

## ATTENDANCE POLICY

Issue 11

September 2022

Approved by:



Head Teacher  
Bailey's Court Primary School

Date: September 2022

Authorised by:



Chair of Full Governing Body  
Bailey's Court Primary School

Date: September 2022

Review Date:

September 2023

# Attendance Policy

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## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	July 2008	Original policy document.	M Telfer
2	June 2010	Document reviewed; Section 5 updated.	D Hickson
3	July 2013	Document reviewed; Sections 3, 4 and 5 updated. All changes are highlighted in the left hand margin.	A Lynham
4	January 2016	Reviewed – no changes made	A Lynham
5	September 2017	Reviewed – Thresholds added	A Lynham
6	October 2017	Reviewed – All holidays unauthorised	A Lynham
7	September 2018	Reviewed – no changes made	M Telfer
8	September 2019	Reviewed – no changes made	A Lynham
9	September 2020	Reviewed – no changes made	A Lynham
10	September 2021	Reviewed – minor changes made	A Lynham
11	September 2022	Reviewed	A Lynham

## SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed annually.

## REFERENCE DOCUMENTS

[1] Education Act.

## MAIN DOCUMENT

### 1 RATIONALE

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We want to do our best for all our children and believe that regular attendance at school is vital for children as it promotes good learning, positive attitudes and maintains continuity in their education and in their friendships.

Children should be at school, on time, every day that the school is open unless the reason is unavoidable, permitting absence from school without a good reason is an offence by a parent.

## 2 STATUTORY DUTY OF SCHOOLS

The Education Act requires parents of guardians to ensure their children receive full time education either by regular attendance at school or otherwise. In addition, schools have a statutory duty to set an annual attendance target.

Every half day absence from school has to be classified by the school (not by the parents), as either AUTHORISED OR UNAUTHORISED. This is why information about the cause of the absence is always required via email or telephone.

## 3 AUTHORISED ABSENCES

In line with the Education Regulations 2013, leave of absence can only be granted in exceptional circumstances:

- Such as illness or other unavoidable causes.
- Medical appointments.
- Bereavement, attending funerals.
- Music exams, sports competitions.
- Other circumstances deemed acceptable by the headteacher

## 4 UNAUTHORISED ABSENCES

These are morning or afternoons away from school for a reason such as:

- Parents keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which are not properly explained.
- Taking a holiday

It is not appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may be granted in an emergency or for medical appointments which cannot be arranged out of school time.

## 5 LATENESS

A pupil arriving late may seriously disrupt not only his or her own continuity of learning but also that of other pupils.

The school will investigate persistent lateness and work with the parents to set targets for improvements.

## 6 MONITORING REGISTERS

Attendance registers are monitored on a regular basis and where there is cause for concern, the school will investigate further working with our Education Welfare Consultant.

We monitor very closely any “broken weeks” where attendance is less than 100% over any single week (i.e. attendance is “broken”), and if there is a cause for concern the Education Welfare Consultant will become involved.

## 7 PROCEDURES

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Children should be in school at the start of the school day by 8.50 am. Any children arriving after 9.00 am will need to report to the office to be signed in. These children will be given a late mark in the register. Children who arrive after 9.15am will be recorded as absent for that session.

## 8 INFORMING THE SCHOOL OF ABSENCE

Parents should inform the school office by 9.30am of the reason why their child is absent from school that day. If a phone call or message has not been received by that time the school will contact parents to inform why their child is not in school.

## 9 CHILDREN ABSENT FOR MORE THAN 10 SCHOOL DAYS

The school has a duty to and will inform the Local Authority about any children who are absent from school for more than ten school days in succession.

## 10 CHILDREN TAKEN OFF ROLL

Children who move to another school will be kept on roll at Bailey's Court until the morning that they are first registered and attend their new school. At that time they will be removed from the Bailey's Court Register.

Parents who decide to educate their children at home will be asked to sign a declaration that their children will be educated permanently at home. At this time the school will inform the Local Authority and seek their permission to take the child off roll.

## 11 INTERVENTION THRESHOLDS

	Lateness	Broken Weeks	Attendance
Term 1	Late letter sent if more than 4 periods of lateness a term	3 or more broken weeks (unless 1 week sick and holiday)	If no improvement from Term 6 More than 5 days off Any holiday (Unauthorised holiday letter) (If letter sent out already in school year attendance needs to remain at 96% for each term in isolation to avoid follow up letter/action being sent out)
Term 2	Late letter sent if more than 4 periods of lateness a term If 8 or more across whole year move to next course of action/letter	4 or more broken weeks (unless 1 week holiday)	More than 7 days off since 1 <sup>st</sup> September Any holiday (Unauthorised holiday letter) (If letter sent out already in school year attendance needs to remain at 96% for each term in isolation to avoid follow up letter/action being sent out)
Term 3	Late letter sent if more than 4 periods of lateness a term If 8 or more across whole year move to next course of action/letter	6 or more broken weeks (unless 1 week holiday)	More than 10 days off since 1 <sup>st</sup> September Any holiday (Unauthorised holiday letter) (If letter sent out already in school year attendance needs to remain at 96% for each term in isolation to avoid follow up letter/action being sent out)

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Term 4	Late letter sent if more than 4 periods of lateness a term If 8 or more across whole year move to next course of action/letter	7 or more broken weeks (unless 1 week holiday)	More than 12 days off since 1 <sup>st</sup> September Any holiday (Unauthorised holiday letter) (If letter sent out already in school year attendance needs to remain at 96% for each term in isolation to avoid follow up letter/action being sent out)
Term 5	Late letter sent if more than 4 periods of lateness a term If 8 or more across whole year move to next course of action/letter	8 or more broken weeks (unless 1 week holiday)	More than 15 days off since 1 <sup>st</sup> September Any holiday (Unauthorised holiday letter) (If letter sent out already in school year attendance needs to remain at 96% for each term in isolation to avoid follow up letter/action being sent out)
Term 6	Late letter sent if more than 4 periods of lateness a term If 8 or more across whole year move to next course of action/letter	8 or more broken weeks (unless 1 week holiday)	More than 15 days off since 1 <sup>st</sup> September Any holiday (Unauthorised holiday letter) (If letter sent out already in school year attendance needs to remain at 96% for each term in isolation to avoid follow up letter/action being sent out)