



Brampton Abbots CE Primary School



Bridstow CE Primary School



Oak Meadow Federation

## Attendance Policy

This policy will be reviewed and updated by the Governing Body at least every two years. All references to 'the school' imply both Brampton Abbots and Bridstow Primary Schools.

Policy approved by Governing Body on 13<sup>th</sup> July 2020

Signed Daniel Brearey, Headteacher

Paul Mason, GB Chair

Policy due for review July 2022

# Attendance Policy

## 1 Introduction

1.1 The school expects all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

1.2 Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence is authorised or unauthorised.

1.3 For a child to reach their full educational potential a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance (the home/school agreement can be used in this way). We aim to provide sensitive and appropriate guidance to parents concerning pupil attendance, taking into account guidance from the Department for Education (DfE) and the Local Authority.

## 2 Definitions

### 2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

### 2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- The absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

## 3 If a child is absent

3.1 If a pupil is unfit for school, parents are asked to contact the school on each day of absence by 9.30am. This can be done in person, by telephone (using option 1 'absence message system'), by email to the school administrator or Headteacher, by text, in a written note to the school office or via the child's class teacher. Parents are also encouraged to keep school informed about re-attendance for the period of the absence.

3.2 If a pupil is absent at morning registration and the school has not received an explanation by the close of registration the office is informed, and our office staff will contact the parent/carer as a matter of concern. Parents should provide a note explaining the reason for absence on the child's return to school. Where absences are not explained that will be considered unauthorised.

3.2 A note may be sent to the school prior to the day of absence (e.g. if a child has an unavoidable medical appointment). We expect, wherever possible, that medical appointments are made outside of school time.

3.3 If there is any doubt about the whereabouts of a child, the class teacher will take immediate action by notifying the school office. The school will then be in contact with the parent or guardian, in order to check on the safety of the child. To this end, we ensure that we have at least two telephone numbers for every child so that contact can be made effectively.

#### 3.4 Punctuality

Pupils are expected to arrive at school by 8.50am (Brampton Abbotts) and 8.55am (Bridstow) each day. Arrival after this time will be recorded as a late (L). Registers close at 9.30am; any pupil arriving after this time will be recorded as late after registration (U) which is considered an unauthorised absence.

### 4 Child missing from education

4.1 We believe all children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are at significant risk of underachieving, being victims of abuse and becoming NEET (not in education, employment or training) later on in life. (Children Missing Education: statutory guidance for local authorities (DfE))

4.2 We understand that children that are particularly at risk of missing education are:

- pupils at risk of harm/neglect
- children of Gypsy, Roma and Traveller families
- families of Armed Forces personnel
- missing children/runaways
- children who cease to attend a school

4.3 We have a duty to monitor pupils' attendance through daily registration and to inform the local authority of pupils who are regularly absent from school. The local authority must have in place 'robust procedures and policies' to enable them to meet their duty in relation to CME. All CME concerns MUST BE REPORTED TO THE LOCAL AUTHORITY WITHIN 10 DAYS.

### 4 Planned and Unplanned Absences

4.1 There is overwhelming evidence that a high level of consistent school attendance is essential if children are to reach their full educational potential and achieve their targets.

4.2 The school's aim is for all children to be in attendance for all the 190 school days in the year. It is expected nationally that primary school age children will have an attendance of at least 96%, after allowing for illness, (this is equal to 182 school days) and as a school we aspire to achieve or better this. Children whose attendance drops below the 96% level fall into the 'worrying' category and are less likely to achieve their full educational potential. We have rigorous procedures for monitoring attendance and poor attendance is never ignored.

#### 4.3 Term time leave

In line with Government and Herefordshire Local Authority policy, planned leave during term time is actively discouraged. The Headteacher is only permitted to authorise leave during term time in exceptional circumstances.

4.4 Leave may only be granted only if the proper procedures have been followed:

- Applications for 'Planned Absences' should be made at least six weeks before the date required

- A Leave of Absence Request Form (available from the school office) must be fully completed, explaining clearly why any absence during term time is necessary. The school office will provide assistance with the form if necessary.
- Leave will not be granted retrospectively

4.5 If leave is taken after the school has refused authorisation, the absence will be recorded as unauthorised (code G). After 5 days (10 unauthorised sessions) Herefordshire Local Authority will be notified who will issue a Penalty Notice per parent per child of £60 if paid within 21 days or £120 if paid within 28 days (see appendix 2 for Local Authority code of conduct).

## **5 Rewards for good attendance**

5.1 All the children who have at least 95 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. 100% attenders will also be recognised.

## **6. Show or traveller Families**

6.1 Staff at school are very aware of the needs of our show/traveller families, who have a traditional way of life that means that they travel around the country at different times of year. These children will be catered for by ensuring that provision is made for either offsite learning (school provided work packs, use of ICT and liaison with LA support services) or dual registration when children are not attending school. Children will be kept on roll, with SIMs codes (B – Educated Off site, D – Dual registration and T – traveller absence being used where appropriate).

## **7 Monitoring and review**

7.1 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents or guardians.

7.2 The Headteacher will monitor school attendance on a regular basis. He will ensure that attendance figures are in line with school targets set with the Governing Body and/or the Education Welfare Officer.

7.3 At all times, parents will be kept informed of concerns regarding attendance, and will be given every opportunity to receive help and support with regards to getting their child to school. Where an individual is regularly absent due to illness the school will request medical evidence to authorise absences.

7.4 Every child's attendance will be reported on at least once in the academic year.

**APPENDIX 1:**  
**Application for leave form and guidance**



Application for Leave  
Form.docx

**APPENDIX 2:**  
**Herefordshire Local Authority Code of Conduct for issuing penalty notices and fines**



Herefordshire  
Council Penalty Notice

**APPENDIX 3:**  
**LA Penalty Notice Form**



SCHOOL PENALTY  
NOTICE WARNING RE

**APPENDIX 4:**  
**Copy of letter masters sent from school to home – 95% and 90%**

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