HAYDON SCHOOL

Attendance & Punctuality Policy

Year 7 - 11

2026-2027

Mission Statement

Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy.

Contents

- Introduction
- Staff Responsibility
- Registration
- Lateness
- Punctuality & Attendance Concerns
- Roles
- Exceptions
- Truancy
- Justification for Absence
- Letter Templates
- Attendance Codes
- Attendance Plan

1. Introduction

Haydon School has high expectations of its students in terms of punctuality and attendance. This document outlines the procedures that all staff follow, the tools used for monitoring students, and the possible support and consequences for parents.

2. Staff Responsibility

Year Staff and Form Tutors are responsible for the monitoring of attendance & punctuality for the students within their Year. They are supported by an the Attendance Officer. All of these staff work closely with the Local Authority (LA) Attendance Support Team.

Year Teams have access to a detailed breakdown of the key attendance statistics for their year group using a spreadsheet called SolTracker. They should use this to identify the actions they intend to take over the week, and which students should be referred to the Attendance Officer for various school communications. They should also use this spreadsheet to track support and evaluate the impact of their attendance interventions.

3. Registration

Haydon School uses the-Bromcom– lesson monitor. Every classroom contains a PC with the Capita software. Class Teachers register every class using 3 attendance codes:

/ = Present
N = Absent
L = Late

Upon entering an L mark, teachers are prompted to enter into the system the number of minutes late. The other available attendance codes are entered into the system by either Year Staff, Medical Staff, Attendance Officer or Admin Staff

3.1 AM/PM Registration

Lessons begin at 8.40am and the AM registration mark is taken between 8.40am and 9.10am.
The PM registration is taken at 2.10pm at the beginning of period 5.

4. Lateness to Lessons

Students arriving 8.40am - 9.10am - L code, students arriving after 9.10am - U code. Students arriving between 2.10pm - 2.20pm L code. Students arriving after 2.20pm - U code.

- Students late to one lesson will receive a 20 minute daily detention
- Students late to two lessons will receive a 30 minute daily detention

- Students who are late three or more times will receive an SLT detention

Lateness to lessons is monitored weekly by the Year Staff, Form Tutors and class teachers. Class teachers contact home for lateness to lessons.

-4.1 Unauthorised Lateness

Students arriving after 9.10am need to sign in with the Attendance Officer in the attendance office. The AM register closes at 9.10am. - Year staff and the Attendance Office monitor late to lesson reports , and send a Punctuality Concern Letter to parents. (Appendix Three)

5. First Day of Absence

If a student is absent, parents are requested to use the absence reporting form on the website in the morning to inform the school of their absence. If no report is received then the Attendance Office - will call home or send a text to request a reason for absence. A tag will be added to show that a call has been made to home, with initials of staff member and outcome of call i.e reason for absence -

5.1 Punctuality Concerns

If the student continues to show poor punctuality, a letter of concern (Appendix 3) is sent to the parents and Year staff will monitor the student. - If punctuality does not improve, then a second letter (Appendix 4) is sent home, inviting the parents to a meeting to discuss how to help improve the situation. The Attendance Officer will become involved at this stage. If the situation improves, then a letter of congratulations (Appendix 7) is sent to the student. -

5.2 Attendance Concerns

5.2.1 The school target for attendance is 96%. Within an academic year, this is the equivalent of one half day of absence per fortnight. If a student's attendance falls below 93%, they are approaching persistent absence and an initial letter of concern (Appendix 1) is sent to parents and Year staff will monitor the student.

5.2.2 If the situation does not improve, or the student's attendance falls below 90%, then a second letter of concern (Appendix 2) is sent home, giving students a set amount of time to improve their attendance. If attendance doesn't improve then a letter will be sent inviting the parents to a meeting to discuss how to help improve the situation. The Attendance Officer will become involved at this stage. Parents will usually be requested to provide medical evidence, this can be in the form of an appointment card, a letter from the GP or proof of medication prescribed by a Doctor.- If there is no improvement, then a letter will be sent, inviting parents into school for an Attendance Panel Meeting. -.

5.2.3 Year staff will record concerns of punctuality and attendance on Bromcom.

6. The Role of the Curriculum Leader

Curriculum Leaders are able to access attendance and punctuality data and are asked to monitor this data to inform strategies to tackle poor attendance. They will share any concerns they have with the relevant SLT Lead. Curriculum leaders are expected to contact home for students that are late to their lesson.

6.1 The Role of the Form Tutor

Form Tutors are expected to share the students' attendance with them. They are expected to celebrate high attendance and have supportive conversations with students with low attendance. Heads of year will select students for the form tutor to support over a fortnightly period and then monitor the progress. Form tutors are expected to contact home regarding attendance.

6.2 Attendance Officer

Throughout the monitoring procedure, the Attendance and Punctuality Officer will often meet informally with students to discuss their attendance and punctuality. They will also lead meetings with SLT link and Year leads regarding attendance strategies and concerns.

Once the Year Leader, together with the Attendance Officer and Form Tutor have followed the above procedures, monitoring the student's attendance and punctuality and no improvement has been seen the Attendance Officer will formally invite the parent and student to attend an in-house Attendance Panel Meeting /Attendance Letter 3 (Appendix 6). This meeting is chaired by the School Senior Attendance Lead from SLT and attended by the Year Leader or Deputy Year Leader, Attendance Officer, a representative from SLT if necessary, the student and their parent(s). If appropriate, School Nurse, Social Services and Police Liaison Officer may also be invited to attend. The School's concerns are shared with the parent(s), offers of support from other agencies, where appropriate etc and agreements are made where a Parenting Contract is drawn up to help improve the situation. The Panel meets to review the situation, usually after 4 school weeks from the initial meeting.

Should the parent not attend the in-house Attendance Panel Meeting and no contact is made by the parent/carer, the meeting will go ahead as scheduled and the relevant information will be sent to the parent. Review of the Attendance Panel Agreement takes place after a period of 4 school weeks from the initial meeting. If an improvement is made, then a closure letter is then sent to the parent. If no improvement is seen referral is then made to the Attendance Support Team for legal intervention.

Should the parent not attend the in-house Attendance Panel Meeting and no contact is made by the parent/carer, the Attendance Lead from SLT and the

Attendance Officer will make agreements in their absence and sign the Attendance Panel Agreement. Review of the Attendance Panel Agreement takes place after a period of 4 school weeks, where we expect an improvement in attendance. A Referral will then be made to the Attendance Support Team at the LA for legal interventions by way of a fixed penalty notice or a Summons to Court.l

A Penalty Notice is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider other appropriate legal interventions.

7. Attendance Rewards and Incentives

To promote consistent attendance and punctuality, the school offers incentives and awards for students who meet established attendance and punctuality goals. Recognition and rewards are used to encourage regular participation and punctuality to lessons.. These include awards/incentives for excellent attendance and punctuality and for students who show significant improvements in these areas. A range of awards/incentives are issued weekly, biweekly, half termly and termly to ensure all students are motivated to attend school and lessons on time daily.

8. Exceptional Leave

8.1 Whenever a parent requests to take a student out of school for a period of leave, unless there are exceptional circumstances, the absence will not be authorised by the Headteacher, and the parent is reminded that the request contravenes the Home-School Agreement signed upon application to the school.

. It is widely known that the link between a student's attendance and attainment is irrefutable

I. Early poor attendance habits follow through from secondary school into employment

II. Haydon School adopts a policy of not routinely authorising Exceptional Leave. Individual extraordinary applications remain at the discretion of the Headteacher to authorise.

III. Exceptional Leave will be carefully considered in Years 11, 12 and 13.

IV. Exceptional Leave will be refused when a student's attendance is less than 92.4%.

V. Exceptional Leave will be refused when school is aware of any individual truancy.
VI. Exceptional Leave will be refused when request patterns become identifiable.
VII. Reasons for Exceptional Leave will be logged on the student's record and shared as part of the transfer/transition process.
VIII. TheAttendance Support Team may issue Penalty Notices for any unauthorised absence. Penalty Notices can be issued to each parent/carer concerned and for each child Haydon School does not consider visits to family, Medical Treatment abroad or religious visits to be exceptional.

8.2 Performance Licences for students who require absence time from school

The applicant (usually the production company or theatrical agent) is obliged to see the view of the school. The Local Authority will issue Performance Licences based on information provided by applicants. The student in question must have attendance levels over the year of 90+% and making expected levels of attainment progress. If these thresholds are not met the Local Authority will support the school by declining to issue unreasonable requests for Performance Licences.

9. Truancy

If a student truants a lesson the subject teacher will contact home. They will also book the students into a 30 minute daily detention. If a student truants again they will sit an SLT detention. Persistent truancy will result in an internal exclusion and parental meeting, depending on the situation of the child.

9.1 Persistent Truancy

Year staff have a wide variety of strategies to deal with persistent truancy. These strategies include closely monitoring the SMS system, having a student 'tracked' in every lesson by Year staff, using a target report book that will require a staff signature for every lesson, or involve the parents and/or the Attendance Officer.

Truancy off Site

9.2.1 Any student found to have left the school site at any time of the day, including break and lunch without permission from a member of school staff will be given an internal exclusion.

10. Justifying Student Absence

19.1 Where no telephone call has been made to school, parents are asked to inform the school either in writing, or email to their child's form tutor, the reason for the absence. The Attendance officer in conjunction with Year staff will decide whether an absence is authorised.

10.2 Where no letter has been received from a parent or there is no telephone response, then an email and text message is sent home for a response.

10.4 During the second week of each half term, Year staff are asked to ensure that all absences are justified, either authorised or unauthorised, from the previous half term. The Attendance team will generate a report from Bromcom for The Year Leaders, Senior Leadership Team and the Participation Officer at the LA providing the attendance statistics for the previous half term showing authorised and unauthorised figures, plus students below 90%, this is shown in % form.

Children Missing Education

Guidance around procedures is statutory for local authorities in regards to children missing education. At Haydon School we follow the Children Missing Education Policy created by the London Borough of Hillingdon. The policy exists to make arrangements to identify, as far as possible, children missing education and is part of our efforts to promote the welfare of children. Please see Appendix XXX for the London Borough of Hillingdon policy we follow.

11. Letter Templates

Appendix One: Initial Attendance Concern Letter to Parent (Attendance1.doc)

Dear Parent/Carer,

Re: Attendance and Punctuality

We are writing to you regarding your child's current attendance, which is currently below 92.5%.

We understand that there can sometimes be circumstances that affect a child's ability to attend school regularly. However, we would like to remind you of the importance of maintaining high attendance wherever possible. Regular attendance is essential to ensure that your child does not miss valuable learning, experiences and opportunities, and helps them to make consistent progress both academically and socially.

As your child's attendance is currently below 93%, we are becoming increasingly concerned that their attendance may reach the level at which it is considered persistent absence. We would therefore appreciate your support in ensuring that your child attends school every day and arrives on time, unless they are genuinely too unwell to attend.

We recognise that every family's circumstances are different, and we are keen to work with you rather than simply highlight concerns. If there are any difficulties or circumstances affecting your child's attendance, please do not hesitate to contact the school. We are happy to listen, discuss any concerns and explore what support may be available to help improve attendance.

Thank you for your continued support in helping your child maintain good attendance and make the most of their education.

Yours sincerely,

Appendix Two : Second Attendance Concern Letter to Parent (Attendance2.doc)

«Date»
YL/pup/Yr/Attendance letter2

«Parent»
«Street»
«Town»
«Co»
«Postcode»

Dear «Salu»

Re: «Forename» «Surname» - «Form»

I am writing to inform you that your <son_daughter>'s attendance has fallen to a level where it is a cause for concern. The national target for attendance is 96%.

Your child's attendance is currently <percentage_attendance> %.

This is below the level which is acceptable. However, we are keen to support you in improving your <son_daughter>'s attendance. Good attendance is one of the most important aspects of student success at school. Frequent or prolonged periods of absence are very damaging to the progress made in school.

We appreciate that some absences are unavoidable due to serious ill health, but any recurring problems should be discussed with your GP. Any future absences will not be authorised without medical evidence.

Please ensure that your child attends school regularly. It is also vital that <he_she> attends both registration sessions every school day to ensure that <his_her> attendance is accurately recorded. We will continue to monitor this to look for an improvement.

I would like to meet with you on <Date> at <Time>. If this is inconvenient please contact me in order to make another appointment as soon as possible. We do appreciate you may have work/family commitment and find it difficult to attend school for a face to face meeting; therefore we could offer a zoom meeting or discuss over the telephone. If I do not hear from you I will have to discuss the matter with the Attendance Support Team at the Local Authority.

Please work with us in ensuring your <son_daughter> attends school on time every day to ensure no further action is necessary.

Thank you in advance for your continued support.

Yours sincerely,

Year Leader(email: info@haydonschool.org.uk)

Appendix Three: Initial Punctuality Concern Letter to Parent (Punctuality1.doc)

«Date»
YL/pup/Yr/Punctuality1

«Parents»
«Street»
«Town»
«County»
«Postcode»

Dear «Salu»

Re: «Forename» «Surname» - «Form»

I am concerned regarding the number of times that «Forename» has been late since the beginning of the academic year. «Forename»'s record shows that «Heshe» has been late on **«No_of_lates»** occasions since the beginning of the academic year.

This record of punctuality is not acceptable. I will therefore be monitoring «Forename»'s punctuality.

I hope that we can rely on your support in ensuring that «Forename» makes every effort to improve in this matter.

Yours sincerely

Year Leader
(e-mail: info@haydonschool.org.uk)

Appendix Four: Second Punctuality Concern Letter to Parent (Punctuality2.doc)

«Date»
YL/pup/Yr/Punctuality letter2

«Parents»
«Street»
«Town»
«County»
«Postcode»

Dear «Salutation »

Re: «Forename» «Surname» - «Form»

Please find enclosed a copy of «Forename»'s most recent Attendance Record. Unfortunately, «Forename»'s punctuality is still a cause for concern. As a result I would like to meet with you to discuss «Forename»'s punctuality.

Any future absences will not be authorised without medical evidence.

I would like to meet with you on **«Date_Mtg» at «Time»**. If this is inconvenient please contact the school in order to make another appointment as soon as possible. If I do not hear from you I will have to refer the matter to the Attendance Support Officer & Early Intervention and Prevention Team at the Borough..

Yours sincerely

Year Leader
(e-mail: info@haydonschool.org.uk)

HILLINGDON
LONDON

Salutation
Add 1
Add 2
Add 3
Post code

Ref: SC/LEGAL/HS

Date

Dear Salutation

Re: - Formal invitation to an Participation Team & Early Intervention and Prevention Services Attendance Panel to discuss
Name of Child: dob:
Registered Pupil at: Haydon School

As a result of your child's continued failure to attend school regularly, the Participation Team & Early Intervention and Prevention Services has deemed it necessary to convene a School Attendance Panel.

You are formally requested to attend the panel on – *day, date, year* – to be held at – *time* – the venue will be at your child's school.

Your views and, where appropriate, those of your child will be sought and taken into consideration by the Panel when drawing up an Agreement, the terms of which will be negotiated.

Please find attached an agenda for the meeting.

If for any reason you cannot attend this meeting, you should contact the Participation Team & Early Intervention and Prevention Service on the number below. Should you fail to attend this meeting a decision may be made in your absence by the Panel.

Continued poor attendance may result in the Education Welfare Service referring the matter for legal action.

Legal Action can be in the form of a Penalty Notice (currently £60 rising to £120) or a summons to the Magistrates Court.

INVESTOR IN PEOPLE

Appendix Five: Formal Invite to In-house Attendance Panel Meeting

A person found guilty of an offence under section 444(1) of the Education Act 1996 for failing to ensure that a child attends school regularly is liable to a fine currently not exceeding £1000.

A person found guilty of an offence under section 444(1A) of the Education Act 1996 knowing that a child is failing to attend regularly at school and fails without reasonable justification to cause the child to attend school is liable to a fine currently not exceeding £2500 or a term of imprisonment not exceeding 3 months.

In addition, the Court has power to make a Parenting Order requiring a parent to attend counselling or guidance sessions under the supervision of an appointed Responsible Officer.

Also, if the Local Authority is satisfied that a child is not being properly educated the matter may be referred to the Family Proceedings Court and an application made for an Education Supervision Order under the provision of Section 36 of the Children Act 1989.

Please bring with you any medical evidence such as a GP or specialist letter or certificate. Also any prescribed medication (not bought over the counter) so consideration may be given to your child's absences being authorised.

Yours sincerely

Senior School Attendance Lead | Assistant Headteacher | Designated Safeguarding Lead

Appendix Six: Congratulations letter to parent (congratulations1.doc)

Date
YL/pup/Yr/standard/congratulations

«Name»
«Street»
«Town»
«Co»
«Postcode»

Dear «Salu»

Re: «Forename» «Surname» - «Form»

Further to my letter of <date>, I would like to congratulate <name> on <his/her> improved <attendance or punctuality> to school.

Thank you for your support in ensuring that <name> is able to achieve to <his/her> full potential with regular and punctual attendance at school.

Yours sincerely

Year Leader
(e-mail: info@haydonschool.org.uk)

Appendix 7- U codes

Dear Parents and Carers,

Important Information Regarding Punctuality

We would like to remind all parents and carers of the importance of ensuring that children arrive at school on time each day.

Our school day starts promptly, and students are expected to be on site and ready to learn by 8:40am.

Please be aware that any student arriving after **9:15am** will receive a U code for their attendance register. This is recorded as an unauthorised absence for that session.

We would also like to make parents and carers aware that 10 U codes within a 10-week period may result in the school considering a Fixed Penalty Notice referral, in line with the relevant attendance procedures.

We understand that there may occasionally be circumstances beyond your control which cause a child to arrive late. However, regular lateness can have a significant impact on a child's learning, attendance record and ability to settle into the school day.

We therefore ask for your support in ensuring that your child arrives at school on time every day. If there are unexpected circumstances please communicate with the attendance team or your child's Head of Year.

Thank you for your continued support and cooperation in helping us to maintain high standards of attendance and punctuality.

Yours sincerely,

11. Attendance Codes, Descriptions and Meanings

Present Codes	
/ \	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	
Authorised Absences	
C	absence due to exceptional circumstances, agreed by the headteacher
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	dual registered
E	suspended or permanently excluded, and no alternative provision made
I	illness (both physical and mental health related; not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Y4	unable to attend due to unexpected whole school closure
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 due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absences	
G	holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	reason for absence not yet established (must be corrected within 5 days)

O	absent in other or unknown circumstances
U	late after register has closed
Administrative Codes	
Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, Insets and polling station days)

12.
Attendance Support Plan

Name	**Form:**
Year Group	**Date :**

Attendance Details

Previous Antendance (If applicable)	**Current attendance**	**No of Authorised Absence**	**No of Unauthorised Absence**	**Target Attendance**

Tick or Describe Specific Barriers contributing to low attendance:

☐ Illness / Medical needs

☐ Anxiety / Mental health concerns

☐ Family issues or caring responsibilities

☐ Transport or access issues

☐ Friendship / bullying concerns

☐ Find learning difficult

☐ Other (please specify): _____

Student Overview of Attendance and School Experience:

Previous Support Offred::		
Action Plan:		
Review Date:		
Parent/Guardian Signature:	**Staff Signature:**	**Student Signature:**
Attendance % at Review:	**Next steps:**	

13. Hillingdon CME Policy

https://drive.google.com/file/d/1Selbm5BgkisSxCoZQjk6zxAZbAptu16-/view?usp=sharing

Document History

Date	Status	Comments
19/05/06	Draft	Issue to Governors to review prior to Student Committee Meeting.
24/02/09	Draft	Issue to Governors to review at Student Committee Meeting

21/09/09	Draft	Issue to Governors to review at Student Committee Meeting
10/11/09	Final	To Full Governing Body 16.11.09 Approved
07/10/10	Draft	Issue to Governors to review at Students Committee Meeting 07.10.10 Approved
March 2011	Update	To Student Committee 07.03.11-Approved
March 2011	Final	To Full Governing Body 17.03.11 – Approved
Oct. 2011	Appx 9 updated	To Student Committee 06.10.11 – Approved to FGB 14.11.11 for approval – Approved
September 2012	Update	To Student Committee 08.10.12 – Approved to FGB for Approval 26.11.12
May 2013	Update	To Student Committee 23.05.13 – P5. Effective September 2013 Approved. To FGB 11.07.13 – Approved
August 2013	Update	Just details of the fine added to 12. P4. To FGB 19.09.13 – Approved
October 2014	Update	Amendments to Para 13 – to Students Committee 08.10.14 – Approved. To FGB 01.12.14 - Approved
May 2015	Update	Amended in line with government updates. To Student Committee 19.05.15 – Accepted – To FGB 07.07.15 Approved
September 2016	Update	Minor update, changes in line with new school day. To Student Committee 10.10.16. Approved. To FGB for ratification 05.12.16 –Approved
January 2017	Update	Times updated in line with school day & email, text contact when no notification received from parents. To student committee 19.01.16 – Approved – to FGB 03.02.17 for ratification – Approved
January 2018	Update	No amendments – To Student committee 17.01.18 – Approved – to FGB for ratification 02.02.18 due to further amendments back to student committee.
May 2018	Update	To student committee 20.03.18. Approved. To FGB for ratification 03.05.18 – Approved. 16.1 was queried and returned to FGB on 05.07.18 – Approved
October 2018	Update	Update for Sixth Form. To Student Committee 05.11.18. Sixth Form to have its own policy. Amended as requested and to all governors for approval. 24.01.19. To FGB 04.03.19. Approved.
May 2019	Update	Amended in line with current legislation. Changed immediately and amended on web site. To Student committee 27.06.19 for approval. Approved to FGB 11.07.19 for ratification. Approved

June 2022	Update	Sent to Student Committee 28.06.22. Approved by FGB 20.07.22
August 2023	Update	Appendices updated. Changes made to departments. Approved by FGB July 2023.
June 2024		Reviewed FGB 22nd July 24 Approved
June 2026	Update	Policy updated and sent to student committee, ratified by FGB.
November 2026	Update	Approved by student committee 10.11.26