



Broadfield Primary Attendance Policy

Broadfield Primary School Values and Visions

Whilst at Broadfield we will work hard to demonstrate the values of:

Belief

Respect

Our community

Aspiration

Diversity

Friendship

Inclusion

Equality

Learning

Determination

In line with our mission statement:

Together we can achieve

This policy links with the following policies

Safeguarding

Behaviour

Rationale

Broadfield Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their full potential. We strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. School staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. The school will establish an effective system of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance and punctuality, and will challenge the behaviour of those pupils who give low priority to attendance and punctuality. To meet these objectives, we will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance (School Attendance –August 2020) 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.

Support systems

It is recognised that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home, in the community or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Roles and Responsibilities

Broadfield Primary School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

The Governing Body, in order to ensure that the school is complying with its statutory duties, will:

- Review the school's Attendance Policy and ensure the required resources are available to fully implement the policy;
- Review attendance on a regular basis;
- Have attendance as an on-going agenda item at Governors' meetings;

The Headteacher is responsible for:

- Implementation of this policy at the school;
- Encouraging a welcoming and positive atmosphere in which pupils feel safe and their presence is valued.
- Monitoring school-level absence data and reporting it to governors;
- Supporting staff with monitoring the attendance of individual pupils;
- Issuing fixed-penalty notices, where necessary;
- Reminding parents regularly (via newsletters, the school website, school prospectus, Learning reviews, annual report to parents etc.) of the importance of good attendance.

The Attendance Lead is responsible for:

- Monitoring attendance data across the school and at an individual pupil level;
- Reporting concerns about attendance to the Headteacher;
- Working with the education welfare officers to tackle persistent absence;
- Ensuring the structure of attendance monitoring is effective with clear trigger points for attendance letters (below 95%, 92% and 90%).

- Setting targets for improvement for pupils whose attendance is cause for concern. The Head teacher will monitor and review these targets.
- Maintaining clear procedures for monitoring Persistent Absentees (PA).
- Making immediate contact with parents if there is concern about an absent pupil.
- Issuing letters to parents of pupils who are regularly late for school or are consistently poor attendees expressing concern.
- Arranging calls and meetings with parents to discuss attendance issues;
- Advising the headteacher when to issue fixed-penalty notices;
- Encouraging a welcoming and positive atmosphere in which pupils feel safe and their presence is valued.
- Rewarding pupils' successes in achieving 100% attendance (termly and annually) and displaying the names of children that have 100% attendance on a termly basis.

Class teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.
- Encouraging a welcoming and positive atmosphere in which pupils feel safe and their presence is valued.
- Reporting any attendance concerns to the Attendance Lead and during Pupil Progress Meetings.
- Sending work home to pupils who are absent through sickness for any extended period of time (when appropriate) and re-integrating them back into school upon their return.

Parents have a very important part to play in supporting their children's education. Ultimately all those with parental responsibility are accountable for the regular and punctual attendance of children. In order to make a valuable contribution to their attendance parents should:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress;
- See themselves as partners with schools in the education of their children and must endeavour to instil respect for education and those who deliver it;
- Contact the school by 9.15 am on the first day of absence to let them know the reason why and the expected date of return. Parents should keep in regular contact with the school if the absence continues. Children should return to school as soon as they are well enough to attend;
- Avoid unnecessary absences. Make routine appointments for the doctors, dentists etc. outside of school hours or during school holidays;
- Contact the Headteacher should their child seem worried or upset about coming to school;
- Encourage good routines at home, for example, bed times, homework, preparing school bag and uniform the evening before;
- Not keep their child off school to go shopping, to help at home or to look after other members of the family;
- Ensure that their children arrive at school on time, appropriately dressed, and in a condition to learn;

- Ensure the school are kept informed of the progress during continued absence at regular intervals;
- Avoid taking their children on holiday during school time. If an occasion arises where this is felt to be unavoidable, honest communication should take place with school and the leave requested in advance.

Recording Attendance

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
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Arrival and registration

Registration takes place twice per day, at the beginning of the morning and afternoon sessions. The register for the first session will be taken at 8.50am and will be kept open until 9.30am The register for the second session will be taken at 12.30pm in EYFS, 1pm in KS1 and 1.30pm in KS2. If a child arrives after the end of the registration period, they will be marked as **late**. If a child arrives after 9.30 am this will become an **Unauthorised Absence**.

Categorising absence

When a pupil is absent, the register must show whether the absence is authorised or unauthorised. When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office immediately, who will endeavour to contact a parent or guardian on the first day of absence and or in some cases do a home visit to ascertain the whereabouts of the child and a reason for the absence. During a home visit parents will be encouraged to send their child into school if they appear to be well.

Absence can only be authorised by the school and **cannot be authorised by parents**. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Unplanned absence

The school office should be informed before 9:15am on the first day of a child's absence due to illness with an expected date of return. Parents should keep in regular contact with the school if the absence continues. Children should return to school as soon as they are well enough to attend. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription, GP's note, etc.

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

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.

Parents should make routine medical and dental appointments outside of the school day so as not to disrupt their child's education. If it is absolutely necessary to make an appointment during school time (e.g. a specialist medical or dental appointment), pupils should attend school for part of the day. Parents should show the appointment card to school.

Religious Observance

Broadfield acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends. The school will authorise absence on parental request for a day's absence for religious observance. Parents are requested to give advance notice to the school if they intend their child to be absent.

Lateness

When children arrive in school late, or if they have to leave school early, the parent or carer should call at the school office to sign them in or out. The signing in/out register is used as an appendix to the class register as part of the school's health and safety procedures.

Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. Unsatisfactory explanations include:

- Sleeping in after a late night
- Going shopping or for a hair cut
- Celebrating your child's or family member's birthday
- Looking after the house or a sick member of the family
- Unapproved holidays
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory

Long-term absence

When children have an illness that means they will be away from school for over five days, the school will do all it can to send work home, so that they can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Exclusion from school

Exclusion is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Children at risk of missing education

We implement the statutory requirements in terms of monitoring and reporting children missing education and off-rolling and understand how important this practice is in safeguarding children and young people.

Broadfield Primary School has more than one emergency contact number for each pupil or student. This gives the school additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

[Broadfield Primary - Safeguarding Policy](#)

Leave of Absence

The school strongly discourages leave of absence during school time. Parents **do not** have an automatic right to remove their child from school during term time due to leave of absence.

The DfE guidance – August 2020 states:

Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

Applications for Leave of Absence must be made in advance and parents should meet with the Headteacher. Failure to do so will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice. Upon their return, parents should attend a reintegration meeting.

Reducing persistent absence

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences and their attendance falls below 95%, the attendance and pastoral lead will do regular home visits to ensure safety of the child.

Children whose attendance falls below 80%, parents or guardians will be asked to visit the school to discuss the problem and explain the seriousness of the situation. If necessary, other agencies will be involved as stated in the Educational Neglect Policy June 2020.

‘Working together to safeguard children’ provides a neglect description, ‘The **persistent failure** to meet a child’s basic physical and/or psychological needs, likely to result in the **serious impairment** of the child’s health or **development**’, and this forms the basis of the following definitions.

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.

Strategies for promoting attendance

Children who achieve 100% attendance for the school year will receive a special prize and certificate.

Children who achieve 100% attendance for the term will receive a certificate and a mention in the end of term assembly.

Attendance monitoring

The attendance lead at our school monitors pupil absence on a weekly basis.

Children with poor attendance are closely monitored and the **Broadfield** attendance lead works in conjunction with the pastoral lead to support families to improve attendance for example by coming to Breakfast club.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health

The pupil's parent/carer is expected to call the school each day their child is ill

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

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.

Monitoring arrangements

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

Appendix 1

Education codes 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
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

Code	Definition	Scenario
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