



Barton Clough Primary School

BRIGHT FUTURES EDUCATIONAL TRUST

Attendance policy

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Reviewed by:	Jackie Crouch	

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (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.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- Link governor: **David Watson**

3.2 The Head of School

The head of school is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors

- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Jackie Crouch and can be contacted via admin@bcps.bright-futures.co.uk

3.4 SENDCO

The SENDCO will be made aware of SEND students who fall under PA. They will be involved in attendance meetings and reviews.

3.5 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the head of school when to issue fixed-penalty notices

The attendance officer can be contacted via attendance@bcps.bright-futures.co.uk

3.6 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 after completion of the register at 8.45am daily.

3.7 School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Provide details from parents to SLT in order to provide them with more detailed support on attendance

3.8 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time

- Call the school to report their child's absence before 8.45am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.9 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

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. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made

See appendix 1 for the DfE attendance codes.

- We will also record:
- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school on each school day by 8.45am.

The register for the first session will be taken at 8.45am and will be kept open for half an hour after registration closes. The register for the second session will be taken at the start of the afternoon lessons.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.45 am or as soon as practically possible by calling the school office staff on 0161 748 7539 (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity or regularity of illnesses.

Clear descriptions of illness will be taken to allow a clearer picture of patterns of absence.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment, and shows proof of appointments to the school office.

If parents wish to request a leave of absence they must complete a form from the school office to be viewed by the head of 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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code: L

After the register has closed will be marked as absent, using the appropriate code: U

Parents of pupils who are regularly late (more than 5 occasions in a half-term), will be invited to meet with the attendance lead to discuss reasons why the punctuality issues are occurring, and if school can offer any support. The pupil's punctuality will continue to be monitored following the meeting and follow-up meeting will take place if needed.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may call and speak to other contacts the school has on record for the child;
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session;
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels, via termly attendance letters.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. Retrospective requests will not be authorised and will result in the absence being unauthorised.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated before the absence, by completing a leave of absence request form, available from the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

We understand that holidays are generally less expensive during term time but this does NOT count as an exceptional circumstance. Leave which is taken for the following reasons will not be authorised:

- Availability of cheaper holidays
- Poor weather experienced in school holidays
- Overlap with beginning or end of term
- Booked the wrong dates by mistake
- Booked by another family member
- Attending a wedding that is not immediate family
- Family birthdays or other family occasions

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

The number of unauthorised absences occurring within a rolling academic year

One-off instances of irregular attendance, such as holidays taken in term time without permission

Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

The school will do the following to promote and celebrate good attendance:

- Updating the whole school community about attendance matters.
- Celebrating good attendance in assemblies and whole class rewards.

- Raising the profile of excellent attendance and punctuality in pupil assemblies.
- Creating a school ethos that pupils want to be part of.
- Developing procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention.
- Building strong relationships with families.
- Awarding the class with the best attendance for the week.
- Communicate our high expectations to pupils and parents/carers.
- Provide support and strategies to families who need additional support.

7. Attendance monitoring

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level. These meetings will include looking at specific attendance to track direct impact.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern. SMART targets for pupils will be assigned. Documentation will include PP, non-PP, SEND and EAL.
- Use a RAG banding system to identify pupils where attendance may be an issue.
 - Green - 96-100%
 - Amber – 90-96%. Parents will receive a letter at this point, informing them of concerns around their child's attendance and the possible impact on their learning.
 - Red - <90%. The child is classed as persistently absent. Any further absences due to illness or medical appointments will be unauthorised unless medical evidence is provided. The school may issue a fixed-penalty notice.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions around attendance with pupils and families.

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

Barton Clough Primary School will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Send letters to parents informing them if their child's attendance has dropped below 95% or below
- Arrange attendance meetings when we feel early intervention is needed

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, every 2 years. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

Child protection and safeguarding policy

Behaviour policy

Appendix 1: attendance codes

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

Appendix 2: Attendance Band

Termly Letter	Attendance Band	% of Attendance Covered	Purpose of the letter for parents
Celebratory Letter	Green Band	96% or above	To celebrate your child having great attendance
Letter Two	Orange Band	90% to 95.9%	To let you know your child's attendance is

			dropping close to being a concern.
Letter Three	Red Band	Below 90%	Your child is now considered to be persistently absent from school: we need to be in communication to discuss a plan of action for improving attendance.

We monitor attendance trends regularly. If your child is in the persistent absenteeism category and has further time away from school we will call you into school for a meeting to discuss how we can work together to improve your child's access to their learning.

Appendix 3: Attendance Letters (to copy onto letterhead)

Letter 1- 96% +

Date

Dear

I'm writing to celebrate [name of child] high attendance percentage.

Their current attendance is [percentage]. This will have a huge positive impact on their academic achievement.

Children with a high attendance percentage have shown consistently higher achievement throughout their school career when compared to those with persistent absence.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We would like to thank you for your continued support.

Yours sincerely,

Letter 2 – 90-96%

Date

Dear

I'm writing to express my concern at [name's] recent high levels of absence from school.

Their current attendance has fallen to [percentage]. Falling below 96% attendance will likely have an impact on their academic achievement. This is classed as persistent absence.

Government figures suggest that across KS2 80% of pupils with no missed sessions achieve the expected standard compared to 40% of pupils who were persistently absent.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support [name's] education in the best way possible, by supporting you in addressing their attendance.

Please contact the school office and make an appointment with [staff] so we can discuss this further and help support you with [name's] attendance.

Yours sincerely,

Letter 3 – Less than 90%

Date

Dear

I'm writing to express my concern at [name's] recent high levels of absence from school.

Their current attendance has fallen to [percentage]. This low attendance percentage will have an impact on their academic achievement.

Government figures suggest that across KS2 80% of pupils with no missed sessions achieve the expected standard compared to 40% of pupils who were persistently absent.

Attendance of 90% means your child will be missing 4 weeks of school a year. With 80% you are missing half a term a year and across a child's school career adds up to missing a whole 2 years from school.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We would like to invite you to a meeting on [date] to discuss [name's] attendance further, and put some support in place.

Yours sincerely,