

Broadacre Primary School

Attendance policy



Broadacre Primary School

Attendance Policy

This policy was approved by Governors on 2nd February 2022

Nigel Hillary.. Chair of Governors

Adopted on 7th February 2022

This policy will be reviewed annually on or before 7th February 2024

1 Aim of this policy

To support excellent levels of attendance for all pupils to enable fulfilment of their potential at Broadacre.

2 Key principles

- High levels of attendance and punctuality levels are promoted and rewarded.
- It is the responsibility of everybody in the school to improve attendance and punctuality.
- Where attendance or punctuality fall short of expected standards, steps will be taken to address this and sanctions may be applied in accordance with the behaviour policy.

3 Roles and responsibilities

3.1 The school

We will:

- work with pupils and their families to support high levels of attendance and punctuality
- investigate unexplained or unjustified absence, applying sanctions where appropriate
- work with the local authority and, where required, make appropriate referrals in accordance with local procedures, legislation and guidance
- regularly review and analyse attendance levels and set targets for the future
- ensure that all pupils can access full-time education
- ensure that the trust board and school's leadership team work together to monitor attendance levels and the effectiveness of this policy
- ensure that all legislation and guidance are complied with and reflected in our policies and procedures
- have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our Safeguarding Policy).
- provide information requested by the Secretary of State, including termly absence data collected by the Department for Education.
- support pupils who are returning to education following long term absence

- ensure that effective systems to record and report attendance data are in place.

3.2 Parents and carers

We expect parents and carers to:

- ensure that their child arrives at the school on time, in the correct uniform and with the necessary equipment
- promote the importance of regular attendance at home
- follow the correct procedure for reporting the absence of their child from the school (see section 6.1 below)
- avoid unnecessary absences
- keep the school informed of any circumstances which may affect their child's attendance
- not take their child out of education for holidays during term time (see section 6.3 below)
- inform the school in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live.

3.3 Pupils

We expect pupils to:

- attend the school regularly and on time
- be punctual to all lessons
- follow the correct procedure if they arrive to the school late (see sections 4 and 5 below).

4 Registration

- 4.1 The school maintains an attendance register and uses this to record each pupil's attendance at the start of the school day and again in the afternoon.

Registration session	Start time	End time
Nursery Morning	8:45	9:10
FS2- Year 6 Morning	8:55	9:20
Year 1 – Year 6 Afternoon	12:55	1:10
FS2 Afternoon	12:30	12:45

- 4.2 Pupils who arrive after the start of a registration session but before the end of the registration session will be marked as late. Where pupils arrive after the end of a registration session, the process set out at section 5 applies.

4.3 The register is marked using the national attendance and absence codes which can be found in the Department for Education's guidance on School Attendance guidance - [School attendance guidance \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

4.4 Where a pupil attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents where necessary.

5 Late arrival

5.1 If a pupil arrives at the school after the relevant registration period has ended, he/she must immediately go to the school office to sign in and provide a reason for the lateness. In the absence of a satisfactory explanation, the register will be marked as unauthorised absence.

5.2 Persistent lateness will be treated as a disciplinary matter and will be dealt with in line with behaviour policy.

6 Reasons for absence and how to report or request authorisation

6.1 **Authorised absence** - absence will only be authorised where the school has given approval in advance for a pupil to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the school can authorise absence.

6.2 **Unauthorised absence** – absence will be marked as unauthorised where the school is not satisfied with the reasons given for the absence.

6.3 Reporting absence from the school

6.3.1 Where a pupil is to be absent from the school without prior permission, the parent/carer should inform the school by telephone on the morning of the day of the first absence and let the school know when they expect the pupil to return. If the return date is not confirmed on the first day of absence, parents/carers must contact the school on each day of absence.

6.3.2 In cases of prolonged absence due to illness, the parents/cares may be asked to provide the school with medical evidence, such as a note from the child's doctor. If this evidence is not provided, the absence may be marked as unauthorised.

6.4 Appointments

6.4.1 Medical, dental and other essential appointments for a pupil should take place outside of school hours where this is reasonably possible.

6.4.2 Where an appointment must take place during school time, the pupil should attend the school for as much of the day as possible.

6.4.3 For the time absent from the school to be marked as an authorised, confirmation of the appointment by way of an appointment card or letter must be provided.

6.5 Leave of absence (including holidays during term time)

- 6.5.1 Parents and carers should make every effort to avoid taking pupil out of education for holidays or other extended leave during term time. The school will only authorise a leave of absence during term time where there are exceptional circumstances.
- 6.5.2 To request a leave of absence, parents/carers must make the request in advance and in writing and, wherever possible, at least 4 school weeks ahead of the planned leave.
- 6.5.3 Where a leave of absence is requested as above, the Principal/Head Teacher will consider the specific facts and circumstances relating to the request. The decision:
- will be confirmed in writing
 - is solely at the Principal's/Head Teacher's discretion and
 - is final.
- 6.5.4 Where permission is granted, the Principal/Head Teacher will confirm the number of days and dates of absence which are authorised.
- 6.5.5 If permission is not granted and the parents/carers proceed to take their child out of the school, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority (see section 7 below).

6.6 Religious observance

- 6.6.1 We recognise that pupils of certain faiths 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,
- the absence from the school will be authorised.
- 6.6.2 We ask that parents/carers notify the school in writing in advance where absence is required due to religious observance.

6.7 Coronavirus (Covid-19)

- 6.7.1 There are some circumstances in which pupil cannot attend school due to coronavirus. In accordance with the Department for Education's guidance on ***recording attendance in relation to COVID-19 during the 2021-2022 academic year***, if a pupil's travel to, or attendance at school would be contrary to law or government guidance relating to coronavirus, their non-attendance will not be counted as an absence.
- 6.7.2 If a pupil tests positive for coronavirus, their absence will be recorded as illness.

7 Addressing poor attendance and punctuality

7.1 Our procedures for managing unexplained absences can be found here. Where attendance concerns appear, the school will contact families using the appendices listed below:

- Appendix 1- letter to parents to inform of attendance concern
- Appendix 2- letter to parents regarding unauthorised absences
- Appendix 3- letter to parents issued at parent evening appointment to offer support with improving attendance
- Appendix 4- letter to parents acknowledging improvement in attendance
- Appendix 5- letter to parents following no improvement
- Appendix 6- letter to parents declining to authorise holiday leave
- Appendix 7- letter to parents expressing disappointment at taking holiday leave

7.2 Where absence or punctuality is a cause for concern, for example because there is:

- a pattern of unauthorised absence
- a question over the reasons provided for a particular absence or late arrival
- persistent truancy or lateness

we will make contact with the parents/carers with a view to working together to support improved attendance and/or punctuality.

7.3 Failure to attend or arrive at lessons on time may also be dealt with as a disciplinary matter in accordance with the behaviour policy.

7.4 Absence will be classed as persistent where it falls below 90% across the academic year. Absence at this level is very likely to hinder educational prospects and we expect full parental co-operation and support to urgently address these cases. Intervention steps may include implementation of an attendance action plan, referral to other agencies and/or seeking to put in place a parenting contract.

7.5 Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending the school, we may consider issuing a penalty notice. A penalty notice is a fine (£60 if paid within 21 days, £120 if paid within 28 days) imposed on parents.

7.6 When considering whether to issue a penalty notice, we will have regard to:

- the Department for Education's statutory guidance, School Attendance Parental Responsibility Measures.
- the local authority's Code of Conduct for issuing penalty notices.

7.7 In the event that a penalty notice is issued but is not paid within 28 days, the local authority will decide whether to proceed to prosecution. The local authority also has

separate powers to prosecute parents if their child of compulsory school age fails to attend school regularly.

Appendix 1

Date

Dear Parent/ Carer,

Re: ****

Each school has a statutory responsibility to monitor the attendance of its pupils and Broadacre frequently checks on the attendance of all children. The expectation of attendance, set by the Department of Education, is 96% and any child with an attendance of less than 90% is classed as a persistent absentee.

I am writing to inform you that ****'s attendance is currently (30th September) **%. I am sure that you will agree with me, that this is a cause for concern. For your records, I have enclosed ****'s attendance record.

I am hoping that by bringing this to your attention, we can work together to improve your child's attendance. There is a clear link between attendance at school and the progress children make and we would like all children to achieve as much as they can. The school will continue to monitor your child's attendance.

Thank you for your support with this matter. If you would like to discuss this with me, please make an appointment at the school office.

Yours sincerely

D Wilkinson
Head of School
Broadacre Primary School

Appendix 2

To Parent/ Carer of ****

29th June 2021

Dear Parent/ Carer

After checking the school registers, it has come to our attention that **** has recorded unauthorised absences ** times this term. This not only disrupts school routines but affects ****'s education. ****'s attendance from the 8th of March 2021 is only **%, the minimum attendance required by the Department for Education is 96%. Any further unauthorised absences may result in a Penalty Notice fine of £60 to be paid within 21 days, if no payment is received the Penalty Notice will increase to £120 to be paid within 28 days.

The school have tried to contact you on several occasions regarding this matter but have been unsuccessful. It is extremely important that when your child is absent that you contact the school to inform us of a reason for their absence at the earliest opportunity, it is also important to provide medical evidence where possible i.e. Doctors notes, appointment letters, appointment cards or prescriptions. Any reasons other than illness that requires a GP appointment- such as coughs, colds, slight headaches, stomach aches with no sickness or diarrhoea or just feeling poorly- are not reason enough for absence.

We are working together with the Educational Welfare Officer to improve attendance throughout the school. We will be monitoring ****'s progress and would appreciate your support. If you are having any difficulties with your child's attendance or to discuss this further, please do not hesitate to contact the school.

Yours sincerely

D Wilkinson
Head of School
Broadacre Primary School

Appendix 3

Monday 8th November 2021

ATTENDANCE MATTERS AND YOU CAN HELP.

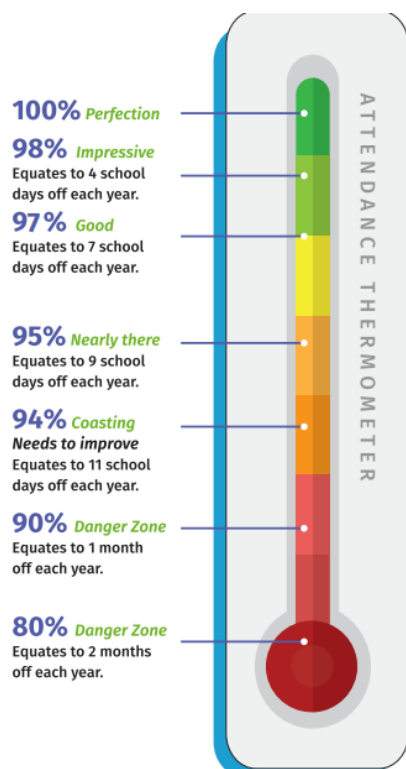
Dear parent/carer of **** (Class **)

**** has missed more school than their classmates.

The national expectation of attendance is 96%. **** attendance is ****% so far this year.

Students fall behind when they miss school- whether students are absent for authorised or unauthorised reasons.

You can have a big effect on **** attendance this year- we appreciate your help. If you wish to speak to me to discuss how we can work together to improve attendance, please call the school office to make an appointment.



Yours faithfully,

Mr D Wilkinson
Head of School

Appendix 4

Date

Dear Parent/Carer,

Re: **** - Attendance Improvement

With reference to previously shared concerns regarding ****'s attendance, I am very pleased to see that his/her attendance has improved between the 28th May and the 18th June 2021.

Thank you for your support with this matter.

Although there has been a considerable improvement in ****'s attendance it is still below the national expectations. I am confident that we can continue to work together to further improve ****'s attendance.

Yours sincerely

D Wilkinson
Head of School
Broadacre Primary School

Appendix 5

Tuesday 22nd June 2021

Dear Parent/Carer,

Re: ****

With reference to previous discussions regarding ****'s attendance, I am disappointed to see that his attendance is still well below the national expectation of 96%.

****'s attendance, from 8th March 2021 to 22nd June 2021 is still only **%. This means that your child is classed as a persistent absentee from school.

As ****'s attendance is a cause for concern, future absences will not be authorised unless the school has proof of a medical appointment or illness.

A total of 20 unauthorised absences in a term can lead to the Local Authority issuing a penalty notice.

I hope that we can work together to improve ****'s attendance. If you would like to discuss this with me further, please make an appointment with the office.

Yours sincerely

D Wilkinson
Head of School
Broadacre Primary School

Appendix 6

1st December 2021

Dear Parent/ Carer

Re: ****

Thank you for your email regarding a planned school holiday and absence from school for the 6th to the 10th of December 2021.

The legislation on school attendance for holidays in term time has changed from 1st September 2013 so I am unable to grant leave of absence during term time, unless there are exceptional circumstances.

Your request is not covered by exceptional circumstances, so I am not able to authorise ****'s absence for this holiday. If you take **** out of school for an unauthorised holiday, I am required to notify the Local Authority who then may issue a Penalty Notice fine of £60 to be paid within 21 days. If no payment is received, the Penalty Notice will increase to £120 to be paid within 28 days.

Please do not hesitate to contact the school office if you wish to discuss this any further.

Yours sincerely

D Wilkinson
Head of School
Broadacre Primary School

Appendix 7

22nd September 2021

Dear Parent/Carer

RE: ****

I am disappointed that you have taken holiday leave of absence during term time.

As you know, pupils of school age must, by law, attend school regularly. If your child is to be away from school, you need to ask for leave of absence and for this absence to be approved (authorised), which it will be when there is a good reason. You cannot yourself authorise a child's absence. This school, the Adult, Children & Family Services and many parents are working in partnership to enable children to reach their full potential and this requires regular attendance at school.

The legislation on school attendance for holidays in term time has changed from 1st September 2013 so that **I am unable** to grant leave of absence during term time unless there are exceptional circumstances.

This action makes working in partnership more difficult to achieve. Unauthorised absence from school is a serious matter and can lead to a Penalty Notice being issued.

This absence for the dates **13th-17th of September 2021** have been recorded as unauthorised and I am required to notify the Local Authority regarding this absence from school. An unauthorised holiday in term time can result in a Penalty Notice fine of £60 to be paid within 21 days. If no payment is received, the Penalty Notice will increase to £120 to be paid within 28 days.

Please ensure your child attends school regularly and that you work in partnership with my staff and I to ensure that **** catches up with the work missed. If you wish to discuss this matter further, please contact the school for an appointment.

Yours sincerely

D Wilkinson

Head of School
Broadacre Primary School