**Bollington Cross C.E Primary School**



**Attendance Policy 2022-2024**

**Contents:**

[Statement of intent](#AA)

1. [Legal framework](#_Background)
2. [Roles and responsibilities](#_Roles_and_responsibilities)
3. [Definitions](#_Definitions)
4. [Training of staff](#_Training_of_staff)
5. [Pupil expectations](#_Pupil_expectations)
6. [Absence procedures](#_Absence_procedures)
7. [Contact information](#_Contact_information)
8. [Attendance register](#_Attendance_register)
9. [Attendance officer](#_Attendance_Officer)
10. [Lateness](#_Searching)
11. [Term-time leave](#_Items_banned_from)
12. [Truancy](#_Truancy_1)
13. [Missing children](#_Monitoring_1)
14. [Religious observances](#_Outside_school_and)
15. [Appointments](#_Confiscation)
16. [Modelling, sport and acting performances/activities](#_Modelling,_sport_and)
17. [Young carers](#_Young_carers_1)
18. [Rewarding good attendance](#_Rewarding_good_attendance_1)
19. [Monitoring and review](#_Monitoring_and_review)

Appendix

1. [Attendance Monitoring Procedures](#a)

# **Statement of intent**

Bollington Cross Primary believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

* Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

(a) to age, ability and aptitude, and

(b) to any special educational needs he/she may have

Either by regular attendance at school or otherwise.”

* Promoting and modelling good attendance behaviour.
* Ensuring equality and fairness of treatment for all.
* Implementing our policies in accordance with the Equality Act 2010.
* Early intervention and working with other agencies to ensure the health and safety of our pupils.
* Rewarding regular attendance.

Signed by:

Y. Donbavand Headteacher Date: Sept 5th 2022

F.Penny Chair of governors Date: Sept 5th 2022

Review date: Sept 5th 2024

# **Legal framework**

* 1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:
* Education Act 1996
* Equality Act 2010
* Education (Pupil Registration) (England) Regulations 2006 (As amended)
* Children (Performances and Activities) (England) Regulations 2014
* Children and Young Persons Act 1963
* DfE (2018) ‘School attendance’
* DfE (2015) ‘Child performance and activities licensing legislation in England’
* DfE (2018) ‘Keeping children safe in education’
* DfE (2016) ‘Children missing education’
  1. This policy will be implemented in conjunction with the following school policies:
* Complaints Procedures Policy
* Primary Behavioural Policy

# **Roles and responsibilities**

* 1. The governing board has overall responsibility for:
* The implementation of the Attendance Policy and procedures of Bollington Cross Primary School.
* Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
* Handling complaints regarding this policy as outlined in the school’s Complaints Procedures Policy.
* Having regard to ‘Keeping children safe in education’ (2018) when making arrangements to safeguard and promote the welfare of children.
* Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
  1. The headteacher is responsible for the day-to-day implementation and management of the Primary Attendance and Truancy Policy and procedures of the school, and distributing these to parents.
  2. Staff, including teachers, support staff and volunteers, are responsible for:
* Following the Attendance Policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
* Modelling good attendance behaviour.
* Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
  1. Parents are expected to take responsibility for the attendance of their child during term-time.
  2. Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.
  3. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

# **Definitions**

* 1. For the purpose of this policy, the school defines:
* **“Absence”** as:
* Arrival at school after the register has closed.
* Not attending school for any reason.
* An **“authorised absence”** as:
* An absence for sickness for which the school has granted leave.
* Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
* Religious or cultural observances for which the school has granted leave.
* An absence due to a family emergency.
* An **“unauthorised absence”** as:
* Parents keeping children off school unnecessarily or without reason.
* Truancy before or during the school day.
* Absences which have never been properly explained.
* Arrival at school after the register has closed.
* Absence due to shopping, looking after other children or birthdays.
* Absence due to day trips and holidays in term-time which have not been agreed.
* Leaving school for no reason during the day.
* **“Persistent absenteeism”** as:
* Missing 15 percent or more of schooling across the year **for any reason**.

# **Training of staff**

* 1. The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.
  2. Teachers and support staff will receive training on this policy as part of their induction.
  3. Teachers and support staff will receive regular and ongoing training as part of their development.

# **Absence procedures**

* 1. Parents are required to contact the school as soon as possible on the first day of their child’s absence.
  2. Parents must call into school and report to the school office where arrangements will be made to speak to a member of staff.
  3. A phone call will be made to the parent of any child who has not reported their child’s absence on the first day that they do not attend school.
  4. In the case of persistent absence, arrangements will be made for parents to speak to the Headteacher.
  5. If a pupil’s attendance drops below 85 percent, the Headteacher will be informed, and a formal meeting will be arranged with the parents.

# **Contact information**

* 1. Parents are responsible for:
* Providing accurate and up-to-date contact details.
* Providing the school with more than one emergency contact number.
* Updating the school if their details change.

# **Attendance register**

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

* Present.
* Absent.
* Attending an approved educational visit.
* Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

* / = Present in the morning
* \ = Present in the afternoon
* L = Late arrival before the register has closed
* C = Authorised absence
* E = Excluded but no alternative provision made
* H = Authorised holiday
* I = Illness
* M = Medical or dental appointments
* R = Religious observance
* B = Off-site education activity
* G = Unauthorised holiday
* O = Unauthorised absence
* U = Arrived after registration closed
* N = Reason not yet provided
* X = Not required to be in school
* T = Gypsy, Roma and Traveller absence
* V = Education visit or trip
* P = Participating in a supervised sporting activity
* D = Duel registered – at another educational establishment
* Y = Exceptional circumstances
* Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

# **Attendance officer**

* 1. If they are persistently absent, pupils will be referred to the Headteacher who will attempt to resolve the situation through a parent agreement.
  2. If the situation cannot be resolved and attendance does not improve, the Headteacher has the power to issue sanctions such as prosecutions or penalty notices to parents.

# **Lateness**

* 1. Punctuality is of the utmost importance and lateness will not be tolerated.
  2. The school day starts at 8:50. Pupils should be in their classroom at this time.
  3. Registers are marked by 9:00. Pupils will receive a late mark if they are not in their classroom by this time.
  4. The register closes at 9:30. Pupils will receive a mark of absence if they do not attend school before this time.
  5. After lunch, registers are marked by 13:15. Pupils will receive a late mark if they are not in their classroom by this time.
  6. The register closes at 13:30. Pupils will receive a mark of absence if they are not present.
  7. Pupils attending after 9:30 will receive a mark to show that they were on site, but this will count as a late mark.

# **Term-time leave**

* 1. At Bollington Cross Primary, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.
  2. The headteacher is unable to authorise holidays during term-time.
  3. The headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.
  4. The headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the headteacher.
  5. Any requests for leave during term-time will be considered on an individual basis and the pupil’s previous attendance record will be taken into account.
  6. Requests for leave will not be granted in the following circumstances:
* Immediately before and during assessment periods
* When a pupil’s attendance record shows any [unauthorised absence](#_Actions_in_the)
* Where a pupil’s authorised absence record is already above 10 percent for any reason
  1. If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

# **Truancy**

* 1. Truancy means any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.
  2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child’s learning.
  3. All pupils are expected to be in their classes by 8:50am and 13:15, where the teacher will record the attendance electronically.
  4. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.
  5. Immediate action will be taken when there are any concerns that a child might be truanting.
  6. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the child not attending school.
  7. The following procedures will be taken in the event of a truancy:
* In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
* If any further truancy occurs, then the school will consider issuing a penalty notice.
* A penalty notice can be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

# **Missing children**

* 1. Pupils are not permitted to leave the school premises during the school day unless they have permission from the headteacher.
  2. The following procedures will be taken in the event of a pupil going missing whilst at school:
* The member of staff who has noticed the missing pupil will inform the headteacher immediately.
* The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
* A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
* The following areas will be systematically searched:
  + All classrooms
  + All toilets
  + Changing rooms
  + The library
  + Any outbuildings
  + The school grounds
* Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
* If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
* The school will attempt to contact parents using the emergency contact numbers provided.
* If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
* The missing pupil’s teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
  1. If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.
  2. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
  3. The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.
  4. Parents and any other agencies will be informed immediately when the pupil has been located.
  5. The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
  6. Appropriate disciplinary procedures are followed in accordance with the Behavioural Policy.
  7. Prolonged periods of unauthorised absence without contact will be handled in accordance with clauses [6.6](#as)-[6.8](#asd) of this policy.
  8. A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

# **Religious observances**

* 1. The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.
  2. Parents are required to inform the school in advance if absences are required for days of religious observance.

# **Appointments**

* 1. As far as possible, parents will attempt to book medical and dental appointments outside of school hours.
  2. Where this is not possible, a note and appointment card will be sent to the school office.
  3. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.
  4. Pupils will attend school before and after the appointment wherever possible.

# **Modelling, sport and acting performances/activities**

* 1. Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, are required to obtain a licence from the LA which authorises their absence(s).

# **Young carers**

* 1. The school understands the difficulties that face young carers.
  2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
  3. The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

# **Rewarding good attendance**

Good attendance and punctuality will be acknowledged in the following ways:

* School Newsletter
* Parents Evening Report

# **Monitoring and review**

* 1. The school monitors attendance and punctuality throughout the year.
  2. Bollington Cross Primary’s attendance target is 97 percent.
  3. This policy is reviewed every three years by the headteacher; the next scheduled review date for this policy is September 2021.
  4. Any changes made to this policy will be communicated to all members of staff and parents.

**Attendance Monitoring Procedures**

Bollington Cross Primary School has adopted the following attendance monitoring procedures, to ensure that pupils’ attendance meets the expected standard, and effective intervention is provided where pupils’ attendance falls below the standard:

1. Registers and attendance are monitored by the Headteacher for weekly and annual attendance to date.
2. Attendance is discussed by classroom teachers. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. ‘N’ codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the headteacher daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil’s attendance falls to 90 percent, the headteacher speaks to the pupil in school to discuss any issues or problems to ascertain how the school can help to improve their attendance. The headteacher also makes a phone call home to discuss this with parents, if necessary.
6. If a pupil’s attendance falls below 95 percent, a letter is sent home raising concerns that their attendance has fallen below the school’s expected standard.
7. If a pupil’s attendance falls below 90 percent, a letter is sent home explaining that the pupil’s attendance is now being monitored, and the headteacher contacts the parents to discuss this.
8. The pupil’s attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with the headteacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.
9. If targets are not met, the classroom teacher makes a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. A four-week monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement after an additional four weeks, a fixed-penalty notice is issued where appropriate.