Hindley J and I School

Attendance & Punctuality Policy

September 2026

Review date: September 2027

Signed on behalf of the School: Miss A Mckeever

Signed on behalf of the Governors: Mr Haskayne

Contact Details

The name and contact details of the senior leader responsible for the strategic approach to attendance in our school is:

Name Adele Mckeever
Contact Details 01942 255339

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Name Mrs Eatock or Mrs Speakman
Contact Details 01942 255 339

The name and contact details of the school staff member pupils and parents should contact for more individual support with attendance

Name Adele Mckeever
Contact Details 01942 255 339

Name Hayley Jones
Contact Details 01942 255 339

We are committed to ensuring that systems and processes are in place regarding promoting attendance and would encourage parents to make contact with school as soon as possible if they have any concerns about their child.

Introduction and Aim

At Hindley Junior and Infant School, we believe that regular and punctual attendance is fundamental to unlocking every child's potential—securing academic progress, nurturing emotional well-being, and fostering a strong sense of belonging. Whole-school attendance excellence relies on a proactive, support-first ethos shared by our staff, governors, families, and Wigan Local Authority.

We are committed to creating a safe, welcoming environment where every pupil feels valued, safe, and motivated to learn. Children are expected to attend school every day during term time unless exceptional circumstances apply. Where attendance becomes a concern, we work closely with families to identify and overcome barriers early, providing tailored support and reasonable adjustments before issues escalate. When necessary, we also make timely referrals to external partners and specialist services.

Open communication between parents/carers and the school is vital to ensuring that every child feels supported and settled. If your child is absent, please inform the school immediately in accordance with our attendance procedure.

We strongly believe that building respectful, collaborative relationships with families is essential to achieving the best outcomes for our young people. We ask all parents to actively support the school's efforts, particularly in promoting strong attendance and daily engagement. We are fully committed to robust attendance systems and encourage you to contact us promptly if you have any concerns regarding your child.

Please note that in cases of persistent non-engagement, the school may use formal legal procedures to secure regular attendance and support your child's education.

In alignment with Wigan Local Authority's ambition—*"Every Child. Every Day. Every Opportunity"*—Hindley Junior and Infant School maintains a whole-school attendance target of 96%, while continually striving for 100%. Built on a foundation of equal opportunity for all, this policy is regularly reviewed to ensure it adapts to the evolving needs of our school community.

Legal Framework & Wigan Relational Framework

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the strict legal responsibility of every parent/carer to ensure their child receives that education either by attendance at school or by education otherwise than at school..

Statutory Legislation & References

– **Section 7 of the Education Act 1996:** Stipulates that the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise.

– **Section 444(1) of the Education Act 1996:** States that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, their parent is guilty of a criminal offence.

– **Section 576 of the Education Act 1996:** • stipulates that for the purposes of Education Law, parent includes:
  - All biological parents, whether they are married or not.
  - Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative.
  - any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carers.

– **DfE Guidance 'Working together to improve school attendance' (Aug 2024):** Establishes statutory expectations for schools, local authorities, and partners to maintain early intervention and multi-agency support.

Wigan 'Attendance Through Belonging' Relational Approach

Hindley Junior and Infant School fully embeds Wigan Council's **"Attendance Through Belonging"** relational framework. We recognize that securing consistent attendance requires a whole-school effort connecting our curriculum, pastoral care, Special Educational Needs and Disabilities (SEND) support, behaviour standards, and multi-agency partnerships. Attendance difficulties are treated with empathy, seeking to understand underlying social, emotional, or environmental barriers rather than relying solely on administrative enforcement.

Recording attendance

We will keep an attendance register and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. During both the first and second session we will record whether each pupil is:

- Present
- Attending an approved educational activity.
- Absent; or
- Unable to attend due to exceptional circumstances.

The school will follow up any absences to:

- Ascertain the reason for absence.
- Ensure the proper safeguarding action is taken.
- Identify whether the absence is approved or not.
- Identify the correct code to use before entering it on to the school's electronic register, or management information system as a priority and returned to the school office in a timely manner. This is used to download data to the School Census.
- Consider early identification, assessment, intervention, and support processes that may need to be implemented.

The register is marked using the codes as advised by the Department for Education (DfE) 'Working together to improve School Attendance Guidance' (for maintained schools, academies, independent schools, and local authorities), for further information, please visit - Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

Lateness and punctuality

Punctuality is a vital life skill and a fundamental component of educational success.

Daily School Schedule & Registration Coding

- **8:45 am – School Doors Open:** Classroom doors open for morning arrival. Pupils enter classrooms and settle for the day.

- **8:50 am – Morning Registration Taken:** Morning register is taken promptly.
- **Arrival between 8:50 am and 9:30 am:** Pupils entering after gates close must report to reception to sign in. Pupils arriving after 8:50am but before 9:00am are marked as Present. Arrival between 9am and 9:30am is marked as Late ('L' code).
- **9:30 am – Official Register Closure:** Morning registration officially closes. Arrival after 9:30 am is recorded as an Unauthorised Absence ('U' code) for the morning session.
- **Afternoon Registration:** Afternoon registers are taken promptly at the start of the second session. Pupils not present receive an absence code.

Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, parents/carers will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

Absence Reporting and Safeguarding Procedures

If a pupil is unable to attend school due to illness or unforeseen circumstances, parents/carers must notify the school office via telephone before 9:00am on the first day of absence, providing a clear reason and an estimated return date.

Daily Escalation & Follow-Up Flow To ensure pupil safety and robust safeguarding, the school operates a strict daily follow-up procedure for unannounced absences:
Step 1 - If no absence notification is received by registration close, a phone call will be made to the primary and secondary contact. A Class Dojo message may also be sent.
Step 2 - If the phone call or dojo message is unacknowledged, school staff call all provided emergency contacts to establish the child's whereabouts.
Step 3 - (Second-Day Unacknowledged Absence): If a child is absent for a second consecutive day without contact, emergency contacts are alerted, and a home visit may be conducted by the pastoral team. If no answer is received, a calling card is posted through the door requesting immediate contact

Unexplained absences are recorded as Unauthorised ('O').

Mandatory Emergency Contacts Requirement

In accordance with statutory safeguarding guidance and Wigan Local Authority standards, parents and carers must provide Hindley Junior and Infant School with a minimum of **two up-to-date emergency contact numbers** for each registered pupil. Parents/carers are required to notify the school office immediately of any change in phone numbers, residential address, or emergency contact details.

Graduated Response & Attendance Bandings

In alignment with DfE statutory guidance and Wigan Local Authority's graduated response framework (*Expect, Monitor, Listen & Understand, Facilitate Support, Formalise Support, Enforce*), Hindley Junior and Infant School categorises attendance into four operational tiers:

Attendance Band	Days / Sessions Missed	Action & Strategic Intervention Level
96% – 100% (Green/Good)	Less than 7.5 days missed (0 – 15 sessions)	Green/On Track: Attendance praised & celebrated through school attendance rewards
90.1% – 95.9% (Amber / Concern)	7.5 to 19 days missed (15 – 38 sessions)	EARLY ACTION: Weekly data tracking; class dojo message sent to parents; informal chat with Attendance Lead.
Below 90% (Red / Persistent Absence)	20+ days missed (40+ sessions)	TARGETED INTERVENTION: Formal APDR (Assess, Plan, Do, Review) attendance meeting; multi-agency support plan.
50% or Below (Purple / Severe Absence)	38+ days missed (76+ sessions)	INTENSIVE SUPPORT: Categorised as Severe Absence. Urgent multi-agency case conference, LA Attendance Team involvement, statutory intervention.

Early Identification and Intervention: assess, plan, do, review.

When attendance falls into the Amber or Red band, Hindley Junior and Infant School implements a formal **Assess, Plan, Do, Review (APDR)** framework. Where non-attendance is linked to Emotionally Based School Avoidance (EBSA), anxiety, sensory overload, or unmet SEND needs, staff utilize Wigan Council's EBSA Best Practice Guidance to identify push and pull factors and co-produce a tailored return-to-school support contract with families.

Medical absence

While regular attendance is essential, children who are genuinely unwell should stay home to recover. Parents must notify the school office by telephone before 9:00 am on the first day of illness and every subsequent day.

NHS Guidelines on Illness & School Attendance

Hindley Junior and Infant School follows official NHS guidance (*"Is my child too ill for school?"*). Children with mild respiratory symptoms (minor cough, runny nose, sore throat) should attend school. However, a child with a high temperature of **38°C or above** should remain at home until their fever subsides.

Medical Evidence Policy

In line with Wigan Local Authority guidance, Hindley Junior and Infant School does not routinely request medical evidence (such as doctor's notes or appointment cards) for standard short-term illnesses. However, medical evidence may be formally requested when:

– A pupil's overall attendance drops below 90% (Persistent Absence threshold);
– There are frequent, recurring, or pattern-based medical absences;
– Genuine doubt exists regarding the authenticity of the illness.

Medical Appointments & Long-Term Health Conditions

Parents are requested to make GP, dental, and hospital appointments outside of school hours wherever possible. Where unavoidable, appointments should be scheduled to minimize lost instruction time. For pupils with complex or long-term medical needs, the school adheres to Wigan Council's *"Education of Pupils with Medical Needs"* policy, establishing Individual Healthcare Plans (IHCP) and flexible learning pathways.

Unauthorised absence

Headteachers may not grant any leave of absence during term time unless exceptional circumstances apply. Absence during term time disrupts learning continuity and places pupils at risk of academic underachievement.

Definition of Exceptional Circumstances

The Headteacher determines what constitutes an exceptional circumstance on an individual basis (evaluating if the request is rare, unavoidable, short, and significant). The following reasons are explicitly NOT deemed exceptional circumstances:

– Family holidays or celebrations during term time;
– Availability of cheap travel rates, discounted accommodation, or off-peak booking offers;
– Parent/carer work commitments or shift patterns;
– Holidays pre-booked by relatives or third parties.

National Framework for Penalty Notices (Updated Fines)

Where a pupil accrues **10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period**, Hindley Junior and Infant School will refer the case to Wigan Local Authority to issue Education Penalty Notices under the updated National Framework:

Penalty Notice Offence Stage	Statutory Fine & Legal Enforcement Action
First Penalty Notice (within 3 years)	£160 per parent, per child — reduced to £80 if paid within 21 days (must be paid within 28 days).
Second Penalty Notice (within 3 years)	Charged at a flat rate of £160 per parent, per child (NO reduced £80 option available).
Third Offence (within 3 years)	NO further penalty notice issued. The case progresses directly to Magistrates' Court prosecution under Section 444 (fines up to £2,500, community orders, or imprisonment).

Religious observance

We recognise that some pupils may need to participate in days of religious observance.

Where a day of religious observance:

- falls during school time and;
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs

We ask that parents/carers notify Hindley Junior and Infant School in writing in advance where absence is required due to a religious observance.

Safeguarding Integration, KCSIE & CME Procedures

In accordance with statutory guidance **Keeping Children Safe in Education (KCSIE)**, all school staff maintain an attitude of 'it could happen here.' Persistent or unexplained absence is treated as a potential early indicator of safeguarding risks, including neglect, domestic abuse, child sexual exploitation (CSE), child criminal exploitation (CCE / county lines), mental health crisis, or Children Missing Education (CME).

Proactive Information Sharing & UK GDPR

Under Section 16LA of the Children Act 2004 and statutory safeguarding standards, UK GDPR and data protection legislation do not restrict sharing information to safeguard children. Attendance and welfare data is proactively shared with Children's Social Care and multi-agency partners without delay whenever safety concerns arise.

Children Missing Education (CME) Joint Protocol

Where a pupil is absent for **5 consecutive school days without authorisation or contact**, Hindley Junior and Infant School and Wigan Local Authority execute joint enquiries. School staff complete the mandatory CME Checklist and submit the formal referral to **CME@wigan.gov.uk**. If

an immediate risk of harm is identified, a referral is made instantly to the Children First Partnership Hub on 01942 828300.

Enforced school closure

If Hindley Junior and Infant School was forced to close for a period, we have the facility to operate an online virtual school. In such circumstances, children are expected to engage with ALL activities when work is set. Procedures for online learning will be sent to parents as and when required.

Monitoring arrangements

This policy will be reviewed annually as a minimum by Hindley Junior and Infant School. At every review, the policy will be approved by the Governing board.

In the occurrence of an unprecedented situation, temporary changes of this attendance policy may be implemented. The changes may be influenced by scientific guidance, government policy or school risk assessments which may take one of many forms. The plan for school attendance will be shared with parents when required. This will be communicated via social media, letters and emails or other methods that will be deemed appropriate at the time.

Links with other policies

This policy links to the following school policies:

- Safeguarding policy
- Behaviour policy

Appendix 1: Attendance codes

Code	Definition
/	Present (am)
\	Present (pm)
K	Attending Education provision arranged the LA
B	Attending any other approved educational activity (approved by the LA)
C	Other authorised circumstances
D	Dual registered
E	Excluded
G	Unauthorised holiday
H	Authorised holiday
I	Unable to attend due to illness (both physical and mental health related).
J1	Interview
L	Late arrival
M	Medical/Dental appointment
N	No reason of absence yet provided
O	Unauthorised absence
P	Sporting Activity
Q	Unable to attend school because of lack of access arrangements
R	Religious observance
S	Study Leave
T	Traveller Absence
U	Late (after registration has closed)
V	Educational trip or visit
X	Not compulsory
W	Work Experience
Y1	Unable to attend due to transport normally provided not been available
Y2	Unable to attend due to widespread travel disruption
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being closed unexpectedly
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
#	Planned whole or partial school closure (including Voting Day)
Z	Pupil not on roll
-	All pupils should attend

Appendix 2: CME referral form

CHILDREN MISSING EDUCATION REFERRAL & CHECKLIST

As outlined in the statutory guidance for Local Authorities 'Children Missing from Education' are children of compulsory school age who are not a registered pupil at a school or are not receiving suitable education other if they are not registered at a school.

Where a pupil has not returned to school for five days without authorisation the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. The appropriate completion of this checklist ensures that the Local Authority and school have fulfilled this responsibility.

It is school's responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you require advice and guidance, please contact the Children Missing Education inbox CME@wigan.gov.uk. Where there are concerns in relation to safeguarding or child protection issues contact the Children First Partnership Hub on 01942 828300.

It is important that one checklist is completed for each child within the family, please do not include all children on one.

During the first 5 days of absence (reason unknown), school must complete this referral form and checklist. Once completed if the child's whereabouts remains unknown, please make a referral to the Children Missing Education CME@wigan.gov.uk within 5 days or earlier if all checks have been completed.

At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care please contact 01942 828300

Please note that if the child is residing or located in the Wigan Borough, they are not a CME and should not be removed from school roll. Policies in relation to school attendance should be followed in these cases.

CHILD'S INFORMATION:

Child's Name:		DOB:
Child's Address:		
Previous Address: (if known)		
School:		
Parent/carer's names:		
Parent/carer's address:		
Contact names & numbers: (include emergency)		
Any known siblings & school:		

Name of Member of staff completing form			
School checklist	**Dates/Times**	**Outcomes**	**Name**
School to attempt to contact parent on first day of absence. This includes Truancy Call, First Day calling, Text, Email, all emergency contacts. Please detail all contact methods - whether a message was left, if the phone is working, is there an international dialling tone.			
School to check possible whereabouts with staff and pupils? This should include checking with family friends, all staff members, the child's friends, social media Contact all emergency contact numbers you hold in school.			
Visit to address(es) by school. Leave card if no answer Does the property look empty? Is someone at home but not answering the door? NB if school policy does not permit home visit a police welfare check to be requested			
Contact made with involved agencies within 5 working days (Social Care, EMAS team, School Nurse etc)			

Contact made with agencies to understand when they last had contact/saw the child (no consent needed) - Social care - school nurse (when did health have any contact with the child)			
School to contact the new school or Local Authority the child is believed to have moved to? What were the outcomes? https://www.gov.uk/find-local-council			
NB – Has the child been seen? State when & by whom If not seen, what further action has been taken? (Refer to CME Policy Doc for advice)			

Reason for CME checks:	
Any other agencies involved:	
Known vulnerability/risk factors Do you feel this child is at risk of harm or neglect **Y/N** please provide detail:	
Is this child Gypsy Roma Traveller? **Y/N**	
Is this child parents service personnel? **Y/N**	
Has this child had any Missing from home episodes? **Y/N**	
Is this child known to the Youth Justice System? **Y/N**	
Does this child have any SEN/learning needs? **Y/N**	
Are there any other vulnerabilities you are aware of? Please provide detail;	
Date:	

All boxes must be completed, of not relevant please enter N/A

ALL BOXES MUST BE COMPLETED, IF NOT RELEVANT PLEASE ENTER N/A

Please submit this referral to CME@wigan.gov.uk