/dental appointments during the school day.
- Do not take their pupil on holiday in term time and in the case of exceptional circumstances permission must be granted by the Headteacher. The Leave of Absence in Term Time application form is on the school website and applications must be made four weeks before the intended date of absence.
- Promote the value of excellent attendance at home and follow the procedures set by the school.
- Advise the school of any difficulties they may be having so that the school can support as appropriate.
- Are aware that Section 444 of the Education Act states, *'if a pupil of compulsory school age who is a registered pupil fails to attend school regularly,*

his/her parent is guilty of an offence.'

For further information

Please contact your child's form tutor in the first instance. If having spoken with them you continue to have questions or concerns, then please contact their Head of Year.

Attendance and Punctuality

The Role of Parents/Carers



Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Taken from 'School Attendance - guidance for maintained schools, academies, independent schools and local authorities' Department for Education, Nov 2016

Leytonstone School believes that central to raising standards in education and ensuring all pupils can fulfil their potential is excellent attendance and punctuality.

Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.

What is good attendance?

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
98-100%	Excellent	0-4	Less than 1
95-98%	Good	5-9	1-2
93-95%	Satisfactory	10-13	2-3
90-93%	Unsatisfactory	14-18	3-4
Below 90%	Persistent Absence	More than 19	More than 4

So what does 90% attendance actually mean?

90% attendance over a school year = ½ school day missed every week!

It's your responsibility

Parents and carers have a legal duty to ensure that their children attend school regularly and punctually in order to optimise their learning, achieve the best they can and get the most out of their school experience. Failure to do so is an offence under section 444(1) of the Education Act 1996.

If a child is registered at a school they must by law attend that school regularly and punctually. Children should only miss school if they are ill or unable to attend for some other unavoidable reason.

Leytonstone School believe attendance is a shared responsibility, involving the whole school community and local community. We will work with families to early identify the reasons for poor attendance and try to resolve any difficulties.

Reporting an absence

When a child is absent from school without prior permission, parents/carers should inform the school by telephone on the first day of absence and every day thereafter to give the reason for absence.

To report an absence you should call the school on **0208**

It is the responsibility of the Headteacher to authorise any child's absence from school.

Parents/carers cannot authorise absences and should be aware that either calling the school or providing a note for an absence does not automatically mean it will be authorised.

Therefore, absences will be treated as unauthorised unless a satisfactory explanation is given to the school.

What is an authorised absence?

There may be some circumstances where the school will authorise absence such as:

- Illness - High temperature/vomiting and diarrhoea, emergency medical/dental appointments which unavoidably falls in school time.
- Religious observances.
- Family bereavement.
- Visits to prospective new schools, external exams or educational assessments.
- Exclusion from school.

Illness

Most cases of absence due to illness are short term, but parents/carers will need to make a phone call to alert the school on each day of absence. In some cases the school will require medical evidence such as a note from the child's doctor, an appointment card or a prescription paper.

Medical or dental appointments

Parents/carers should make every effort to ensure these appointments are made outside of school hours. Where it

cannot be avoided, pupils should attend school for as much of that day as possible. Parent/carers should show the appointment card to a member of staff at school.

Religious observance

Leytonstone School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent/carer to request their child not to attend school on any day of religious observance if recognised by the parent/carer's religious body. Parents/carers are requested to give advance notice to the school if they intend their child to be absent.

What is an unauthorised absence?

These are absences which the school does not consider reasonable and for which "leave" of absence has not been given. Some examples of this type of absence include:

- Parents/carers keeping their child away from school unnecessarily – this can be due to child care arrangements, to look after siblings or relatives or because parents are unwell. In this case, alternative arrangements should be in place to ensure the child attends school;
- Shopping trips;
- Birthdays;
- Day trips and holidays in term time that have not been agreed by the Headteacher.

Family holidays and term time leave

Parents/carers should ensure that family holidays and any term time leave are arranged outside of school term time. Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing from the Headteacher.

Understanding absence percentages

You may wonder why a school would be concerned if your child's attendance is 95%. This may make it easier to understand:

95% equates to half a day off every two weeks

90% equates to a day off every two weeks

85% equates to one and a half days off every two weeks

80% equates to one whole day off every week

A secondary age child whose attendance is 90% will have missed ALMOST A TERM of education by the time they leave school

A secondary age child whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school

IRREGULAR ATTENDANCE IS A MAJOR BLOCK TO ACHIEVEMENT IN CLASS AND NATIONAL ANALYSIS OF ATTENDANCE SHOWS A CLEAR LINK BETWEEN ATTENDANCE FALLING BELOW 95% AND UNDERACHIEVEMENT.

THE FURTHER THEIR ATTENDANCE FALLS BELOW 95% THE MORE LIKELY THEY ARE TO UNDERACHIEVE.

Even the brightest and most enthusiastic learner will find it hard to keep up with their work with these levels of absence. That is why we encourage the highest attendance possible from all of our students. The school has a target of 97% attendance for all our students.