

School Attendance Policy



Bishop Road Primary School

Adopted by: Senior Leadership Team but shared with the Full Governing Body

Adopted: March 2023

Review: March 2025

This policy is linked to our Safeguarding and Child Protection Policy, Behaviour Policy, Anti Bullying Policy and Health & Safety Policy which includes Supporting Pupils with Medical Conditions.

Part 1 Policy:

1. Introduction

It is the aim of Bishop Road School that pupils should enjoy learning, experience success and realise their full potential. The aim of our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

2. Aims

Our school aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

This policy sets out our school's position on attendance and details the procedures that all parents¹ must follow to report their child absent from school.

It is vital that children develop regular attendance habits at an early age. If the child is unable to attend the school for any reason, the parent should inform the school of the reason on the first day of absence. If the school is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will support parents to perform their legal duty to ensure their children attend regularly, and will promote and support punctuality in attending lessons.

We want our pupils to attend school every day, unless they are really not well enough to. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the wider world.

¹ Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e. lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the pupil’s attendance is deemed to be irregular. We will do all we can to encourage our pupils to attend. We will also make the best provision we can for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents ‘Supporting pupils at school with medical conditions – December 2015’ (updated 2017) and ‘Ensuring a good education for children who cannot attend school because of health needs– January 2013’ – or ask the school for printed copies.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community
- Raise our pupils’ awareness of the importance of good attendance and punctuality
- Provide support, advice and guidelines to parents, pupils and staff
- Work in partnership with parents
- Celebrate and reward good attendance and punctuality

3. Effects of non-attendance

The table below indicates how what might seem like just a few days absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

4. Legislation and Guidance

This policy meets the requirements of the 2020 school attendance guidance from the Department for Education (DfE), and refers to the DfE’s statutory guidance on school attendance parental responsibility measures (see appendix). These documents are drawn from legislation setting out the legal powers and duties that govern school attendance:

Part 2 What the Law Says and Our School Procedures:

1. Contents of Attendance Register

The law makes it clear that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each pupil is:

- Present;
- Absent;
- Attending an approved educational activity; or,
- Unable to attend due to exceptional circumstances.

2. Present at School (and Lateness)

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

A member of the leadership team will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

Our pupils must arrive between 8.35 and 8.50 am on each school day.

Our morning register is taken at 8.55.

Our afternoon register is taken at the beginning of the afternoon session.

A pupil who arrives after 8.50 will be marked as late (L) – which counts as present.

A pupil who arrives late **after** the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the pupil arrives after 9.10 they will be marked with the **unauthorised** absence code 'Late after registers close' (U). See DfE Attendance Codes – Appendix One.

Effects of Late Arrival at School

When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

3. Authorised Absence

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school, or has accepted an explanation offered afterwards as justification for absence.

The following information outlines the main circumstances where absence may be authorised by the school:

3.1 Illness

In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

The school follows the DfE School Attendance Guidance which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. In some instances the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil's GP directly.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent.

Absences due to illness which have **not** been reported to the school by the parent on the first day of absence may not be authorised.

Parents should notify the school of illness absence as early as possible after 8.00 am but before 10.00 am at the latest and include the specific reason for the absence. This should be by phone, where a message can be left on the answer phone or a personal visit (via an adult).

If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

Mental Health and Wellbeing

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

3.2 Medical/Dental Appointments

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment.

3.3 Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends.

In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

3.4 Traveller Absence

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

3.5 Exclusions

If the school decides to send a pupil home due to their behaviour, this will be recorded as Exclusion. The school will follow the current DfE's statutory guidance on exclusions. Any exclusion must be agreed by the head teacher.

The school will notify the parent of the exclusion. If the pupil is a Child in Care, the school will notify the pupil's carer, social worker and the HOPE Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

4. First Day of Absence Response

If no contact has been made with the school on the first day of absence, the school office will make contact using the school emergency contact details for a child. Priority will be given where there is additional support in place e.g. Children in Care; children subject to Child Protection Plans; children open to Social Care, where there are current/previous concerns regarding attendance etc.

Parents will be asked to supply details of at least two people and ideally three (in line with Local Authority advice) who can be contacted in an emergency and these details will be reviewed on a regular basis through newsletter reminders etc.

If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may request a Welfare Check from the police.

5. Rewarding Good and Improved Attendance

Children will be regularly reminded of the importance and value of good attendance and punctuality. Children with 100% attendance at the end of the year will be celebrated. The classes with the best weekly attendance will also be celebrated each week.

6. Leave of Absence Requests – ‘Exceptional Circumstances’

The law does not grant parents the automatic right to take their child out of school during term time.

Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school’s discretion.

Parents should complete a Leave of Absence Request Form which is available from the school office. The request should be submitted as soon as it is anticipated and at least 10 school days before the leave wherever possible. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence in order to support your request either in writing or by meeting with the head teacher. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage we will follow the necessary protocols. (Please see our school’s Safeguarding Policy for more information.)

7. Unauthorised Absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school’s decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for something to be fixed, or a parcel to be delivered
- Unable to get a child to school where another sibling/family member is ill
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
- In the case of term time leave – if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions by Bristol City Council

8. Approved Educational Activity (AEA)

When pupils are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case. (See DfE 2016 School Attendance guidance document (link in the Legislation and Guidance section, or at the end of this policy, or ask the school office for a printed copy.)) If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, our school will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider(ALP), which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The school expects the ALP to notify us of any absences by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a weekly basis, or more frequently if agreed with the alternative setting.

Any attendance concerns will be followed up by us, in conjunction with the ALP.

9. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause
- The transport provided by our school or the Local Authority is not available and the pupil's home is not within statutory walking distance. (See the DfE's 'Home to school travel and transport' guidance document, or ask the school for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

The pupil is in custody, but still on the school roll. (If the school has evidence that the pupil is attending educational activities we can record those sessions as 'present at approved educational activity').

10. Penalty Notices and Prosecutions

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent, but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold of eight sessions or more for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.

A pupil's irregular attendance (which includes unauthorised absence from school) could result in one of the following:

1. A Penalty Notice. The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)

2. Prosecution.

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See link to the DfE's statutory guidance on 'School attendance parental responsibility measures' and Bristol City Council's Penalty Notice Code of Conduct, available here:

<https://www.bristol.gov.uk/schools-learning-early-years/education-welfare> or ask the school for printed copies.)

Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

11. Children Missing Education (CME)

Our school will add and delete pupils from roll in line with the law. The school will follow Bristol City Council's Children Missing Education guidance, and make CME and Pupil Tracking referrals as appropriate. The school will seek advice from the Children Missing Education Officer if unsure about any individual cases:
childrenmissingeducation@bristol.gov.uk

12. Following up Unexplained Absences

Where no contact has been made with the school, the school will contact parents by text, email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within 3 school days, we will make the absence as unauthorised, using the **O** code. If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts.

13. Reporting to Parents

We will report to parents on their child's attendance record annually. Where concerns regarding attendance arise during the year we may also follow this up with parents e.g. at parent afternoon/evenings.

Where a child's attendance falls below 90%, for whatever reason, our school will write to the parents to highlight this, unless there is a good reason not to. We will also track attendance which falls below 95% and this may also result in a letter or a request to meet with the Leadership Team and/or Educational Welfare Officer.

14. Recording Information on Attendance and Reasons for Absence

Reasons for absence are recorded on an absence sheet kept in the school office. Where attendance gives greater cause for concern, this may also be recorded on SIMS and/or CPOMs and may include who reported the absence and the reason for the absence.

15. Roles and Responsibilities

Attendance trends and patterns are regularly monitored so that appropriate actions can be taken e.g.

- Follow-up actions/plans for pupils with low attendance/where there is cause for concern
- Timely liaison with home
- Referral to outside agencies

The Governing Body

The Governing Body will monitor this policy

Senior Leaders

Senior leaders also support the Deputy Head Teacher in monitoring the attendance of individual pupils particularly where attendance is a concern and for vulnerable groups of pupils.

Attendance Officer

The Attendance Officer in liaison with the Deputy Head Teacher:

- monitors attendance data at the school and individual pupil level.
- will report concerns about attendance to the Deputy Head Teacher/Designated Safeguarding Lead (DSL) as appropriate.
- arranges calls and meetings with parents to discuss attendance issues.
- Co-ordinates requests for Term-time Leave of Absence and advises the Head Teacher as requested.

Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

Office Staff

School office staff are expected to take calls from parents about absence and record these on the school system and report to other school personnel as appropriate.

16. Policy Monitoring Arrangements

This policy will be reviewed biannually by the Governing Body or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the governing body.

Guidance Documents:

Supporting pupils at school with medical conditions (DfE December 2015, Updated 2017)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Education for children with health needs who cannot attend school (DfE January 2013)

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

Keeping children safe in education (DfE September 2022)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Summary table of responsibilities for school attendance (DfE May 2022 Application from September 2022)

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

Working together to improve school attendance (DfE May 2022 Application from September 2022)

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

School Exclusion (DfE September 2022)

<https://www.gov.uk/government/publications/school-exclusion>

Home to school travel and transport guidance (DfE December 2016)

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

Children Missing Education Guidance (Bristol City Council January 2018)

<https://www.bristol.gov.uk/business/schools-learning-and-early-years-for-professionals/attendance-and-inclusion/children-missing-education-cme>

Appendix 1 – Department for Education (DfE) Attendance Codes CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. present at another school or PRU)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
P	Approved sporting activity	Approved Education
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence

Appendix 1 – Department for Education (DfE) Attendance Codes CODE	DESCRIPTION	MEANING
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school age pupils	Not counted in possible attendances
Y	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months.	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to all pupils	Not counted in possible attendances