



Garratt Park School

2. Attendance and Punctuality Policy

Staff Responsible	Committee	Date of Ratification	Review date/term	Circulation
G Whyne	Curriculum	Oct 2025	Autumn 2027	Staff file Website

1. Aims

We are committed to ensuring all pupils access their full entitlement to education. Regular attendance is vital for growth, progress and success, and we will:

- Set high expectations for attendance and punctuality for all pupils.
 - Promote good attendance and highlight its benefits for learning, wellbeing and life chances.
 - Reduce absence, including persistent (10%+) and severe (50%+) absence.
 - Ensure every pupil has access to the full-time education they are entitled to.
 - Act early to address patterns of absence.
 - Build strong relationships with families and external agencies to remove barriers.
- Celebrate and recognise excellent and improving attendance across the school.

At Garratt Park, we also recognise the unique needs of pupils with SEND and those who may require hospital or therapeutic provision as part of their education.

2. Legislation and Guidance

This policy is based on:

- Working together to improve school attendance (DfE)
- School Attendance (Pupil Registration) (England) Regulations 2024
- Education Act 1996 (Part 6)
- Education Act 2002 (Part 3, maintained schools)
- Education and Inspections Act 2006 (Part 7)
- Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Equality Act 2010

It also refers to:

- Keeping Children Safe in Education (KCSIE)
- Mental health and attendance guidance (DfE)
- Ofsted's 2025 framework toolkit

3. Roles and Responsibilities

The Governing Board

- Set high expectations for attendance and punctuality.
- Ensure leaders fulfil statutory duties and legal responsibilities.
- Monitor and challenge attendance data (whole school, groups, cohorts).
- Work with leaders to set goals and oversee a clear action plan where attendance needs improvement.
- Ensure staff receive adequate training on attendance.
- Hold the Headteacher to account for implementation.

The Headteacher

- Implement this policy in full.
- Monitor absence data and report to governors.
- Communicate high expectations to staff, pupils and families.
- Authorise penalty notices
- Work with parents of pupils with SEND/EHCPs to develop tailored attendance support.

Designated Attendance Lead

- Lead attendance strategy across the school.
- Set a clear vision for improvement.
- Monitor and analyse attendance patterns.
- Having an oversight of data analysis
- Develop targeted interventions and reintegration plans with pupils and families.
- Liaise with external agencies where needed.

Attendance Officer

- Monitor and analyse attendance data regularly.
- Provide attendance reports for leaders and staff.
- Contact families for any absences that have not been explained.
- Escalate concerns.
- Work with the local authority's Education Welfare Service.
- Arranging calls and meetings with parents to discuss attendance issues
- monitor attendance@garrattpark.wandsworth.sch.uk emails

Tutors and Class Teachers

- Record attendance accurately twice daily using correct codes.
- Encourage good attendance and punctuality.
- Have supportive conversations with pupils with concerns.
- Celebrate attendance success.

Key Stage Coordinators

- Monitor attendance and punctuality within their Key Stage, identifying emerging patterns or concerns.
- Support tutors and class teachers in addressing attendance issues promptly.
- Liaise with the Designated Attendance Lead and Attendance Officer to ensure early intervention for pupils at risk of persistent absence.
- Communicate with parents and carers where attendance concerns arise, reinforcing the importance of regular attendance.
- Promote and celebrate good attendance within their Key Stage through assemblies, rewards, or recognition initiatives.
- Contribute to attendance reviews and action plans, providing feedback from their Key Stage.

School Office/Administration Staff

- Take calls from parents and record absence information.
- Support with first-day absence calls.
- Escalate safeguarding concerns in line with procedure.

Parents/Carers

Parents are expected to:

- Ensure their child attends school on time every day.
- Call the school to report absence before 9am on each day of absence.
- Provide more than one emergency contact number
- Make medical appointments outside the school day where possible.
- Comply with any attendance contracts agreed with the school or local authority.

Pupils

Pupils are expected to:

- Aim for 100% attendance. Every day in school matters and helps pupils make the most of their learning.
- Be in school by 8:50 am and ready, respectful and safe.
- Be on time to every timetabled lesson again, ready, respectful and safe.

4. Recording Attendance

- Registers taken twice daily at 8:50 am and 1:25 pm.
- Attendance entered electronically using national DfE codes (Appendix 1).
- Retained for **6 years**.
- Amendments recorded with original entry, reason, date and staff initials.

5. Absence

Unplanned Absence

- Parents must notify the school by 9 am] on the first day, and each subsequent day.
- Illness (including mental health) authorised unless authenticity is in doubt.
- School may request medical evidence where appropriate.

Planned Absence

- Medical/dental appointments authorised if notified in advance.
- Requests for other leave should be made at least 10 school days (two weeks) in advance.
- Requests should be made **in writing** (by email) and addressed to the **Headteacher** or **Attendance Officer**.
- If the absence is for an urgent or unforeseen reason (e.g. family emergency, bereavement), parents should **contact the school as soon as possible** — ideally **on the same day**.
- The Headteacher will only grant leave in line with **2024 regulations**:
 - Regulated performance or employment abroad
 - Interview for employment or another school
 - Study leave
 - Part-time timetable (temporary, time-limited)
 - Exceptional circumstances (e.g. bereavement, emergency)

Lateness

- Late before register closes = “Late” code.
Late after register closes = “Unauthorised” code (U).
- Repeated lateness followed up with parents.
- Where students are late due to local authority transport issues this will be recorded using the appropriate code

Following up Absence

If a pupil is absent with no explanation:

- Day 1: Phone all contacts, leave messages, email if needed.
- Day 2: If no response, consider welfare visit and contact social worker if applicable.
- Day 3+: Safeguarding escalation, possible police welfare check.
- All unexplained absences updated within 5 working days.

6. Supporting Pupils with Poor Attendance

- Early identification via weekly monitoring.
- Support may include:
 - Attendance contracts (non-binding agreements).
 - Targeted pastoral support or mentoring.
Engagement with external agencies (health, CAMHS, social care).
 - Education supervision orders (via LA) if support not engaged with.
- Penalty notices considered only after support has been offered.

7. Supporting Pupils Who Are Absent or Returning

We recognise pupils may face barriers to attendance including SEND, mental health needs, disadvantage, or caring responsibilities.

- For prolonged absence due to ill health: [insert details of virtual learning/remote contact arrangements].
- On return, pupils will receive a reintegration plan (if appropriate) developed with parents and key staff.
- Pupils with EHCPs: concerns about attendance will be shared with the LA.

8. Monitoring and Data Use

- Attendance monitored weekly, half-termly, termly and yearly.
- Data analysed at individual, group, year and whole-school level.
- Benchmarking against local, regional and national averages.
- Reports shared with governors and leaders, including SENCo, DSL and Pupil Premium Lead.
- Persistent/severe absence flagged and reviewed with parents and external agencies.

9. Legal Sanctions

- Penalty notices may be issued where thresholds met (10 unauthorised sessions in 10 weeks).
- Fines: £80 (21 days) / £160 (28 days).
No more than 2 penalty notices in 3 years per child.
- Parents may also be fined if child seen in public during first 5 days of suspension/exclusion without valid reason.

10. Links with Other Policies

This policy links to:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy
- Mental Health and Wellbeing Policy
- [Insert other relevant policies, e.g. SEND, Equality

Appendix 1: Codes of the attendance register

Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. On each occasion they must record whether every pupil (with the exception of a pupil who is a boarder) is: • Present; • Absent; • Attending an approved educational activity as defined in regulation 6(4); or • Unable to attend school due to exceptional circumstances as defined in regulation 6(5)

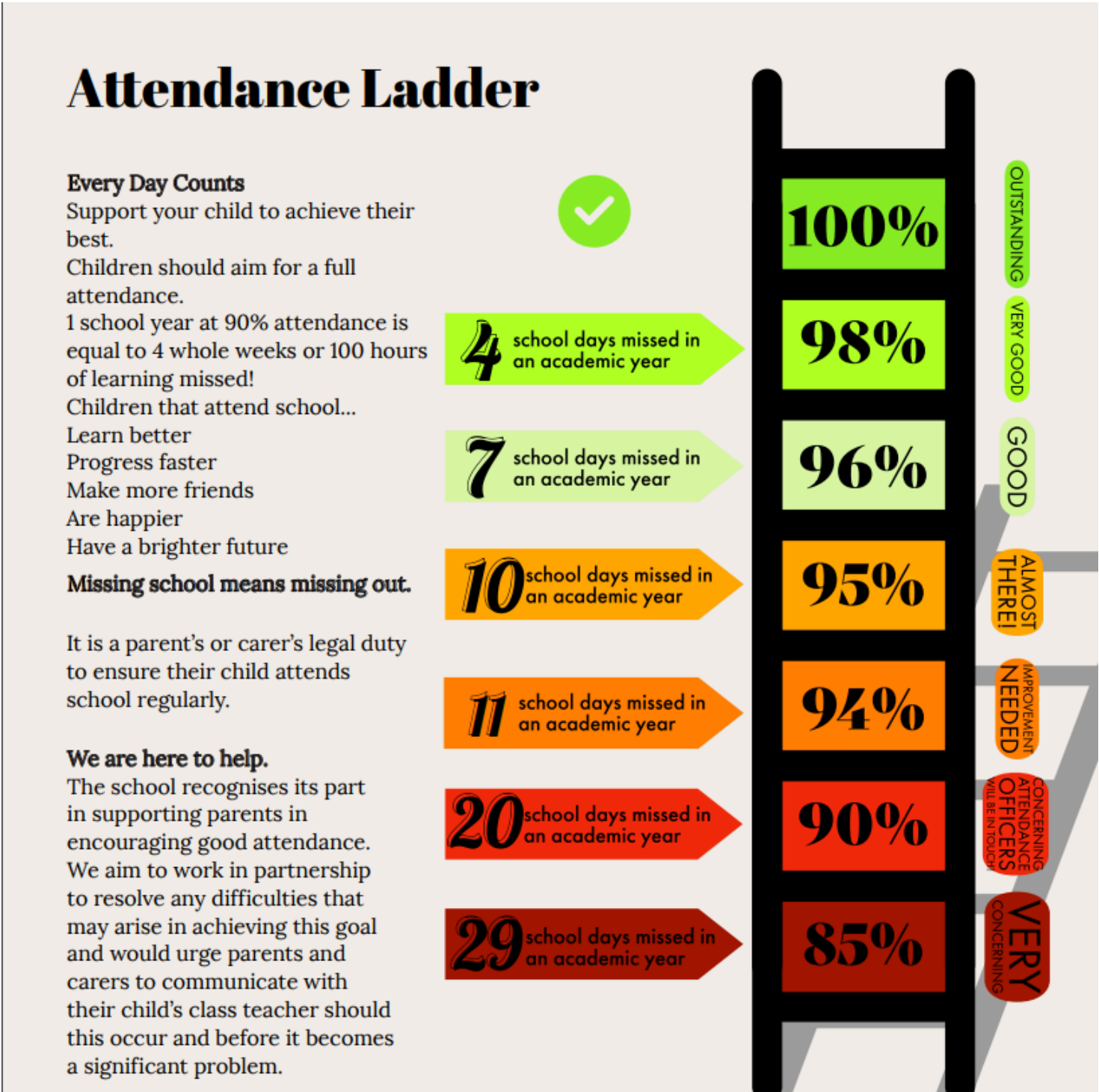
Schools must record whether the absence of a pupil of compulsory school age is authorised or not. There is no requirement for schools to record whether the absence of pupils not of compulsory school age is authorised or not, but where possible schools should use the national attendance and absence codes to help them monitor their attendance and to form good attendance habits.

Code	Explanation
Present / Approved Education Activity Codes	
/ \	Present in school / = am \ = pm
L	Late arrival before the register is closed
B	Educated off site (approved educational activity)
P	Approved sporting activity (with prior school agreement)
V	Educational visit / school trip (supervised by staff)
V	: Illness (not medical or dental appointment) Schools must record absences as authorised where pupils cannot attend due to illness (both physical and mental health related).
W	Work experience (arranged by school / authority)
K	Education provision arranged by the local authority (LA)
Authorised Absence Codes	
C	Other authorised circumstances (exceptional circumstances)
C1	Leave of absence for a regulated performance or regulated employment abroad
C2	Leave of absence for a part-time timetable (for compulsory school-age pupils)
D	Dual registration
E	Exclusion (suspended or permanently excluded) when no alternative provision is made

I	Illness (physical or mental)
J1	Interview
M	Medical or dental appointments
Q	Unable to attend due to lack of access arrangements
R	Religious observance
S	Study leave
T	Traveller absence
Unauthorised Absence Codes	
G	Holiday (not agreed) / family holiday not authorised
N	Reason for absence not yet established / no explanation - Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has been established the school should record the pupil's absence using the relevant code. - Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session. - Code N should not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established after 5 working days, schools should amend the pupil's record to Code O.
O	Other unauthorised absence
U	Late after registration has closed

Appendix 2: Attendance Ladder

This diagram highlights the importance of good attendance and how it support your child at Garratt Park School



Appendix 3: Garratt Park Attendance procedure

This diagram below shows the different phases of our procedure. All stages are there to support the students to have the best possible attendance at school.

