



Addison Gardens
Blythe Road
London W14 0DT

Addison Primary School



Attendance Policy

Approved
Spring 2026



Policy updated in line with the, ['Working together to improve school attendance'](#) DfE document published May 2022.

1. Aims

Our attendance policy aims to:

- a) Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- b) Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- c) Enable pupils to progress smoothly, confidently and with continuity through the school;
- d) Make parents/carers aware of their legal responsibilities;
- e) Ensure attendance meets Government and Local Authority targets.

2. Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer.

As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. It is parents' responsibility to ensure that their child arrives at school and return home safely.

3. Expectations

3.1 All pupils will:

- a) Attend school every day.
- b) Attend school punctually.
- c) Discuss promptly with their class teacher or Attendance Officer any problems that may affect their school attendance.

3.2 Parents/carers will:

- a) Ensure regular school attendance and be aware of their legal responsibilities.
- b) Ensure that their child arrives at school punctually and prepared for the school day.
- c) Ensure that they contact the school daily of absence or, if known in advance, whenever their child is unable to attend school.
- d) Contact school promptly before 9:00am whenever any problem occurs that may keep their child away from school.
- e) Provide a letter when a child has any condition requiring hospital/surgical care or the child returns to school in a cast or stitches or the child needs restricted PE lessons or playtime activities.
- f) Notify school in advance and provide a medical appointment card/letter (if appropriate) when their child has to leave school to attend a medical appointment that cannot be scheduled at any other time.



- g) Notify the school of any home circumstances that might affect the behaviour and learning of their child.
- h) Notify school immediately of any changes to contact details.

3.3 School will:

- a) Provide a welcoming atmosphere and a safe learning environment.
- b) Provide a sympathetic response to any child or parent's concerns.
- c) Keep regular and accurate records of AM and PM attendance and punctuality, monitor individual children's attendance and punctuality.
- d) Contact parents when a child fails to attend and where no message has been received to explain the absence by 9:00am.
- e) Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- f) Encourage good attendance and punctuality through a system of reward and recognition.
- g) Regularly inform parents of the '%' attendance of pupils when it falls below certain thresholds and issue appropriate letters i.e. $\leq 90\%$ etc...
- h) Make initial enquiries regarding pupils who are not attending regularly.
- i) Refer irregular or unjustified patterns of attendance to the local authority (LA). The ACE team are the section of the LA, which carries out this responsibility. Failure by the family to comply with the planned support set by [ACE \(Attendance, Child employment & entertainment & elective home education and child missing education\)](#) may result in further actions, e.g. a Penalty Notice, parental prosecution etc...
- j) Persistent absenteeism can be subject to Penalty Notices and parents can be fined.

4. Registers


- a) At 8:45am we close the playground gates – as arriving after this time will mean pupils will be late to class.
- b) By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- c) Registration takes place at 8:45am and closes at 8.50am. Pupils who arrive after 8.45am will be recorded as late to school.
- d) Children who arrive late for school after 9:00am will have an unauthorised absence mark for the whole of the morning session.
- e) Afternoon registration is taken at: 12:25pm for EYFS; 12:55pm for Years 1-3; and 1:30pm for Years 4-6.

5. Punctuality and Lateness

- a) Punctuality in school is crucial. Lateness causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For school pupils the main playground is supervised from 8.30am at which time the school doors open.
- b) A punctuality report is run fortnightly to show all pupils who have been late to school within that period. Parents will be sent a letter via email when their child arrives late to school 3 or more times.
 - 1st letter – Gentle reminder
 - 2nd letter – Meeting warning
 - 3rd letter – Informal meeting
 - 4th letter – Formal meeting

- c) Persistent lateness may be referred to Localities and can be subject to a [Penalty Notice](#) and parents can be fined.
- d) Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools.

Getting Your Child to School Really Matters



Did You Know... ?

In a School Year, If Your Child is Late Every Day By...	Your Child Would Have Lost Approximately...	or They Would Have Missed Approximately...
5 Minutes	3.5 Days from School	20 Lessons
10 Minutes	7 Days from School	41 Lessons
15 Minutes	10 Days from School	55 Lessons
20 Minutes	14.5 Days from School	82 Lessons
30 Minutes	22 Days from School	123 Lessons

Please Encourage Punctuality to Maintain Attendance

6. Absences

- Contact school promptly before 9:00am whenever any problem occurs that may keep their child away from school.

Authorised absences:	Unauthorised absences:
<ul style="list-style-type: none"> • *Genuine illness of the pupil such as a high temperature/vomiting & diarrhoea • Emergency appointment for the pupil at hospital/dental/doctor • Major religious observances - no more than one day in any term and no more than three in any academic year • Visits to prospective new schools • External exams or assessments 	<ul style="list-style-type: none"> • Shopping /day trip / visit to a theme park • A birthday treat • Oversleeping due to a late night • Looking after other children / other family member • Appointments for other family members • Illnesses of other family members/parents • Holidays during term time

*Please refer to the [NHS guidance](#) if you are unsure if your child is too ill for school.

- Day to day attendance procedures – where a child is absent from school and we have not received notification from a parent/carer regarding the absence the following will take place:
 - ❖ Day 1 - School to telephone parent
 - ❖ Day 2 - School to telephone, text and email parent
 - ❖ Day 3 - School to telephone, text and email parent
 - ❖ Day 4 - School to telephone, text and email parent. Contact ICAT to arrange a Welfare Check as a Safeguarding concern
- If a child's attendance is below 90% all absences are to be supported by a GP note or appointment card

ATTENDANCE

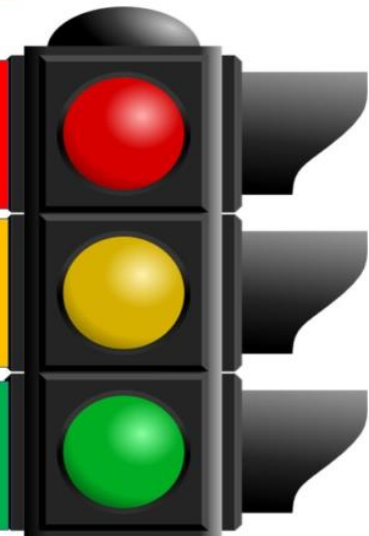
Why is it important?

Attendance	Days absent	Weeks absent	Lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	290 lessons

89% or below
Drastic effect on academic achievement

96% - 90%
Cause for Concern

100% - 97%
Excellent!



7. Pupil Leaving During the School Day

During school hours school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- Pupils are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time.
- Parents are requested to confirm in writing, by letter or email, the reason for any planned absence including the time of leaving and the expected return time.
- Pupils must be signed out on leaving the school and be signed back in on their return.
- Where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.
- In the unlikely event that a pupil leaves the school site without permission their parents will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.

8. Leave of Absence

The school holiday dates and end of Key Stage Assessment dates are published a year in advance and leave of absence **will not** be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change.

- Where a leave of absence in term time is required, due to exceptional circumstances, parents must complete an ['Application for leave of absence for Exceptional Circumstances'](#) form which can be requested from the main school office, this must be submitted for consideration to the Head Teacher on behalf of the school governors, no less than 2 weeks prior to the requested date.



- b) In **exceptional circumstances**, permission may be granted for leave of absence. The application must be made in advance and the Head Teacher must be satisfied that there are exceptional circumstances based on the individual facts. Where leave is granted, the Head Teacher will determine the number of days a pupil can be away from school.
- c) On receipt of an application, the Head Teacher will determine whether the leave request is authorised or unauthorised. The Attendance Officer will send a letter to parents/carers informing them of whether the outcome of the leave request and whether any further action will take place.
- d) If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and the Local Authority will be notified.

9. Penalty Notices

Reducing unnecessary absence from school is a key priority nationally and locally and absence from school affects a pupil's attainment levels, disrupts school routines and the learning of others. Penalty Notices can be issued for unauthorised leave if a parent/carer fails to ensure regular school attendance.

In accordance with guidance from London Borough of Hammersmith & Fulham, holidays during SATs time will not be authorised by the school and a Penalty Notice may be issued. In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

- a) The Head Teacher can request that the local authority issue a **Penalty Notice** to parents when pupils are taken out of school for 5 or more day's holiday or leave of absence without school authorisation.
- b) The amount payable on issue of a Penalty Notice is £80 if paid within 21 days of receipt of the notice, rising to £160 when paid within 28 days.
- c) If the Penalty Notice is not paid within 28 days, the local authority is obliged to prosecute for failing to ensure regular school attendance.
- d) Penalty notices are issued for **each** child. ACE can also initiate legal proceeding against parents under section 444 Education Act 1996 or apply to family proceeding court for an ESO to secure regular attendance.

10. Failure to ensure regular school attendance

To encourage excellent attendance above the national average at Addison, robust school action plans are in place to initiate a consistent response to attendance. For example:

- a) 90% and below - a gentle reminder letter from school.
- b) 90% and below in the following term - a letter from school informing parents that your child's attendance is being closely monitored and if there is no improvement a meeting will be required.
- c) If no improvement – a letter from school requesting a meeting to discuss absences and to put in place an Individual Attendance Action plan/individual targets and the possibility of referring for outside intervention.
- d) Improved attendance – a letter from school informing parents of an improvement in attendance since the last term.

Addison Primary School holds regular meetings to discuss attendance/punctuality with any parents whose children are identified as a cause for concern. If there is no improvement in school attendance or punctuality the Localities team will be contacted. The Localities team work in partnership with school and parents in support of pupils who are failing to attend school on a regular basis.



The Local Authority may also issue a Penalty Notice to parent/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or ACE. Before a Penalty notice is issued, parents will be warned of their liability to receive such a notice.

11. Changing Schools

It is important that if families decide to send their child to a different school that they inform Addison Primary School as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- a) The date the pupil will be leaving the school and starting the next;
- b) The address of the new school;
- c) A new home address if appropriate.

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority (ACE).

12. Additional Help

If there are issues concerning attendance, along with the school, help can also be sought from:

- Hammersmith & Fulham Family Localities: 020 8753 6600 (ICAT)
- Kensington & Chelsea Early Help: 020 7598 4601 or 020 7361 4129
- Westminster Children's Localities Service:
 - North West 020 7641 5838
 - North East 0808 800 2222
 - South 020 7641 5923

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