



# St Peter's Bratton, Church of England Academy Attendance Policy

Attendance – Document Status					
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## Introduction

- At St Peter' Bratton, Church of England Academy we expect children to attend school every day, as long as they are fit and healthy enough to do so.
- Excellent attendance and punctuality is important if children are to benefit from everything school has to offer. We believe that regular attendance at school is vital for children to be successful.
- School education lays the vital foundation of a child's life and research clearly demonstrates the link between regular attendance, punctuality and educational progress and attainment.
- Parents/Carers, it is your responsibility to ensure your child/children arrives at school on time and return home safely.
- At St Peter's Bratton, school begins at 8:45am and finishes at 3:15pm.

## 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 promote and support punctuality in attending lessons.

## 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 local academy committee

The local academy committee 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 Principal to account for the implementation of this policy

### 3.2 The Principal

The Principal 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 Amanda Martin and can be contacted via 01952 387980 or [stpetersbratton@taw.org.uk](mailto:stpetersbratton@taw.org.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 Principal
- Working with education welfare officers to tackle persistent absence
- Advising the Principal when to issue fixed-penalty notices

The attendance officer is Nicky Hall and can be contacted via 01952 387980 or [stpetersbratton@taw.org.uk](mailto:stpetersbratton@taw.org.uk)

### 3.5 Class teachers

Class teachers are responsible for recording attendance correctly on a daily basis, using the correct codes, and submitting this information onto Bromcom by 9am in the morning session each day and 15 minutes after the afternoon session starts each day.

### 3.6 School staff

School staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school management Information system (MIS) system- Bromcom.

### 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 9:15am 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
- Pick up their child/children at 3:15pm. (If parents are regularly late picking up their child/children then the children will be looked after by wraparound club. There is a charge for this club.)
- Pick up for Y6 children- In Y6 in preparation for secondary school we try to encourage independence when walking home. We allow children to leave school and walk home alone when parents have given us written permission. However, this privilege can be withdrawn.
- Children must attend school on the first day on which the school has agreed.

### 3.8 Pupils

Pupils are expected to:

- Attend school every day on time

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register 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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:45am on each school day.

The register for the first session will be taken at 8:45am and will be kept open until 9:15am. The register for the second session will be taken at Reception by 12:45pm, Y1 and Y2 by 1pm, Y3 and Y4 by 1:15pm and Y5 and Y6 by 1:30pm and will be kept open until 30 minutes after registration.

#### 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day and every day following, of an unplanned absence by 9:15am by calling the school office staff (see also section 7).

Occasionally, the school staff will inform a parent if you do not need to call in the following day such as, sickness bug. If this happens the parent will be informed of the next time they should call in.

Please call 01952 387980. The telephone lines are open from 8:15am in the morning. We do not accept emails for absence.

We will mark absence due to illness as 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 the pupil's parent/carer 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/carers will be notified of this in advance. Further evidence of the illness may be requested. This can be in the form of a prescription, a note from the doctor, a note from the pharmacist to show evidence of the illness

### 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment and provides an appointment card, or screenshots the text message and emails it to school. Parents should visit the school office or telephone school on 01952 387980 when requesting a leave of absence.

However, we encourage parents/carers 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.

The pupil's parent/carer must also apply for other types of term-time absence two weeks in advance (unless it is an emergency) of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### 4.4 Lateness and punctuality

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other children in the class. It is paramount therefore that all children arrive at school on time.

For school children and parents/carers the gates open at 8.35am. The school doors are opened at 8:40am when the first school bell rings. At 8:45am the second bell rings- at the end of the 8:45am bell that is the time your child should be in the school building. If your child is after the end of the 8:45am bell your child will be marked as late. Lessons begin at 8:45am. At the wing door the TA will record if your child is not in school by the end of the 8:45am bell and they will inform the office staff the time your child came into the building. If you have several children, in different year groups, you can send them all through the youngest child's wing door. The time the family come into school is also recorded whether they are late or not. Again, the office staff are informed so that the correct times can be put on the register. If your child comes through the school office door the office staff record the time your child comes into school.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L) (8:45-9:15am)
- After the register has closed will be marked as absent, using the appropriate code (U) (After 9:15am)

Each fortnight we review the punctuality and lateness. If a child is continuously absent or late school will write to parents outlining the number of lates and the next steps if this does not improve. We meet regularly with the Education Welfare Officer (EWO) to review punctuality and lateness. The EWO will write

again to parents if it does not improve, we will meet with parents/carers or the EWO will make a home visit to offer support.

#### 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. We will then send a text message. If the school cannot reach any of the pupil's emergency contacts, the school or EWO will make a home visit for a safe and well check and if we still cannot ascertain where your child is we may contact police or Family Connect.
- When we have information about where your child is we will decide whether the absence is approved or not
- School will identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.

#### 4.6 Reporting to parents/carers

Parents can view their child's attendance and absence levels daily through My Child at School (MCAS) and parents will receive a formal overview in the summer term via MCAS. Parents can request an attendance report via the office.

### 5. Authorised and unauthorised absence

#### 5.1 Approval for term-time absence

The Principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for.

Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave in term time the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -

- the **exceptional** circumstances stated that have given rise to the request;
- the age of the child;
- the stage of the child's education and progress and the effects of the requested absence on both elements;
- the overall attendance pattern of the child;

- the nature of the trip.
- students/pupils due to take SATS will **not** normally be granted leave of absence
- whether the same absence could be taken during the 13 weeks school is closed to pupils?

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted a minimum of two weeks prior to the absence (Unless an emergency) using the 'Request for Leave form'. The form is accessible via [brattonstpeters.org.uk/parents](http://brattonstpeters.org.uk/parents) and carers/request for leave in term time or appendix 2 of this policy. The Principal may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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
- Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.
- Children in entertainment must have a performance licence. This is considered on an individual basis.

## 5.2 Legal sanctions

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

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

Penalty notices can be issued by a Principal, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The 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 or withdraw the notice.

## 6. Strategies for promoting attendance

On the first day of absence and every day after this the parents/carers are expected to telephone school by 9:15 am to report absence. The parent/carer must telephone school as we do not accept emails for attendance. If school have not received a call by 9:15am then school will call/text message adults on the contact list in order of priority. If by 10am the school cannot reach any of the pupil's emergency contacts, the school staff or the EWO will make a home visit for a safe and well check and if we still cannot ascertain where your child is we may contact police or Family Connect.

Children who are absent for two days or more we may call parents/carers for an update at 3pm if they are still at home. We will consider each case individually.

7. Each fortnight school staff review the punctuality and lateness and we meet regularly with the Education Welfare Officer (EWO). The EWO or school will write to parents if punctuality or lateness does not improve. On an individual case basis, we will consider meeting with parents when a child's attendance falls below 92%. There are a variety of letters that will be sent to parents called school attendance letters (SAL). These are called SAL 1, SAL 1 W, SAL 2, SAL L (Late) or it can be a bespoke letter. At any point additional evidence may be requested. This can be in the form of a prescription, a note from the doctor, a note from the pharmacist to show evidence of the illness.

School will consider referrals to any outside agencies such as SEND support, mental health support, Educational Psychologists, BSAT teams, strengthening families and individual meetings to try and improve attendance. Where ill health is a factor, the school will seek to confirm the medical problems identified by the child/parent (particularly if there have been several referrals and the explanation has been ill health). If it is felt that the parent/carers have not sought appropriate medical help but are merely making excuses, parent/carers will be advised to obtain medical evidence for all future absences from their doctor. If attendance still does not improve appropriate warning or penalty notices will be issued by the Attendance Support Team and this could eventually lead to legal action being taken against the parent.

## 7.1 Monitoring attendance

At a strategic level the school will:

- Monitor attendance and absence 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 local academy board.

## 7.2 Analysing attendance

The school 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 Teachers using data to improve attendance

- Teachers have access to the Bromcom MIS (Management Information System) where they can review attendance. If a teacher has concerns regarding a child's attendance, they will liaise with the school attendance officer.

## 7.4 Reducing persistent and severe absence

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

## 8. When is a child removed from the school role?

- If the parent/carer is moving out of area to a new school, please contact school.

- If the parent/carer is pursuing a place in another school within Telford and Wrekin parents should complete the online in-year transfer request section of their 'My Telford' account.
- If the parent/carer wishes the child's name to be removed from the school role as they intend to teach the child other ways rather than at a school, please contact school.
- If a child/family cannot be traced and all reasonable enquiries have been explored and it has been at least four weeks since the child attended school (Child missing education)
- Following a granted leave of absence the child has not returned to school and has failed to return to school
- Where the pupil has been permanently excluded

#### Monitoring arrangements

This policy will be reviewed as guidance from the trust or DfE is updated, and as a minimum annually by Amanda Martin, Vice Principal. At every review, the policy will be approved by the local academy committee.

#### 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: Definitions and attendance codes

### Definitions:

- Every day count as two sessions. Every half day absence has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why the cause of each absence is always required, preferably in writing or by telephone.
- Regular attendance means that your child must attend school every day, unless there are justified reasons, and arrive at school on time.

### Authorised Absence

- An authorised absence is classified as authorised when a child is away from school for a legitimate reason and the school has received notification from the parent/carer.

### Unauthorised Absence

- An absence is classified as unauthorised when a child is away from school without the permission of the principal.
- Unauthorised absences are those which the school does not consider reasonable and for which on authorisation has been given.

Authorised absence	Unauthorised absence
<ul style="list-style-type: none"><li>➤ Genuine illness of the pupil;</li><li>➤ Hospital/dental/doctor's appointment for the pupil;</li><li>➤ Major religious observances;</li><li>➤ Visits to prospective new schools;</li><li>➤ External exams or educational assessments.</li></ul>	<ul style="list-style-type: none"><li>➤ Shopping/daytrip/visit to a theme park;</li><li>➤ A birthday treat;</li><li>➤ Oversleeping due to a late night;</li><li>➤ Looking after other children/other family members;</li><li>➤ Appointments for other family members;</li><li>➤ Holidays which have not been agreed</li></ul>

Each child's attendance can be summarised using the traffic light system outlined below:

Attendance	Rating	Action
96-100%	Safe Zone	Outstanding -this will help all aspects of your child's progress and life in school. This will give them a good start in life and supports a positive work ethic. Your child's attendance is at, or above, the school target. Keep up the good work.
92-95%	Sliding zone	Strive to build on this - Your child's attendance is below expected and will be monitored.
Below 92%	Danger Zone	Poor absence - Absence is now significantly affecting your child's attainment and progress. This is a cause for concern and will be monitored closely..

Non-attendance is an important issue that is treated seriously. However, each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

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

## Guidance Notes for Parents requesting Leave in Term Time

1. Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send to the Principal the request form below. This form should be sent to the school in time for the request to be considered **before** the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request). In any event the request form must be received by the school at least two weeks before the leave in term time requested dates to allow sufficient time for appropriate consideration.

2. The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Principal. There is no automatic right to any leave in term time. The Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that leave should not be taken in school term time. Where such requests are made, for the leave to be granted, the Principal should decide if there are **exceptional circumstances**.

3. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave in term time the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -

- the **exceptional** circumstances stated that have given rise to the request.
- the age of the child.
- the stage of the child's education and progress and the effects of the requested absence on both elements.
- the overall attendance pattern of the child.
- the nature of the trip.
- students/pupils due to take SATS will **not** normally be granted leave of absence
- whether the same absence could be taken during the 13 weeks school is closed to pupils?

4. Where parents have children in more than one school a separate request must be made to each school. The Headteacher/Principal of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.

5. Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.

6. Should the school decide to grant the leave but, the child **does not return to school at the time s/he was expected to** (i.e., following the expiry of the granted leave in term time period) and no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost**.

7. Should the School decide **not to grant the leave** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Penalty Notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the

period 22 to 28 days may lead to Court proceedings, which could ultimately result in a fine of up to £2500 and/or imprisonment of up to three months.

**Request for Leave during Term Time**

Date of request .....

To: The Principal of St Peter's Bratton, Church of England Academy

I request permission for leave in term time from school for my child:

Child's name	Class

from (date) ..... to (date) ..... for ..... school days.

My child will be accompanied during the leave by:	
	Parent/carer
	Parent/carer

The exceptional circumstance and reason for the request are:

(If necessary, please continue on a separate sheet and attach it to this form)

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s))	School(s)

Name of 1 <sup>st</sup> Parent/Carer(s)	Signed
Current address	Mobile No

Name of 2 <sup>nd</sup> Parent/Carer(s)	Signed
Current address	Mobile No

Please return the completed form to the school office. The school will contact you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

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For Office Use Only

Date request for leave in term time received by school	
Year/class	
Current attendance %	
Last year's attendance %	
Number of school sessions previously taken as leave in term time	
Siblings: Other schools confirmed? What action are other schools taking?	

**Leave in term time Agreed/Not Agreed**

Request for leave is **agreed/is not agreed** for the above pupil to take leave during term time between the above dates.

Signed		Job Title	
Print Name		Date	

Notification of decision:	
Date letter sent to parent	
If agreed, leave recorded on Bromcom	

Any notes: