



BOROUGHBRIDGE
Primary School & Nursery
Making A Difference

Boroughbridge Primary School and Nursery

Attendance and Punctuality Policy

Date Adopted February 2023	Date for Review February 2024	Person/s Responsible Headteacher
Approved by:	Jules Preston Chair of Governors	Emma Ryan Headteacher

This Policy is valid from the date as recorded, thereby invalidating any other preceding policy.

Where a 'named' person is no longer in post, this policy remains valid until the next review date.

Updated from March 2022 – March 2023

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This policy should be read alongside other policies which support learning.

There are clear links between attendance and attainment, therefore everyone has a responsibility for promoting excellent attendance: governors, parents, pupils and all school staff.

1. Vision Statement

The vision for our school is to create a safe, nurturing environment which enables each child to attain greatness and a lifelong love of learning. We will encourage all our children to reach their maximum potential, independently through inclusion and first-hand discovery learning.

We believe we are all individuals with different views, needs and aspirations; therefore, all areas of the curriculum should be valued.

Children learn best when they are happy and following their own interests, therefore we will ensure that they are given the opportunity to share the planning of our creative curriculum. We recognise that teamwork between staff, parents and children, working together with respect has the greatest impact on our children's learning.

We believe everyone has a place in the life of the school and our school is the heart of the community.

We can make a real difference to every child in our school.

2. School Attendance and the Law

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes.

Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays and leave of absence shall not be granted unless an application had been made in advance and the Headteacher considers that leave of absence should be granted due to exceptional circumstances. Whilst the Headteacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

Where a family chooses to take a holiday during term time, the absence will be coded as unauthorised (G code) and a Penalty Notice may be issued to each parent for each child (where 5 or more days of unauthorised absence are recorded as a result).

If leave of absence is taken without the request having been agreed, the absence will be recorded as unauthorised. This may result in the Local Authority issuing a Penalty Notice where there have been 10 sessions or more of unauthorised absence recorded.

Penalty notices may be issued where there have been at least 10 sessions of unauthorised absence during the previous 10 school weeks. This includes unauthorised late arrivals, coded U, which count as unauthorised absence for the whole session.

In compliance with the Education Act 436A (Chapter 2 Part 6) the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority, Education Welfare Service, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

For further guidance please refer to NYCC: Request for leave of absence during term time

3. Persistent Absence Threshold - PA

With effect from 1st September 2015, a pupil will be deemed to be a 'persistent absentee' where their attendance falls below 90%. Missing this amount of school has a significant, detrimental impact on a child's learning and parents may be asked to attend a meeting with the Parent Support Advisor or the Headteacher to identify how we can work together to improve their child's attendance.

4. Roles Responsibilities and Procedures

4.1. School

All the staff at Boroughbridge Primary School and Nursery will provide an ethos which places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances and it is the Headteacher, not the parent, who can authorise the absence.

In addition, schools are required to produce written home-school agreements which include clear understandings about attendance and punctuality.

- Registration takes place at 8.45am and 1:00pm. A child arriving after 8.50am, but

before 9.00am will be given an L-Late (before registration closed) mark.

- If a child arrives after 9.00 am, they will be given a U-Late (after registers closed) mark.
- Children arriving after 1:05 will be given an L-late mark and after 1.15pm a U-Late mark. L-Late is recorded as a present mark and U-Late is recorded as absent for the session.
- School asks parents of late children to sign children into school with a reason why they are late. Parents will need to bring their children to the school office as all other school doors will be locked. Staff will record how many minutes late the pupil is on Scholarpack. Parents who consistently bring their children to school late will be called in to a meeting with the Headteacher.
- Notifications by parents of pupil absences are recorded on Scholarpack to track attendance.
- Our Admin team are responsible for first day calling and recording information received if parents have not contacted the school.
- School will ask the police to make a Welfare Call or make a referral to Social Care if parents continually fail to answer phone calls or give reasons for absence for children with poor attendance.
- Staff use Scholarpack to record attendance and the school uses the Department for Education absence and attendance codes.
- Pupils may be marked as unable to attend due to exceptional circumstances e.g. serious disruption to travel caused by the weather or an emergency school closure.
- The Headteacher has responsibility for authorising holidays in term time.
- Poor attendance is monitored; if necessary, parents are notified and asked to an informal meeting prior to referral to the Local Authority.
- Pupils who have extended absences will have a reintegration meeting with their parents. The headteacher will liaise with the Early Help Service if a Family Outreach Worker is involved with the family.
- Promotion of regular school attendance will take place e.g. by ringing home on the first day of absence if the parents/carers have not contacted the school.
- Parents/Carers may be asked to provide medical evidence for children with poor attendance due to illness.

4.2. Parents/Carers

- If a pupil is prevented from attending school because of sickness or other unavoidable cause, it is the responsibility of the parent to contact the school on the first day of their child's absence. If contact is not made with the school an unauthorised mark will be given until written confirmation of the absence is received.
- Wherever possible, parents should avoid making medical/dental appointments for their children during school hours. The school may request that proof of appointments be shown to the staff in the School Office.
- Parents do not have the right to take children out of school for a holiday during term time. A parent wishing to apply for a leave of absence will need to apply using the appropriate form; this form is available from the office. Requests should be applied for 6 school weeks before the absence is required. Parents will receive a written response within a few days. Holidays are only granted under very special circumstances as stated in the North Yorkshire Guidance to School on pupil holidays in term time.

- It is an expectation that parents will work with school and/or the Local Authority to resolve any attendance issues.
- Pupils arriving late should be brought to the school office. Parents will then sign the late register giving reasons for lateness. These records are monitored weekly and parents of pupils who are regularly late are invited to school to discuss support measures.

4.3. Pupils:

- All pupils should be aware of the importance of regular school attendance. If a pupil is having difficulties which might be preventing them from attending school regularly, they should speak to their class teacher, headteacher or another adult.
- Pupils are expected to attend school regularly and to be on time for registration and ready to learn.

4.4. Local Authority Attendance Compliance Team

- Local Authority Attendance Compliance Team works within locally based Area Attendance Teams, multi-disciplinary teams, schools and families to promote good attendance.
- They carry out statutory duties on behalf of the Local Authority to ensure parents/carers fulfil their legal requirements in relation to school attendance.
- The school may refer a pupil to the Local Authority where attendance remains a concern following school intervention. The Local Authority will work with schools and families to address attendance issues. However, if attendance fails to improve, legal action may be taken against parents/carers.

5. Attendance Targets

- Each school has an annual attendance target set by Senior Leadership and Governors. It is expected that the whole school community will work together to achieve this target which is 97%
- Attainment is strongly linked to attendance, and research has shown that if pupils are to achieve their full potential, they must attend school regularly.
- Attendance Figures are noted in all headteacher reports.

6. Acknowledging Good Attendance

- Certificates are given out at the end of each term:
 - Pupils who have achieved 100% attendance
 - Pupils who have met the attendance target of 97%
 - Pupils who have met their own personal targets

Appendix A

Boroughbridge Primary School and Nursery Policy statement

Pupils' Punctuality and Attendance (To be read in conjunction with DfE and NYCC policy statements)

The highest standards of attendance and punctuality are encouraged for all pupils at all times. School will endeavor to work with all parents/carers to assist them in carrying out their duties as required by the DfE. Where a child's attendance causes concern, the following parameters and actions will be considered by the Headteacher: (Each case will be considered individually based on circumstances.

Cause for concern	Action(s) to be considered
95% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Attendance will be monitored by the School and attendance history considered.• Contact with parents/carers if necessary.
90% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Letter to parents/carers asking them to work with school PSA to improve attendance.• Discussion with parents/carers to develop a plan of action.
85% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Discussion with ESW service re possible referral for consideration within NYCC policy and practice guidance.
Repeated incidences of illness-related absence	<ul style="list-style-type: none">• Discussion with parents/carers.• Referral to school nurse.• Request that parents/carers provide proof of doctor's involvement (appointment card with child's name on / letter / copy of prescription etc).• Work for the pupil might be sent home to be completed.
Repeated arrival at school after 8:50am/8.55am	<ul style="list-style-type: none">• This will be marked in the class register as a LATE.• Letter to parents/carers requesting that the matter is addressed and offering support.• An action plan to be established.• Consideration of request from outside agencies through the Common Assessment Framework.
Repeated arrival at school after 9.00am	<ul style="list-style-type: none">• This will be marked in the class register as an UNAUTHORISED ABSENCE for the session.• An action plan to be established.• Consideration of request from outside agencies through the Common Assessment Framework.• Referral to the Education Social Worker for consideration within NYCC policy and practice guideline.