

BADGERBROOK PRIMARY SCHOOL ATTENDANCE POLICY



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| Status: | Final | Author: | J Andrews |
| Reason for change: | | | |
| Adopted by: | Full Governors | Date: | July 2023 |
| Review Frequency: | Annually | Next Review Date: | July 2024 |

At Badgerbrook Primary School we believe that regular and consistent attendance plays a major role in the quality of learning for each of our pupils. We believe that high attainment depends on good attendance. Whilst 100% attendance would be ideal, we recognise that children sometimes may have time off due to illness, doctor's appointments, out of school music exams etc. This policy is intended to set out what is expected within school regarding the minimum attendance required of all pupils, the procedures for monitoring and evaluating persistent absenteeism and lateness and outlines the procedures that are in place to deal and reduce such issues.

Aims of the Policy

- To set out expectations of attendance, both nationally and within school;
- To detail procedures regarding absence from school;
- To detail procedures regarding 'lateness';
- To detail procedures regarding 'Absence requests';
- To detail how absenteeism is monitored and evaluated;
- To detail how lateness is monitored and evaluated

The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), [working together to improve school attendance](#) from (DFE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- > Part 6 of [The Education Act 1996](#)
- > Part 3 of [The Education Act 2002](#)
- > Part 7 of [The Education and Inspections Act 2006](#)
- > [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- > [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Roles and responsibilities

The Governors:

The Governors are responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the Governors and Senior Leadership Team
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

The Attendance Administrator:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher

- Works with education welfare officers, LEA, court officers, Inclusion Team, CME and PME units to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

Class teachers:

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

School admin staff:

School admin staff are expected to take calls from parents about absence and record it on the school system.

All school staff:

All staff (teaching and support) at Badgerbrook School will:

- support and promote excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Parents and Carers:

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Badgerbrook Primary School.

Parents will also be expected to:

- Ensure their children attend the school regularly
- Support their children's attendance by keeping requests for absence to a minimum
- Not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school
- Notify school on the first day of absence using the school's absence telephone line (0116 2752353), School email (office@badgerbrook.leics.sch.uk) or reporting to the school office
- Ensure their children arrive at school on time, properly dressed and with the right equipment for the day. Work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities
- Contact the school without delay if they are concerned about any aspects of their children's school lives. Badgerbrook Primary School will endeavour to support parents to address their concerns

Expectations for Attendance

- Across each term we expect all children at Badgerbrook to maintain **at least a 95%** attendance rate on an annual basis.
- Your child can enter the playground from 8.40am and we expect all children to be in class by 8.45am. If your child arrives after this time, the playground gate will be locked and they must be signed in at the school office. For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the school office. It is important that all pupils arriving late follow this procedure.

Procedures Regarding Absence from School

1. We will take our attendance register at the start of the first session of each school day and once at the beginning of the second session which is in the afternoon (after lunch).
The registers will close at 9.00am for the morning session and 12.50pm (EYFS, Y1,2,3) and 1.10pm (Y4,5,6) for the afternoon session. Any pupil who arrives after the closing of the register will be marked as absent. A child will be marked as late up until 9.30pm. Any child arriving after 9.30am will be marked with a U which means absent for the morning session.
2. Parents are requested to inform school of the child's absence each day. This can be done by leaving a telephone message with the school office, ideally before 9.30am if possible. The office staff will contact parents if no such contact is made. This is to ensure each child's safety.
3. A reason for absence is marked in the attendance register.
4. In the event of absence for a dentist or doctor's appointment, parents have a responsibility to inform school by email or phone call to the office. If your child is absent for a full session, morning or afternoon, the absence can be coded as 'Medical'. If your child is collected from school for the appointment, they should be signed out at the school office and signed in when they return to school. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Procedures regarding 'lateness'

Children who arrive after registration are recorded on the registers as a 'late'. Their time of arrival and reason for lateness will be recorded. A child who arrives after 9.30 receives a late mark and unauthorised absence.

Requests for Leave of Absence / Holidays

From 1st September 2013, a change in the law removes a Head teacher's ability (at their discretion) to authorise any leave of absence of up to 10 days.

The Head teacher will not authorise any leave of absence unless:

- An application has been made in advance by the parent with whom the pupil normally resides **AND**
- The Head teacher considers that there are **exceptional** circumstances relating to the application. Exceptional circumstances for leave of absence may constitute a music or performing arts exam, participation in a local or National Sporting event, the wedding day of a close relative etc.

Any Leave of Absence for 'exceptional circumstances' must be requested in writing to the Head teacher.

Monitoring and Evaluation of Attendance

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by calling parents to understand why a child has not been in school.
- Write to you if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence.
- Invite parents into a meeting to discuss the reasons for absence and plans put in place to support improving the attendance of the pupil. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.
- Where parents do not engage, the absence will be considered unauthorised and could contribute to a fixed penalty notice being issued.
- Refer the matter to the Education Welfare Officer (EWO) if attendance is a concern.
- Refer to Leicestershire county council inclusion team

The school will also:

- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not and identify the correct attendance code to use

Individual attendance figures are reported to parents in each child's annual report. Whole school attendance figures are reported to Governors annually.

Children at risk of missing education

Badgerbrook Primary School will put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, Badgerbrook will hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. Where staff have concerns about a child, they will use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Reporting to parents

We will report pupil attendance to parents at the following times:

- At parents evening in the Autumn and Spring term
- In the pupils ends of year report
- In newsletters and whole school displays
- Upon the request of the parents
- Where attendance drops below the expected threshold set by the school, parents will be notified by letter
- Certificates are given out to children with 100% attendance at the end of each academic year.

Monitoring and Evaluation of 'lateness'

- The school SIMS computer system can identify children who frequently arrive at school late. A letter will then be sent home to the parents highlighting the fact that their child is frequently arriving at school late and requesting improvement. Occasionally this conversation might be verbal, for example at Parents Evening.
- If an adequate response to this first letter is not received, and the situation regarding lateness continues, then the matter may be forwarded **to the AIO to pursue.**

Reducing Persistent Absence

A child is defined by the DfE as persistently absent if they miss 10 per cent or more of school time. It is necessary to monitor all pupils at regular intervals throughout the academic year. Pupils with attendance below 90% will be clearly identified and the reasons for their absences addressed using the range of support and statutory interventions available. Vulnerable groups e.g. pupils on free school meals within this range will be differentiated for additional monitoring and action.

Where the attendance falls below the expected standard, the school will:

- identify whether the reasons are authorised or unauthorised
- Send letters to make parents aware that their child is at risk of being persistently absent
- Meet with parents to discuss the pupil’s attendance, understand the barriers for absence and put steps in place to support its improvement. Interventions could include in class support, specific day interventions, ELSA or behaviour interventions. These would be monitored over time to ensure that they have impact
- Refer the matter to the EWO if attendance is a concern
- Make a referral to the county inclusion team to provide attendance support

Legal sanctions

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on best practice guidance produced by the Department for Education and the Local Authority. The Attendance Improvement Service aims to work with schools and families to promote good attendance and avoid legal action. However, in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue. For cases that do proceed to court and subsequent prosecution, for periods of unauthorised absence that occur from 1st September 2013 onwards, the amount of the penalty paid will be:

- £60 if paid within 21 days of receipt of the notice and
- £120 if paid within 28 days.

Thank you for your support in helping us to maintain high standards.

Appendix 1

The following codes are taken from the DfE’s guidance on school attendance.

| Code | Definition | Scenario |
|------|--------------|---|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |

| | | |
|----------|-------------------------------|---|
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| J | Interview | Pupil has an interview with a prospective employer/educational establishment |
| P | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |

| Code | Definition | Scenario |
|---------------------------|-----------------------------|--|
| Authorised absence | | |
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |
| H | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| R | Religious observance | Pupil is taking part in a day of religious observance |

| | | |
|-----------------------------|-----------------------------------|---|
| S | Study leave | Year 11 pupil is on study leave during their public examinations |
| T | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| Unauthorised absence | | |
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| O | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| U | Arrival after registration | Pupil arrived at school after the register closed |

| Code | Definition | Scenario |
|-------------|---|--|
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| Z | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half term/bank holiday/INSET day |

| Version | Date | Comment |
|---------|---|-----------------------|
| V4 | Date created: 28/3/2022 Review date: Mar 25 | Review COVID measures |
| V5 | Date created: July 2023 Review date: July 2024 | |

