



## **Attendance Policy**

**September 2016**

**Review Date – September 2018**

**Based on – Guidelines from City of  
Bradford Metropolitan District Council and  
Department for Education School  
Attendance Guidance**

**Signed by the Headteacher**

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**Name** \_\_\_\_\_

**Signed on behalf of Governors**

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**Name** \_\_\_\_\_

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## Statement of Intent

Burley and Woodhead C.E. Primary School 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:

Following 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 within the Disability Discrimination Act (2010)
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

## 1. **Key roles and responsibilities**

- 1.1 The Governing Body has overall responsibility for the implementation of the attendance policy and procedures of Burley and Woodhead C.E. Primary School.
- 1.2 The Governing Body has overall responsibility for 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.
- 1.3 The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
- 1.4 The Headteacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of Burley and Woodhead C.E. Primary School.
- 1.5 Staff, including teachers, support staff and volunteers, will be responsible for following the attendance policy and for ensuring pupils do so also. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 1.6 Staff, including teachers, support staff and volunteers, will demonstrate good attendance behaviour.
- 1.7 Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time
- 1.8 Parents and carers will be expected to promote good attendance behaviour and ensure that pupils attend school every day
- 1.9 Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

## 2. **Definitions**

- 2.1 Burley and Woodhead C.E. Primary School defines "absence" as either:
  - Arrival at school after the register has closed.
  - Not attending school for any reason.
- 2.2 Burley and Woodhead C.E. Primary School defines an "authorised absence" as:
  - 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.
  - Other exceptional circumstances at the discretion of the Headteacher
- 2.3 Burley and Woodhead CE Primary School defines an "unauthorised absence" as:
  - Parents/carers 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.
  - Shopping, looking after other children or non-attendance on birthdays.

- Day trips and holidays in term time which have not been agreed in advance.
  - Leaving school without a valid reason during the day.
- 2.4 Burley and Woodhead C.E. Primary School defines “persistent absenteeism (PA)” as: missing 10% or more of schooling across the year **for whatever reason.**

### **3. Absence procedures**

- 3.1 Parents/carers must contact the school as soon as possible on the first day of absence and by 9.00am at the latest.
- 3.2 A phone call will be made to the parent/carer of any child who walks to school alone and has not reported their absence on the first day that they do not attend school.
- 3.3 In the case of persistent absence, arrangements will be made for parents to speak to the Headteacher.
- 3.4 If pupil absence drops below 90% the local Attendance Officer will be informed.

### **4. Contact Information**

- 4.1 Parents/carers must provide accurate and up-to-date contact details.
- 4.2 Parents/carers are responsible for updating the school if the details change.

### **5. Attendance Officer**

- 5.1 If they are persistently absent, pupils will be referred to the local School Attendance Officer who will attempt to resolve the situation by agreement.
- 5.2 If the situation cannot be resolved and attendance does not improve, the School Attendance Officer has the power to issue sanctions such as prosecutions or penalty notices.
- 5.3 Parents are responsible for completing paperwork authorising a child walking to school unaccompanied.

### **6. Lateness**

- 6.1 Punctuality is of the utmost importance and lateness will not be tolerated.
- 6.2 The school day starts at 8.50am, although the doors are open at 8.40am Monday-Thursday to allow a calm start to the day. Pupils should be in their classroom at 8.50am. Doors will be closed at 8.55am. Any child arriving after this time must enter school via the front entrance and register at the school office.
- 6.3 The register closes at 9.10am. Pupils will receive a mark of unauthorised absence if they do not attend school before this time.
- 6.4 Attendance after the register closes will receive a mark to show that the pupil is on site, but it will be classed as an unauthorised absence for attendance figures.

## 7. Term Time Leave

- 7.1 At Burley and Woodhead C.E. Primary School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- 7.2 Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, headteachers no longer have the discretion to authorise holidays during term time.
- 7.3 Leave during term time will only be authorised in **exceptional circumstances**, for example, bereavement or serious illness.
- 7.4 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.
- 7.5 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.
- 7.6 Where a pupil's authorised absence record is already above 10% **for any reason**.
- 7.7 If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a Penalty Notice

## 8. Enforcement action

- 8.1 Several options are open to the school if a pupil is persistently absent from school without good reason:
- A penalty notice may be issued for persistent unauthorised absences. This is a fine of £60.00.
  - A Parenting Order may be issued and the parents/carers of the child will be required to follow the court's judgement on what action should take place. This may involve attending parenting classes
  - An Education Supervision Order may be granted under which a supervisor will be appointed to help parents get their child to attend school
  - A School Attendance Order will be granted if the local council believes that a pupil is not getting an education. The order will require the child to attend a specific school and failure to attend may lead to the prosecution of parents.
  - The court may prosecute parents/carers if their child does not attend school. This could involve a fine of up to £2500, a community order or a jail sentence of up to 3 months. The court will also issue a Parenting Order.

## 9. Monitoring

- 9.1 Burley and Woodhead C.E. Primary School monitors attendance and punctuality throughout the year.
- 9.2 The Headteacher monitors attendance figures weekly.
- 9.3 Classroom teachers monitor attendance and pass any attendance/punctuality trends to the Senior Leadership Team.

- 9.4 The class teacher will speak to parents if pupil attendance drops below 95% to discuss any issues or problems and ascertain how school can help to improve their attendance.
- 9.5 A letter raising concerns will be sent home if attendance drops below 93%
- 9.6 If pupil attendance drops below 90% a letter will be sent home and the Headteacher will contact parents. Attendance will be monitored for two weeks and if it does not improve, parents will be required to attend a meeting in school. If parents are unwilling or unable to attend, a referral will be made to the local Education Welfare Officer for a home visit.
- 9.7 Burley and Woodhead C.E. Primary School's attendance target is 98%
- 9.8 Details of our absence levels can be found on our website/upon request from the office.

## **10. Religious Observances**

- 10.1 Burley and Woodhead C.E. Primary School will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 10.2 Parents must inform the school in advance if absences are required for days of religious observance.

## **11. Appointments**

- 11.1 As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.
- 11.2 If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer.
- 11.3 Pupils must attend school before and after the appointment wherever possible.

## **12. Young Carers**

- 12.1 Burley and Woodhead C.E. Primary School understands the difficulties that young carers face.
- 12.2 Burley and Woodhead C.E. Primary School will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- 12.3 Burley and Woodhead C.E. Primary 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.