



Attendance Policy

Benfieldside Primary School

Academic Year

2023/24

Attendance Policy

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Attendance key contact List

Name	Role	Contact details
Mrs C Addison	Head Teacher	
Mrs Kerry	Designated senior leader with responsibility for attendance	
Mr A Stubbs	Attendance Governor	School Office

Who in school can help if you are experiencing difficulty / require help and support:

Name	Role / type of help	Contact details
Mrs Kerry	Inclusion Manager	
Mrs Addison	Headteacher	
Mrs Clark	Office Manager	01207591369
Mrs Leighton	School Clerk	

Introduction to our school attendance vision and ethos

Benfieldside Primary School seeks to ensure that all of its pupils receive an education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn within a culture that promotes the benefits of high attendance.

Regular school attendance plays a vital role in children's wellbeing and their education, ensuring that their current learning needs are being met but also building their future ability to learn.

As attendance is the essential foundation to positive outcomes for all pupils', improving attendance is everyone's business, a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Why is regular attendance so important?

Being in school every day that it is open, is important to your child's achievement, wellbeing, and their wider development. There is a renewed national focus on maximising pupils' time in the classroom, as evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results.

Here's what the data shows:

Pupils with higher attainment at KS2 and KS4 had lower levels of absence over the key stage compared to those with lower attainment.

Pupils who did not achieve the expected standard in reading, writing and maths in 2019 had an overall absence rate of 4.7% over the key stage, compared with 3.5% among pupils who achieved the expected standard and 2.7% among those who achieved the higher standard.

Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.

Generally, the higher the percentage of sessions missed across the key stage at KS2 and KS4, the lower the level of attainment at the end of the key stage.

Among pupils with no missed sessions over KS2, 83.9% achieved the expected standard compared to 40.2% of pupils who were persistently absent.

Among pupils with no missed sessions over KS4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.

This policy is supported by our policies on safeguarding, bullying, behaviour, medical needs and inclusive learning.

The school and all partners will work together to:

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.



FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

1. Expectations

We recognise that the relationship between attendance and achievement of our students is inextricably linked.

Regular school attendance is crucial to maximise pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to.

We will ensure that:

- All students have an equal right, and access to, an education in accordance with the national curriculum, or agreed alternative.
- Attendance is a priority across the school.
- Aspire to high standards on attendance.
- Students will not be deprived of their education opportunities by, either their own absence or lateness, or that of other students.
- Action is taken where necessary to secure an improvement in attendance.

2. Attendance data

Attendance data is collected by the school via our management systems and closely monitored. The data collected is used to monitor early signs of dips in attendance and trends in individual and group attendance. This enables us to contact parents at an early stage and target support where required, to resolve any barriers to good attendance and subsequently improve attainment progress.

3. Listening to and understanding barriers to attendance

The school will always try to communicate with you regarding your child's attendance if it declines. This communication may involve explaining that attendance is a cause for concern by letter, making telephone calls to you, and inviting you to attend a meeting in school depending on the circumstances. The school will work with you to discuss ways that we can offer support in finding a way to improve the situation.

4. Facilitate support

If you need help with attendance, it is important that you talk to the school about the issues as soon as possible. You may need to attend a meeting in school to talk about the problems and to put a plan in place to help. Sometimes, school may need to involve other services to help. There may be specific barriers to good attendance that require assistance from other agencies. The school has access to a number of services through School Health, The One Point service and the County Attendance team.

5. Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners will work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

6. Enforce

If, following the schools' attempts to intervene there is no significant improvement and no good reasons for absences (i.e. absences are not supported by relevant evidence), or you have not co-operated with the school's attempts to improve the situation the school are required to consider referring the matter to the Local Authority for enforcement action.

The High Court has confirmed that the school's Head Teacher authorises absences. If your child misses school a lot because of illness, or if school do not know of any serious health issue that would mean your child could miss school a lot, the school may ask to you to provide medical evidence to authorise absences.

We are committed to supporting your child effectively, to ensure that they get the very best education possible and therefore have the best life chances. All challenges made concerning persistent absences, will be handled sensitively and in confidence.

General / frequently asked questions

When can children be absent from school?

When you register your child at school, you have a legal duty to ensure your child attends that school regularly.

This means that your child must attend every day that the school is open, unless:

- Your child is too ill to attend that day.
- You have asked in advance and been given permission by the school for your child to be absent on that day due to exceptional circumstances.
- Your child cannot attend school on that day because it is a day you are taking part in religious observance
- Your local authority is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet; or
- You are a gypsy/traveller family with no fixed abode, and you are required to travel for work that day meaning your child cannot attend their usual school. In most circumstances, however, your child is required to attend another school temporarily during such absences.

These are the only circumstances where schools can permit your child to be absent.

What do I need to do if my child needs to be absent from school for one of those reasons?

You should contact their school as early as possible to explain why. If not, your child's school will contact you on the first morning of their absence to find out why.

All parents can request a 'leave of absence' for their child which gives them permission to be absent from school. Leaves of absence must be applied for before your child will be absent and will only be granted in exceptional circumstances.

Your child's headteacher has the final say over whether to approve the request and how long your child can be absent.

Their decision will be made after considering the specific facts and circumstances behind your request.

Can I take my child on holiday during term time?

Parents should plan their holidays around school breaks and avoid requesting leaves of absence for holidays unless it is unavoidable.

As leave of absence is only granted in exceptional circumstances, it is unlikely that your child's headteacher will agree a leave of absence for a family holiday.

If permission is refused and you keep your child off school on the days requested, you are likely to be committing an offence and be issued a fixed penalty notice or be prosecuted by your local authority.

Attendance Procedures and Absence Processes

Attendance and absence management

Promoting good attendance and punctuality

In order to promote attendance and punctuality the school will give out a weekly trophy for the class with the best attendance. Further to this, any children who achieve 98% attendance over each term will receive a certificate in assembly. Attendance percentages will be shared with parents at termly parents' meetings and also annual reports to parents will contain a record of individual pupils' attendance.

Communication

The school requests that all parents please remember to report and explain the reasons for absence and to make sure your contact and emergency contact details are up to date.

It is vital, that school can contact parents if their child becomes unwell during the school day or in order to discuss the reasons for absence.

The school will analyse absence across the school. As a result of this, some families will receive letters to inform them if their child's absence is lower than it should be if no prior discussion has taken place (unless this is due to, for example medical needs). If we have concerns regarding your child's attendance then we may contact you by phone, letter, invite you to a meeting or make a visit to your home.

As a parent you may identify concerns about school attendance early on if you have seen a change in your child's attitude to school or in their willingness to attend. If this is the case, please share your concerns with us and we can work together to ensure that school attendance doesn't ever need to decline. The quicker that concerns are shared, the quicker they can be resolved.

The school will work with you to discuss ways that we can offer support in finding a way to improve attendance.

On the first day off

If a child is ill or is absent for any reason, parents or carers are asked to phone the School Office or send a Dojo message by 10am giving a reason for the child's absence. If a child is absent from school and there is no phone call from home, then school will phone home by 11:00 am to inform parents that the child is not in school and enquire about a reason why.

Doctors and dentists' appointments should be made outside of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment they need to.

Periods of extended absence

If a child's absence continues beyond 3 days, then parents are requested to notify the school to update them. If a phone call is not received, then the school will contact home to verify the absence.

If the school receives no reason for any absence, then an unauthorised absence will be recorded. Continued absenteeism and unauthorised absences could result in further action such as referral to the Attendance Improvement Team to consider enforcement action and possibly a fixed penalty notice (this includes unauthorised absences accrued through leave of absence taken during term time).

In the event of the school being unable to contact a parent regarding an absence, safeguarding services may be contacted to ensure the pupil's safety.

If your child is absent from school more than they should be:

At the end of each month the Inclusion Manager will use the computer system to analyse absence across the school. As a result of this, some families will receive letters to inform them if their child's absence is lower than it should be if no prior discussion has taken place (unless this is due to frequent hospital appointments and/or long term medical needs).

Absence authorisation

The High Court has confirmed that the school's Head Teacher authorises absences. In some circumstances, the school may request that parent's provide medical evidence to support absences.

We are committed to supporting your child effectively, to ensure that they get the very best education possible and therefore have the best life chances. All challenges made concerning persistent absences, will be handled sensitively and in confidence.

Punctuality:

The **school doors will open at 8:55 am** and Registration will begin at **9:00 am** for all pupils from Reception to Year 6. The pupil entry gates will be locked at 9:05 am and all pupils arriving after this time must enter by the main entrance.

It is so important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling, both for children and for the rest of the class. If a child arrives late into school after the gates have been closed, then a late mark will be recorded in the register (L). Any children arriving more than 15 minutes late (**from 9:15 am onwards**) will be recorded as (U) which is a late after registers close mark and this is classed as an unauthorised absence (a number of these marks can also contribute to a fixed penalty notice being issued).

If your child is late for school:

We ask that parents accompany their child to the school office and give the reason for their late arrival. The reason given will be recorded on the school's attendance data base (SIMS).

1. If a child is late (after registers close) for school on a number of occasions;

A letter will be sent home from school to parents to say their child's punctuality is causing some concern. The Inclusion Manager will contact you by telephone to discuss ways that the school can offer support in finding a way improve this.

2. If lateness becomes persistent with no identifiable reason –

A letter will be sent home from school with a specific appointment given to meet with the Inclusion leader for a 'planning meeting'. This will aim to address any issues which may be behind this pattern of poor punctuality.

3. If the school continues to have concerns about a child's punctuality;

Then a referral may be made to the Attendance Improvement Team to consider if enforcement action is required.

Help & Support

If you need help with attendance, it is important that you contact school about the issues as soon as possible. The quicker we know what the problem is, the quicker that we can work together to solve it and put a plan together which will meet your child's needs and ensure your child can benefit from all that school has to offer.

Where needed we can also involve other services to make sure that your child and your family gets the right support, at the right time from the right people.

Leave of Absence in Term Time

Head teachers are only able to grant leave of absence during term time **unless there are exceptional circumstances**. The school will consider each request of absence individually; taking into account the circumstances, such as; the nature of the event for which leave is sought, the pupil's prior attendance and any important events taking place in school at that time.

An application for leave of absence must be made well in advance via a form which is available from the school website or in person from the school office. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school.

A leave of absence is granted entirely at the head teacher's discretion. If an application for leave of absence is not made prior to the time of the required absence, then the absence will be recorded as unauthorised regardless of circumstances.

Please note that absence will not be authorised under any circumstances during any period of public examinations or internal assessments.

Pupils with specific needs

Pupils with Medical/SEND needs: The school will:

maintain the same ambition for attendance and work with pupils and parents to maximise attendance.

Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.

Consider additional support from wider services and external partners, making timely referrals.

Pupils with a Social Worker: School will inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.

The policy is supportive of the Equality Act 2010 and the UN Convention on the Rights of the Child.

Children Missing from Education

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that if you keep school informed of any change of details** and regularly update them if details change. Your child may be at risk of losing their school place if your whereabouts are not known.

It is also important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be contacted.

If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter**.

Roles and Responsibilities

Please see key contact list and details at the start of this document.

7. Roles and Responsibilities

Governing Body:

As part of our school approach to maintaining high attendance, the governing body will:

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed to parents and staff.
- Annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents, and students to implement the policy effectively.
- The governor's meetings will review and discuss attendance issues that have arisen in order to be fully aware and supportive of expected attendance targets for the year.
- Ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off site.

School Leadership Team:

As part of our school approach to maintaining high attendance, the leadership team will:

- Be active in their approach to promoting good attendance with students and their parents.
- Ensure the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own progression and achievement.
- Coordinate with the governing body to monitor the implementation of the policy and its effectiveness, with annual review of full policy.
- Ensure that all staff are up to date with the school's attendance policy and that staff are fully trained to recognise and deal with attendance issues.
- Ensure government legislation on attendance is complied with and that the leadership team are up to date with any legislation changes and how to implement them.
- Nominate or appoint a senior manager to take responsibility for overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to the job.
- Report to the Curriculum and Standards Sub Committee meeting each term which monitors attendance records, data and provision.
- Ensure that systems to record and report attendance data are in place and working effectively.

Teachers and support staff:

As part of our school approach to maintaining high attendance, the teachers and support staff will:

- Be active in their approach to promoting good attendance with students and their parents.
- Ensure the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own progression and achievement.
- Ensure the senior manager responsible for overseeing attendance and any other relevant personnel are kept fully aware of and up to date with any concerns relating to students that may impact on their attendance.
- Ensure compliance with regulation and guidance on attendance.
- Work professionally with parents, carers, students and relevant agencies to secure improvements in attendance via appropriate support or enforcement measures.
- Ensure understanding and are following the correct systems for recording attendance and that attendance is taken each lesson and session.

Parents / Carers:

As part of our school approach to maintaining high attendance, we expect that parents / carers will:

- Engage with their children's education – support their learning and take an interest in what they have been doing at school.
- Promote the value of good education and the importance of regular school attendance at home.
- Follow the procedures outlined in this policy regarding absences, ill health, medical or dental appointments, leave of absence in term time and punctuality.
- Do everything they can to prevent unnecessary school absences.
- Keep the school informed of any circumstances which may affect their child's attendance and work with staff in resolving any issues that may be having an impact on their child.
- Enforce a regular routine at home in terms of homework, bedtime etc. so that the child is used to consistency and the school becomes part of that routine. It is vital that the child receives the same messages at home as they do at school about the importance of attendance.