

ATTENDANCE POLICY

Issue 14

September 2025

Approved by: 

Head Teacher
Bailey's Court Primary School
Date: September 2025

Authorised by: 

Chair of Full Governing Body
Bailey's Court Primary School
Date: September 2025

Review Date: September 2026



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
12	November 2023	Reviewed and re-written	M Telfer/S-J Morris, A Lynham
13	September 2024	Reviewed	A Lynham
14	September 2025	Reviewed	A Lynham

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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.
- [2] Working Together to Improve School Attendance

MAIN DOCUMENT

1 RATIONALE

The attendance target for every pupil at Bailey's Court Primary School is 97%

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.

By 'regular' our policy is that all pupils attend each and every day that they are expected to attend. There may be exceptional circumstances when absences may be agreed in line with national attendance code guidance. During the school year we wish to encourage the highest possible individual attendance rate as we view this procedure as a necessary and important objective. Regular attendance and good punctuality is proven to improve attainment and establish good routines for life

2 REGISTRATION AND PUNCTUALITY

We have a legal duty to register all pupils in the attendance register in the morning and afternoon. We will code according to national guidelines. Where there is a pattern of absence and no clear supporting evidence of acceptable reasons for absence we will mark these as unauthorised. (See 'health and attendance').

The school gate opens for pupils at 8.45 am daily, and pupils should make their way to their classroom straight away. The gates are locked and the bell rings at 9am. After this time, parents and pupils will need to enter school via the main reception door, and sign in on the Invenity system stating a reason for being late, and the pupil will be marked as 'Late' in the attendance register.

Pupils arriving after 9.15am will be marked as U in the register. This has a meaning of an absence which is unauthorised. A pattern of unauthorised absence U codes may lead to formal action for non-school attendance.

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3 HEALTH, HEALTHCARE AND ATTENDANCE

Where illness is a clear reason for a pattern of absence with supporting information we will put in place an Individual Health Care Plan in line with the South Gloucestershire Council Medical Needs Policy in order to ensure health needs are addressed.

Where there are occasional absences such as for sickness and diarrhoea, or Covid-19, there is no requirement for medical supporting information. For repeat absences we will follow government guidance and agree to absences where there is appropriate medical supporting information. For sickness and diarrhoea, 48 hours clear of symptoms is needed before returning to school. For Covid-19, pupils need to remain at home for 3 days from testing positive.

4 REQUEST FOR ABSENCE DURING TERM TIME

The 1996 Education Act requires parents and carers to ensure children attend school regularly and punctually. The government made an amendment to the 2006 regulations on time term absence. Schools are now prohibited from authorising any leave in term time, unless there are **exceptional circumstances**. Should you need to apply for exceptional leave, you must complete a Request for Absence from School Form three weeks in advance. Where patterns of absence or broken weeks have been identified and where there are unauthorised absences, we will seek to engage with Parents/Carers. Where efforts to address attendance have not lead to a reduction in unauthorised absence, consideration will be given to a formal legal process.

See Appendix A for our Request for Absence from School Form

5 ENGAGING WITH PARENTS/CARERS

We believe regular attendance ensures the best outcomes for our pupils, and we constantly review our attendance performance. We will look at the pupils where there is a pattern of absence. Where a child has a pattern of Broken Weeks we will contact parents and may arrange to meet and review progress. This may also involve a phone call or home visit from our Education Welfare Consultant.

There is clear national evidence that suggests children who are in receipt of free school meals attend less than other pupils. We will support families to ensure attendance of all pupils who are in receipt of free school meals is prioritised.

See Appendix B for our Threshold for Parent Contact.

6 ATTENDANCE AND SAFEGUARDING

First Day of Absence Call:

We will regularly request updates of parent-carer contact information. Adults who have day to day care of a pupil are legally responsible for ensuring regular attendance. We ask parents/carers to leave a phone message or email by 9.30am if their child is not able to attend school, giving a reason for absence. We will contact parents/carers on the first day of unexplained absence if we have not been contacted. Where absences are of concern and all attempts to engage have failed, we will refer to the Access and Response Team for further investigation.

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Removal from Roll:

There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil's name from their admission roll they must notify their Local Authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

If the pupil has left the school without explanation, and there are concerns about the pupil's welfare; if there are concerns that a pupil may be at risk of Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) or radicalisation, we will contact the local Access and Response Team (ART) immediately.

If the school is told that a pupil is leaving to attend another school, staff at the school of departure will establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Once the school has confirmation that the child has started at the new school, they will update Arbor. Whenever a pupil leaves a school, a Common Transfer File (CTF) must be completed.

If the school is concerned about any aspect of a transfer or if a pupil has "disappeared", the matter will be drawn without delay to the attention of the Access and Response Team immediately. Please see further information in Children Missing Education Policy <https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=16wLXr8IXuE&familychannel=2-4&channel=family>

7 PART-TIME TIME-TABLES

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs and this decision is made by the Head Teacher in consultation with external agencies. A part time timetable is time limited and must not be treated as a long term solution and can only be made with parental agreement. This will be reviewed every two weeks within the time limited period. The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C).

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APPENDIX A:

Absence Request Form

Following a change to the law, as from September 2013, the Government has withdrawn the right for Headteachers to grant 10 days holiday leave to children during the school year. The new guidelines are very specific that absence from school may only now be granted by the Headteacher in 'exceptional' circumstances. The Headteacher can only consider applications made using this form which must be submitted two calendar weeks ahead of the date requested for absence. Any request for holiday will not be granted during Terms 1 and 5 due to children settling into school and because of school assessments.

Any absence which has not been agreed in advance by the Headteacher will be marked as Unauthorised Absence.

I request permission for
(Child's name, Date of Birth and Class):

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to be authorised as being absent from school from: _____ (date of first day of absence) to
_____ (date of last day of absence). Returning to school on _____

The **exceptional** reason why the absence needs to be taken in term time is because *(continue on separate sheet if necessary)*:

We understand that:

- Any days of absence which have not been agreed in advance by the Headteacher will be marked as Unauthorised Absence.
- I am aware that if my child does not return at the agreed time, Children Missing Education enquiries might be made and further investigations may take place regarding the child/ren's whereabouts. In exceptional circumstances this could result in the child/ren being removed from the school's roll.
- Educational research shows that there is a strong link between good attendance and levels of attainment and progress

Parent's signature		Date	
Parent's name			

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APPENDIX B:

Attendance Cause for Concern Thresholds

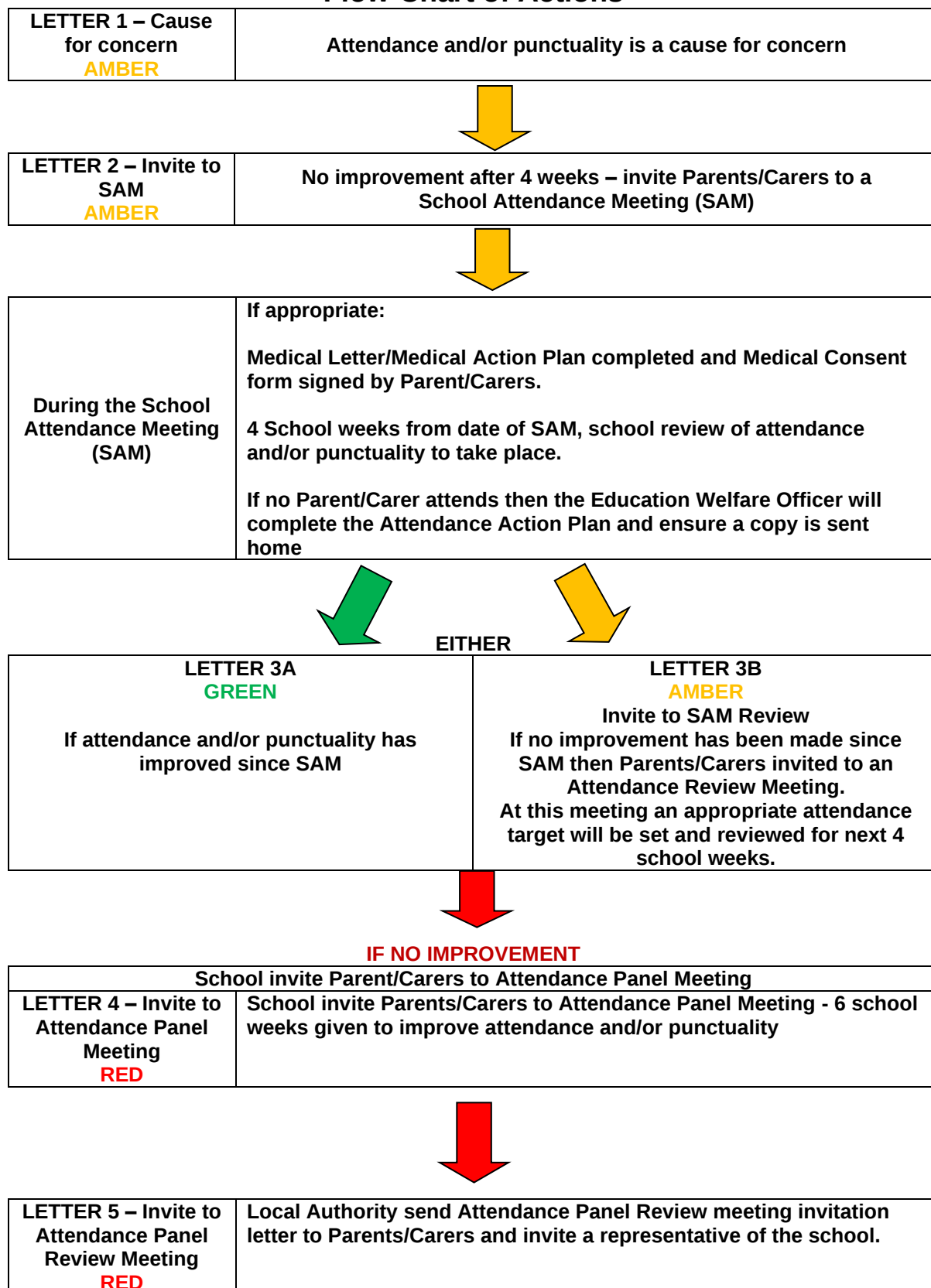
Holiday	A letter will be sent unauthorising all holidays and explaining the detrimental impact that holidays have on children's education.
Lateness	An initial phone call to parents if a child is late more than 4 times in a term. If no improvement is made after 4 weeks a lateness letter will be sent out and if there is no improvement after this, parents will be asked to attend a meeting.
Broken Weeks	A letter will be sent to parents after 3 or more broken weeks in a term (unless as a result of 1 block of holiday during this period, a significant illness or exceptional circumstances). If no improvement after 4 weeks parents will be called in to attend a meeting.
Attendance Percentage	An initial letter will be sent out to parents whose attendance dips below 90% at the end of Term 1 or any following term. If no improvement after 4 weeks parents will be asked to attend a SAM meeting (unless as a result of 1 block of holiday during this period, a significant illness or exceptional circumstances).

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APPENDIX C:

THRESHOLD FOR PARENT CONTACT

Flow-Chart of Actions



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REVIEW MEETING TAKES PLACE



EITHER



**Improvement in attendance and/or
punctuality since Review Meeting.**

**Further review meeting maybe set
or
School continues to monitor**

**if Improvement to attendance and/or
punctuality is not sustained prepare for
prosecution**

**No improvement in attendance and/or
punctuality since last review meeting**



**PREPARE
PROSECUTION**