



## **Attendance Policy**

*Written with regard to Oldham Council Policy March 2024/reviewed March 2025*

*Review Date March 2026*

### **Rationale**

We believe that good attendance is essential for all our pupils if they are to gain the maximum benefit from the education that we provide. School education lays the vital foundations of a child's life, ensuring they are work and life ready. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school we will support families to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. Ultimately it is the parent's responsibility to ensure that their children attend school every day. Our school expected level of attendance over a school year is 96%.

### **Aims and Objectives**

Our attendance policy aims to:

- Support pupils and their parents/carers to achieve the highest possible levels of attendance and punctuality;
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- Enable pupils to progress smoothly, confidently and with continuity through the school;
- Make parents/carers aware of their legal responsibilities;
- Ensure attendance meets Government and Local Authority targets.

### **Expectations**

We expect that all pupils will:

- Attend school every day.
- Attend school punctually.

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day, and ensure that their children are collected at the correct time, and inform school if there is a delay.
- Ensure that they contact the school in the event of an absence by 9.30am and let school know daily if the absence continues. Note: for hospital stays or illnesses where an absence period will be known in advance, the school can be informed of this, which will negate the need for daily phone-calls. Please let us know if there are any changes or updates to this information.
- If the absence is known in advance, as soon as possible whenever their child is unable to attend school (eg. Hospital appointment).
- Try to make health appointments outside of school hours and provide proof of an appointment if the child's absence is due to an appointment with another agency (eg. Health).



- Contact school promptly whenever any problem occurs that might keep their child away from school.
- Notify the school of any home circumstances that might affect the learning of their child.
- Notify school immediately of any changes to contact details

We expect that the school will:

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Provide a sympathetic response to any child's or parent's concerns.
- Keep regular and accurate records of AM and PM attendance and punctuality, and monitor individual children's attendance and punctuality.
- Contact parents/carers requesting information if their child is not in school, and the absence has not been explained.
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a health professional or other relevant body will be requested.
- School may unauthorise an absence retrospectively if contradictory information is found and notify parents.
- Encourage good attendance and punctuality through a system of reward and recognition.
- When pupils' attendance falls below 90% school will inform parents and advice from other agencies may be sought.
- Inform parents of the % attendance of all pupils, termly.
- Make initial enquiries regarding pupils who are not attending school regularly or who are persistently late.
- Meet regularly with the School Attendance Improvement Officer to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to the SA Improvement Service.

#### Example absence (authorised/unauthorised)

Authorised Absences:	Unauthorised absences:
<ul style="list-style-type: none"> <li>• Illness of the pupil</li> <li>• Hospital appointment for the pupil</li> <li>• Major religious observance</li> <li>• Visits to prospective new schools</li> <li>• External exams or educational assessments</li> <li>• Approved sporting, cultural or competitive activity</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance drops below 90%</li> <li>• Holidays in term time</li> <li>• Day trip to visit family/wedding</li> <li>• Oversleeping due to a late night</li> <li>• Looking after other children/other family member</li> <li>• Appointments for other family members</li> </ul>

#### Registers, Punctuality and Lateness

- Punctuality to school is crucial, lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. The gates are open from 8.40am until 8.50am.



- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. Registration takes place from 8.45am. Pupils who arrive after 8.50 must enter via the main entrance.
- Children who arrive after registration will receive a late mark.
- Registers close at 9.30am and after this lateness is recorded as an unauthorised absence.
- Children who have been for a medical appointment and have given school prior notice of their appointment will receive a 'medical' registration mark as such. This is an authorised absence.
- Afternoon registration is taken at the following times:

Nursery	12.20
Reception	12:15
Year 1 & 2	12.45
Year 3 & 4	13:10
Year 5 & 6	13.30

- Persistent lateness by a pupil will lead to a referral to the School Attendance Improvement Officer and could result in a fixed penalty notice.

### **Pupil Leaving During the School Day**

During school hours the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

Pupils are not allowed to leave the premises without prior permission from the school.

Whenever possible, parents should try to arrange medical and other appointments outside of school time.

Pupils must be signed out on leaving the school and be signed back in on their return.

Where a pupil is being collected from the school, within school hours, parents are to report to the School Office before the pupil is allowed to leave the site.

### **Leave of Absence**

The school holiday dates are published in advance. In line with the Government's amendments to the 2006 regulations, holidays during term time will **not** be authorised.

**All leave of absences must be reported via the 'holiday request form', obtained from the school office.**

The Headteacher and Governors have determined that:

- In 'exceptional circumstances' permission may be granted for a maximum of 10 sessions (equalling 5 days).
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised 'leave' of absence and the School Attendance Officer will be notified.
- The Governing Body of Burnley Brow Community School has determined that **no** holidays taken in term time will be authorised and in accordance with Oldham Local Authority guidance the school will refer for a fixed penalty notice to be issued for unauthorised holidays of 10 or more sessions (2 sessions = 1 day).
- The amendments to the 2006 regulations remove references to family holidays and make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.



### **Extended Leave of Absence**

Where a pupil is absent from school for 10 or more consecutive days the school must inform the Local Authority. Extended leave of absence must be requested and risks the child being taken off roll and filled by another pupil. The school will take the following steps;

- Request sight of travel and/or accommodation tickets.
- Agree a return date.
- Inform parents of loss of place after 20 days absence – pupils will be off-rolled.
- Parents are expected to contact school if any circumstances change.

### **Children Missing in Education**

The school recognises that children missing education are at risk of underachieving and may be at risk of abuse, neglect or exploitation. We follow the LA guidelines in monitoring such children. If a child is apparently 'missing', we endeavour to find that child as soon as possible, working with partner agencies, including the Police and Social Care if necessary.

Our School Attendance Improvement Officer works closely with families to support good attendance. Where there are serious concerns, we work closely with School Attendance and other agencies to ensure that children are safely in school. Where a child goes missing, we make every attempt to contact the family by phone, letter and home visits. Children missing for more than 10 days MUST be referred to the LA (or earlier where there are existing safeguarding concerns), who will attempt to trace the family. Children who do not attend for more than 20 days without notification are removed from the register.

### **Penalty Notices**

Penalty notices can be issued for unauthorised absence including if there are persistent punctuality issues or if a parent/carer fails to ensure regular school attendance.

The amount payable on issue of a Penalty Notice is £60 per child per parent if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days. If the Penalty Notice is not paid within 28 days the Local Authority is then obliged to prosecute for failing to ensure regular school attendance.

Penalty Notices are issued to each parent, for each child. For example, if two children are taken out by two parents for a week's holiday during term time then the initial fine will be £240, rising to £480 after 21 days.

### **Monitoring and Review**

The Governing Body has the responsibility of setting down the guidelines and principles with regard to school attendance policy and procedure and ensuring compliance with School Attendance Regulations. The Governing Body through the Headteacher will monitor and evaluate school attendance levels and review the effectiveness of this policy.