

Attendance policy

Broomwood Primary School



Approved by: [Name]

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1. 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 support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

The term 'regularly' at Broomwood Primary School refers to a child meeting 95% attendance and above which collates to no more than 10 sessions of absence per year.

2. 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.

3. Roles and responsibilities

3.1 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

3.2 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

3.3 The designated senior leader responsible for attendance

The designated senior leader 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 designated senior leader responsible for attendance is Mr Bridge and can be contacted via telephone on 0161 912 5609 or by email at broomwood.admin@trafford.gov.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- › Working with Trafford Absence Team to tackle persistent absence
- › Advising the headteacher/designated senior leader when to issue fixed-penalty notices

The attendance officer is Mrs Lowe and can be contacted via telephone on 0161 912 5609 or by email at broomwood.admin@trafford.gov.uk

3.5 Class teachers

Class teachers are responsible for using SIMs to record attendance on a daily basis. This should be completed through the SIMs app, and submitted to the school office

3.6 School admin staff

School admin staff will:

- › Take calls from parents about absence on a day-to-day basis and record it on the school system
- › Contact parents of any children that are absent who have not been in touch with the school
- › Assign children the correct code in-line with the attendance status

3.7 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 9.00 am 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

3.8 Pupils

Pupils are expected to:

- › Attend school every day on time

4. Recording attendance

4.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken 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 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

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.45 on each school day.

The register for the first session will be taken at 9.00 and will be kept open until 9.15. A child arriving between 9.15 and 9.30 will receive a late mark. From 9.30 on, a child will receive an unauthorised mark for the morning session. The register for the second session will be taken at 1.00 and will be kept open until 1.15 in EYFS, KS1 and LKS2. In UKS2 the register for the second session will be taken at 1.30 and will be kept open until 1.45.

4.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.00 or as soon as practically possible.

Parents must call the school and if the call is not picked up, leave a message on the voice mail or absence mail box which will be collected by the office staff. If the school does not receive a call by 9.00, a text message will be sent to the number that we hold at school. If we are particularly concerned about the absence for example: if there is a pattern of absence; a very sudden absence or absence is becoming concerning we will contact Trafford's Attendance Support Service to help us investigate this issue further.

Absence due to illness will be 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 parents 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 will be notified of this in advance.

4.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences and evidence is required.

However, we encourage parents 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.

If the medical appointments are excessive, the school may require a meeting in order to look at how the level of absence can be managed so that it doesn't become detrimental to the education of the child.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 5.

4.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

As previously stated, a child who arrives at school between 9.15-9.30 will be marked as late and a child arriving after 9.30 will be marked as unauthorised for that session.

Regular analysis of punctuality data ensures that the school can identify and respond to ongoing issues appropriately. Where punctuality is a concern a meeting will be held between the parent/carer and school to identify any in-school barriers that may be affecting punctuality. Where out of school barriers are identified further support will be signposted.

4.5 Following up absence

The school will follow up any absences to ascertain the reason; ensure proper safeguarding action is taken where necessary; identify whether the absence is approved or not and identify the correct attendance code to use.

- If a parent hasn't informed the school, a text message will be sent initially with a follow-up call if contact is still not achieved.
- A child who has attendance which has fallen below the expected 95% and is between 90-95% will receive a monitoring letter from school, highlighting that we are starting to have concerns about attendance. This letter will also highlight specific people parents can contact if they are struggling with attendance and feel they need further support.
- A child who has attendance which has fallen between 80%-90% will have a meeting will be held with the Designated Senior Leader for Attendance – Mr Bridge. Any issues with regards to attendance will be discussed and support that the school can offer will be put in place.
- If a child's attendance drops below 80% a further meeting will be held between the Designated Senior Leader for Attendance – Mr Bridge. Parents will be made aware of the possible need for further legal intervention in the future. An action plan will be developed in partnership with parents to add in the support they need to target their attendance issues. The action plan will then run for 6 weeks before a review will be carried out and next steps decided. If a child's attendance does not improve the school will work with the LA in regards to legal intervention and outside agencies becoming involved to support. As is set down in Keeping Children Safe in Education 2022 schools should be particularly alert to the potential need of Early Help if a child is persistently absent from education, including persistent absences for part of the school day.

4.6 Reporting to parents

Parents may ask for their child's attendance at any point. A member of the office staff team will be able to provide this. At the end of every academic year, parents will receive a final attendance percentage for their child; the number of authorised and unauthorised sessions that the percentage includes.

5. Authorised and unauthorised absence

5.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as a sudden and unavoidable circumstance with evidence to support such a circumstance.

The headteacher in such a circumstance will only allow 1 day of authorised absence. Therefore, if you need to take your child out for up to 5 days, the other days will be classed as unauthorised but will not incur a fine. Anything beyond 5 days, even when an 'exceptional circumstance' day has been granted will incur a fine.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion. Please note that any holiday will never be classed as an 'exceptional circumstance'.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 4.2 and 4.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- Illness
- Exclusion from school
- Educational visit
- Approved sporting activity
- Exams (such as the 11+)

5.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 the parent or withdraw the notice.

6. Strategies for promoting attendance

At Broomwood, we work hard to promote attendance of individuals and cohorts.

Individually:

- If a child achieves 100% attendance for a term they receive a bronze attendance badge within a special attendance assembly. Their name will also be entered into a prize draw from which 5 children will be selected for a bronze level prize.

- If a child achieves 100% attendance for two terms they will then receive a silver attendance badge within a special attendance assembly. Their name will also be entered into a prize draw from which 5 children will be selected for a silver level prize.

- If a child achieves 100% attendance for the whole year they will then receive a gold attendance badge within a special attendance assembly. They will then be able to select a prize from the gold level prizes.
- Parents are informed at each phase and invited to a celebration assembly

Cohorts:

- Class attendance data is collected and collated on a weekly basis. The class with the highest attendance in will receive Be There Bear which they are able to keep for the next week.
- Each winning class then receives a bear add to their tally chart on the Attendance Display at the front of school. The class with the most tallies at the end of each term then receives an additional treat afternoon.
- Each week the class attendance percentages are shared with parents through our website and newsletter and the winners of Be There Bear are placed on our twitter page.

7. Attendance monitoring

The Designated Senior Leader for Attendance and the Attendance Officer meet on a fortnightly basis to analyse the attendance data for the school both on an individual and cohort level. From this analysis the processes set down in Section 4.5 are put into place.

7.1 Monitoring attendance

- Monitor attendance and absence data fortnightly, 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

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.

7.2 Analysing attendance

At Broomwood Primary we 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

7.3 Using data to improve attendance

- At Broomwood Primary we will:
- 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

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school unauthorised, 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

If a child is absent for a significant period of time, without any explanation, the school will identify the child as 'A child missing in education' and follow the appropriate procedures for this.

8. Monitoring arrangements

This policy will be reviewed annually by the headteacher. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy is linked to our child protection and safeguarding 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
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
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