



Muschamp Primary School Attendance and Registration Policy

The importance of good attendance and punctuality

There is a clear link between regular school attendance and good levels of progress and achievement. If pupils are not regularly attending school they will be unable to access the full range of opportunities available to them, will have gaps in their learning and will struggle to make and maintain friendships.

At Muschamp Primary School we therefore place very high importance on regular school attendance, and will take swift action to ensure parents fulfil their responsibilities in maintaining good attendance.

Encouraging and supporting good attendance patterns

Keeping attendance above 96%	
<ul style="list-style-type: none">• Good relationships with children and parents.• Develop and maintain a whole school culture that promotes the benefits of high attendance.• Two school gates open from 8:35 - 8:55 for a calm and positive drop off for all• HT and DHT on gates welcoming every morning• Pastoral support for individual children in place• Office first aiders administer medication so children can return to school after illness.• DHT shares importance of appointments being out of school hours or early morning and then return after or late afternoon and they are at school most of the day.• Attendance Officer and DHT rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.	<ul style="list-style-type: none">• Pastoral lead works with children who struggle to come in.• SENDCo and Family Support Worker meet with parents if needed to make plans to support good attendance• Attendance shared every week in assembly by HT and DHT.• Points system and leader board - extra play/mufti days for good attendance• Half termly updates on attendance and punctuality sent home to all children from N to Year 6• The importance of good attendance shared on school communication - Dojo.• DHT attends termly Cognus Attendance Network meetings.• DHT and Attendance Officer have termly meetings with Cognus EWO.

Daily registration

The school's morning registration period is from 8:55am to 9am. (both school gates open for children from 8:35am and close at 8:55am) Registers close at 9am. Registers are taken after lunch for all classes.

It is the class teacher's responsibility to ensure that the registers are completed correctly at these times so that an accurate record of attendance is available during each session.

Notification of absence

Parents must inform the school, in writing, where an absence is planned e.g. hospital appointments, and such correspondence should be kept by the office after informing the Head Teacher. Parents may be asked, at the discretion of the Head Teacher, to provide evidence of dental or medical appointments. Such evidence may include appointment cards, letters from the doctor, dated prescriptions or clinic/surgery stamps in the child's reading diary.

Where a child is absent due to illness, parents should inform school by completing the Daily Absence form on dojo, texting 07860055669 or telephone 020 8669 2514 in the first instance. Children returning after an absence will be welcomed back by staff who recognise that they may need a period of resettling.

Miss Barnes is the school attendance contact.

Family holidays in term time

Holidays will not be authorised during school time, except in exceptional circumstances agreed by the Head Teacher. Such circumstances only apply to parents who have no choice of when to take holiday from work – evidence from an employer will need to be provided. Any holiday taken during school time, without prior authorisation from the Head Teacher, will be recorded as unauthorised and a penalty notice will be issued. The penalty for each parent is £80 for each child if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days but within 28 days of receipt of the notice.

Absences before and after school holidays

Absences due to illness in the week immediately before or after a school holiday may be recorded as unauthorised unless appropriate medical evidence is provided. The school will monitor attendance over time and assess whether there is a recurring pattern of absence associated with school holiday periods. Where such a pattern is identified, the school may refer the case to the London Borough of Sutton for consideration of a penalty notice for unauthorised absence from school. Referrals may be made on the basis of the pattern of absence, even where the standard penalty notice threshold has not been reached.

[Working together to improve school attendance: July 2026](#). Point 37. *Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.*

Addressing poor attendance patterns

Attendance drops to below 95%	
<ul style="list-style-type: none">• School will look at reasons for absence• Begin to build a relationship with parents through informal conversations on gate/ phone calls or dojo messages. Discuss if there are any barriers to attendance and how the school can support them.	<ul style="list-style-type: none">• Teacher/ school staff explore if absences are due to EBSA.• Children's attendance is monitored by Attendance Officer and DHT.• Parent(s) may be asked to start producing medical evidence for further absences• Children with attendance of 95% and who are not providing medical evidence will be assessed to be added to the Attendance Officer Case Load.
Attendance drops below 90% - Persistent Absence (PA)	
<ul style="list-style-type: none">• Inform parents of concerns• Discuss support and what can work• Ask for medical evidence of absences• Discuss case with EWO.• Contact the school nurse/ school nurse referral if medical support is needed.• Offer a school based EBSA course/ support• TAF meeting to discuss how to improve attendance.• EWP referral if parents need support as well.	<ul style="list-style-type: none">• Depending on the circumstances we may include formalising support through a 6 week formal process creating an attendance contract and having fortnightly review meetings.• Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Our Attendance Officer will monitor registers, lateness and persistent absence. She discusses concerns with school staff and may have telephone calls/ meetings in school with parents.

If further unauthorised absences continue to occur during this time a Penalty Notice will be issued. Alternatively, those present at the review meeting may recommend that the Borough School Attendance Officer start legal proceedings under Section 444 (1) or (1a) of the Education Act (1996).

If no improvement in attendance is seen, then the period of time between concern being notified to parents and a Fixed Penalty being issued will be approximately half a school term.

Penalty Notices

Penalty Notices are fines that can be issued by a Local Authority to parents for their child's unauthorised absence from school.

When is a Penalty Notice appropriate? ·

Parents of a registered pupil whose child fails to attend school regularly, and the absence is unauthorised by the school, are committing an offence under Section 444 of the Education Act 1996. A Penalty Notice for irregular attendance can be issued where the parent is capable of, but unwilling to secure an improvement in their child's school attendance.

Penalty Notices apply to pupils of statutory school age, which starts at term after the child turns five and finishes on the last Friday in June of Year 11.

London Borough of Sutton uses Penalty Notices to safeguard the education of children, and to influence the improvement of identified cases of poor attendance patterns at school. Within Sutton it has been agreed to use Penalty Notices in the following circumstances:

- Penalty Notices for Unauthorised Absence from School
- Excluded pupils identified in a public place during specified days of exclusion
- Unauthorised term time leave (Holidays taken during term time)
- Persistent late arrival at school

The penalty for each parent is £80 for each child if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days but within 28 days of receipt of the notice.

[Penalty Notice Advice for Parents – Cognus](#)

The importance of punctuality

Good timekeeping is to be encouraged. Persistent lateness is a habit we discourage. Both pupils and their parents should be reminded of the importance of punctuality. Pupils who are frequently late miss the introduction to lessons and therefore are at a disadvantage in their learning. Registers close at 9am and lateness after 9.30am will be recorded as U (unauthorised absence)

Reviewed: July 2026

Review Date: July 2027

Appendix 1 – for staff use

CODE	DESCRIPTION
/	Present a.m.
\	Present p.m.
L	Absent at registration and arrived after 9am

AUTHORISED ABSENCE (ZERO WITH APPROPRIATE CODE WITHIN IT)

C	Other agreed circumstances (bereavement, public performances)
E	Excluded - e.g. formal fixed term or permanent
I	Confirmed illness – confirmation from parents, GP or production of appointment card or medical certificate.
M	Medical and dental appointments - production of appointment card or medical certificate.
R	Day of religious observance for the religious body to which parents belong.
S	Study leave - should not exceed a maximum of 15 school days in Year 11
T	Traveller child in process of travelling
J	Attending interview, e.g. with prospective employer or with another educational establishment.
G	Unauthorised term time holiday

APPROVED EDUCATIONAL ACTIVITY (CODE LETTER ONLY, NO ZERO)

B	Pupil attending another institution under a formalised dual registration arrangement e.g. College placement, PRU's
P	Approved sporting activity (participation in)
V	Educational visit or trip (UK/Overseas)
W	Approved work experience - under Section 560 Education Act, 1996

UNAUTHORISED ABSENCE

O	Unauthorised absence - no explanation received or unacceptable reason given.
U	Late after registers close (9:30pm)

COMPLETION OF REGISTERS AT THE START OF MORNING AND AFTERNOON SCHOOL.