



Attendance Policy

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.

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.

Roles and responsibilities

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 for attendance – kvaskova.e@gmail.com

The Headteacher

The headteacher 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

Senior Leadership Team - responsible for attendance

The Senior Leadership Team 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 Senior Leadership Team are all responsible for attendance and can be contacted via email or telephone
 - Mr Anthony Mannix – Headteacher – anthony.mannix@barlby.rbkc.sch.uk
 - Mr Joel Simon – Deputy Headteacher – joel.simon@barlby.rbkc.sch.uk
 - Ms Katy Nicholls – Deputy Headteacher – katy.nicholls@barlby.rbkc.sch.uk

The attendance officer (Charlene O'Brien with the support of the Senior Leadership Team)

The school attendance officer is responsible for:

- Monitoring and analysing attendance data with the support of the Senior Leadership Team
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Leadership Team
- Working with education welfare officers / Early Help professionals to tackle persistent absence
- Advising the Senior Leadership Team when to issue fixed-penalty notices
- The attendance officer is Charlene O'Brien and can be contacted via charlene.obrien@barlby.rbkc.sch.uk

Class Teachers

Class teachers are responsible for recording attendance on a daily basis by completing registers on time, and submitting this information to the school office. This should be done by 8:45am each morning and 13:05pm (EYFS/LZ1) 13:20 (LZ2) each afternoon.

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
- Transfer calls from parents to Senior Leaders in order to provide them with more detailed support on attendance

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 8:00am 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

Pupils

Pupils are expected to:

- Attend school every day on time by 8:40am.

Recording attendance

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 (by 8:45am) 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

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

The register for the first session will be taken at 8:40am and will be kept open until 8:45am.

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 8:00am or as soon as practically possible by calling the school office staff.

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

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.

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. 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. Parent/carers should request leaves of absence by writing to / emailing the head teacher Mr Anthony Mannix.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- If your child's punctuality continues to be a concern, parents/carers will be called in for a meeting with a member of the Senior Leadership Team which may lead to a referral to Early Help

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 contact Family and Children's Services or the police
- Identify whether the absence is approved or not
- 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 / refer to Early Help

Reporting to parents/carers

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

We would like to draw your attention to the tables below so that you know how the school will address concerns about absence. The school will be analysing attendance data each half term and following the actions given in the table below.

Please note: children who have genuine long-term illnesses are authorised absences and will not be affected by the percentages below.



Green Group	No Concern
<p>The child attends between 96% - 100% of the time. Where attendance is good to excellent and pupils do not have a significant break in their learning.</p> <p>ACTION: Pupils to receive positive encouragement/incentives to maintain high levels of attendance</p>	
Yellow Group	Concern
<p>The child attends between 95.5% - 93% of the time. Attendance levels beginning to cause concern.</p> <p>ACTION: Regular monitoring of attendance/reasons for absence, patterns etc. Teacher to discuss with family at meeting/parent evening.</p>	
Amber Group	Raining risk of underachievement
<p>The child attends between 92.9% - 90% of the time.</p> <p>ACTION: Parents will be asked to meet with SLT & to agree an 'Individual Attendance Action Plan' to improve the child's attendance.</p>	
Pink Group	Severe risk of underachievement
<p>After completion of Individual Action Plan, little or no improvement.</p> <p>ACTION: The school must refer the case to the Bi- borough Early Help Team for support.</p>	
Red Group	Extreme concern
<p>The child attends less than 90% of the time and has therefore reached the Government Persistent Absence Threshold.</p> <p>ACTION: The case will be referred to the Bi-borough Education Welfare Service (usually having gone through previous steps) and Early Help. The Parents will be at high risk of being issued with a Fixed Penalty Notice if the absences are unauthorised.</p>	

Education (School Day and School Year) (England) Regulations 1999 require all maintained schools to open to educate their pupils for at least 190 days (380 sessions) in each school year.

The table below puts absence in the context of the days children miss at school based on a school being opened for 190 days per year.

Attendance during one school year	Number of days absence this equals
95%	9.5 days
90%	19 days
85%	28.5 days
80%	38 days
75%	47.5 days
70%	57 days
65%	66.5 days



Authorised and unauthorised absence

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.

If a child needs to be absent for any reason other than illness, such as examination or bereavement, parents must first seek permission from the Headteacher and in some situations, provide proof. Please note that family illness cannot be used as an excuse to leave school early at the end of each term, particularly the summer term.

- Parent/carers should request leaves of absence by writing to / emailing the head teacher Mr Anthony Mannix.
- Mistakes about term dates will not be accepted as a reason for absence from school, as the school publishes these in our Newsletter and they are on the school website
- Under no circumstances can leave in term time be approved for families to take advantage of cheaper flights/holidays
- If exceptional leave has been granted once before, it is extremely unlikely to be granted again
- The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

Authorised absences means that a pupil of compulsory school age has a medical reason, supported by documentation, for, or the school has given prior approval for, a pupil to be away from school during term time.

An "authorised absence" will be granted if your child has a communicable disease (as long as you tell the office the specific reason for your child's absence)

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

Absence Due to Illness

If your child is ill, please contact the School Office by 8:00am on the day of absence and explain exactly what is wrong with your child.

Please make sure you phone school every day your child is absent unless you have been given a sick note and have a date for return.

If the School Office does not receive information regarding the absence, it is recorded as unauthorised. Ultimately the head teacher is responsible for deciding if the absence is acceptable, and therefore authorised, or not.

You will be asked to provide medical certificates if your child has a below average attendance record in order for the absence to be authorized. You can be fined and/or prosecuted if your child misses' school without the school's prior approval unless there is a genuine reason for an absence

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

Apart from the obvious academic and social benefits of good attendance, the school run half termly attendance celebration assemblies. Those children who have had 100% attendance for that half term will be in the draw to win a prize and a certificate. There are 2 prizes for each year group.

At the end of each term, there is a larger incentive, with those children who have had 100% attendance for the full term. Again, there will be 2 prizes for each year group and in addition, one child from the school, with 100% attendance, will have the chance to win a bigger prize.

Attendance monitoring

The Senior Leadership Team work closely with office staff to monitor both attendance and punctuality of all pupils.

Parents/carers will be called into meet with a member of the Senior Leadership when initial concerns are identified and attendance certificates shared with families.

The school work closely with professionals from the Local Authority and regular communicate their concerns.

Monitoring attendance

Barlby Primary School will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

The school will compare attendance data to the national average, and share this with the governing board.

Analysing attendance

Barlby Primary 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
- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions 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

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.

The 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

Monitoring arrangements

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

Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding policy
- Emotions, Relationships and 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
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

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
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