



## Burton Leonard C of E Primary School

'With God's help, we do all we can to be the best we can be' -Philippians 4:13  
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## Burton Leonard C of E (VC) Primary School Attendance & Punctuality Policy April 2023-April 2024

### Our Vision

Throughout their time at Burton Leonard VC Primary School the vision for our pupils is that they:

Are Inspired  
Believe  
Are Respectful  
Achieve  
Flourish

To achieve this all staff will:

- Raise awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensure that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equip pupils with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintain effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Develop and implement procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Support pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Develop and implement procedures to follow up non-attendance at school.

### Statement of Intent

Regular and punctual school attendance is important. In order to facilitate teaching and learning good attendance is essential. Pupils who are persistently late or absent soon fall behind with their learning. Pupils who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. Pupils need to attend school regularly in order to achieve their full potential.



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We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore we will continue to prioritise cultivating a safe and supportive environment in school, as well as strong, trusting relationships with pupils and parents.

Our approach to securing good attendance is whole-school. We recognise the impact of our curriculum, behaviour standards, anti-bullying, SEND and pastoral support and the importance this has towards improving pupil attendance.

Burton Leonard Church of England (VC) Primary School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours. We are committed to modelling high attendance and communicating its benefits to all stakeholders.

Our policy applies to all pupils registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school on our school website.

The school's lead on attendance is the headteacher, Rebecca Wolfe, and can be contacted via [admin@burtonleonard.n-yorks.sch.uk](mailto:admin@burtonleonard.n-yorks.sch.uk). Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

### Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration)(England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance.'
- DfE (2022) 'Keeping Children safe in Education 2022'
- DfE (2016) 'Children Missing in Education'

This policy works in conjunction with the following school policies:



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- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing in Education Policy
- Attendance Officer Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

Parents/carers have the legal responsibility for ensuring their child's attendance. The headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

#### **Aims and Objectives**

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, parents, and staff and the Children and Families Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.



- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

### **Roles and responsibilities**

The Governing Board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Headteacher is responsible for:

- The overall strategic approach to attendance in school
- Developing a clear vision for improving attendance.
- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.



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- Communicating with staff, pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

The School Business Manager is responsible for:

- Collating and recording registration and attendance information and sharing with the headteacher
- Sharing any attendance concerns with the headteacher, including poor overall attendance and/or unusual explanations for attendance offered by pupils and their parents/carers
- Taking and recording messages from parents regarding absence
- Contacting parents of absent pupils where no contact has been made and making the headteacher aware of this immediately
- Recording details of pupils who arrive late or go home

The Pastoral & Well Being Officer is responsible for:

- Working with the headteacher to identify and follow up attendance concerns
- Delivering nurture support to pupils identified as having attendance difficulties/concerns
- Supporting and liaising with families where a child has been identified as having attendance difficulties

All Staff are responsible for:

- Following this policy and the procedures within it and ensuring pupils and parents do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.



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Class Teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by pupils and their parents/ carers
- Informing the headteacher where there are concerns and acting upon them
- Providing information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted on Arbor
- Discussing attendance issues at consultation evenings where necessary

Parents are responsible for:

- The attendance of their children at school.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Contacting the school office on the first morning of absence and each day thereafter
- Attempting to make all medical appointments out of school hours
- Promoting good attendance with their children.
- Ensuring punctuality

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

### Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed



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- Not attending school for any reason

#### Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

#### Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

#### Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

### Attendance Expectations

The school has high expectations for pupils' attendance and punctuality and will ensure that these expectations are communicated regularly to parents and pupils.

Pupils are expected to attend school punctually every day that they are required to be at school, for the full day.

- The school day starts at 8:55 am and pupils are expected to be in their classroom, ready to begin lessons at this time.
- Pupils are expected to be on the school site between 8:45am and 8:50am. Early Bird work is provided by class teachers for pupils to complete.
- The register is opened at 8:55am and closes at 9:10am.
- If a pupil arrives late to school (after 9:00), but whilst the register is still open they will be marked as late.
- If a pupil arrives at school after the register is closed (9:10 onwards), this may be classed as an unauthorised absence.





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- Once the gate is closed at 8.55am entry into school is via the school front door and office.
- Pupils who have attended a medical appointment and subsequently come to school later than 9.05am will have this absence recorded as a medical absence.

Class teachers have the responsibility for keeping an accurate record of attendance. This is monitored by the SBM, headteacher and governors.

The attendance register must be completed by the class teacher no later than 9:10am and 1:05pm.

Pupils who are absent must be recorded as absent at the beginning of the day and the afternoon session.

All attendance records are documented on Arbor, our management information system. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

### **Absences**

Parents/Carers should contact the school on the first day of their child's absence and every day thereafter. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The headteacher has the responsibility to determine whether absences are authorised or unauthorised.

### Absence procedures

Parents will be required to contact the school office via telephone before 8.45am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.





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Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

#### **Authorising parental absence requests**

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account.

#### **Leave of absence**

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to complete a leave of absence form and submit to the headteacher at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence



- Where a pupil's authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

### **Illness and healthcare appointments**

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

When pupils have an illness that means they will be away from school long term, the school will do all it can to send material home, so that pupils can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. We may seek written permission from you for the school to make their own enquiries.

### **SEND- and health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult. In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance,



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in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance.

Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

#### **Legal intervention**

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the headteacher will consider:

- Holding a formal meeting with parents
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct. Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

#### **Monitoring and analysing absence**

The headteacher will monitor and analyse attendance data for all children each half term. For children on red procedures this will be constantly monitored to ensure that intervention is delivered quickly to address habitual absence at the first signs.



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The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The headteacher will conduct a thorough analysis of the above data on a half termly basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The headteacher will provide a report to staff each half term across the school to enable them to track the attendance of pupils and to implement attendance procedures. The headteacher will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future. The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the headteacher in setting goals and prioritising areas of focus for attendance support based on this data. The school will also benchmark its attendance data against local-, regional- and national level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

#### **Monitoring and review**

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96%. This policy will be reviewed annually by the headteacher. The next scheduled review date for this policy is January 2024.



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Any changes made to this policy will be communicated to all relevant stakeholders.

### Attendance Monitoring Procedures

Burton Leonard VC Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the expected attendance of 95%:

1. Arbor is checked weekly detailing attendance to date.
2. Attendance is discussed by classroom teachers with pupils. Any attendance/punctuality trends noticed by staff are passed immediately to the headteacher
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SBM and headteacher daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls anywhere between **94% and 91%**, the amber procedure outlined below is triggered.
6. If a pupil's attendance falls to **90% or below**, the red procedure outlined below is triggered. If parents are unwilling to cooperate, or are genuinely unable to attend the meeting, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.

Absence & Attendance Procedures School will follow the school attendance pathway **(P16)** of the NYCC legal requirement for attendance document.



### **Amber Attendance (Early Intervention)**

Absence will be run every half term across school and when absence dips to 95% or below the following procedure will be put in place

1. The class teacher will speak informally with the parent about the child's attendance and ascertain if they are any barriers to the child attending school or anything that school need to know about family or home circumstances.
2. The SBM will be informed and will flag the child on CPOMS as an amber procedure.
3. The child will be added to the vulnerable children list.
4. If a child is absent, the reason for the absence will be logged on CPOMS and monitored carefully.
5. In the next instance of non-attendance that causes concern, **Letter 2** from the NYCC procedure will be sent to parents by the headteacher
6. If at the next round of half termly monitoring attendance is still under 95%, but not triggering red, a formal meeting will be arranged.

### **Red Attendance (Early Intervention)**

Should a child's attendance dip to **90% or below** the following procedure will be implemented

1. **Letter 3** will be sent requesting a meeting with the headteacher.
2. The headteacher will ascertain what barriers there are to attendance and will put in place strategies/refer to outside agencies for support to ensure attendance improves.
3. The headteacher will be clear with parents about the reasons for good attendance. The NYCC policy and procedures will be shared with parents.
4. After red procedures have been completed, if there is continued poor attendance, we will implement the School Attendance Procedure '**Fast Track Pathway**'

### **Celebrating Attendance**

How we will celebrate good attendance:

- The school newsletter will celebrate the class with the best attendance.
- An 'Attendance Trophy' will be presented in weekly celebration to the class with the highest attendance.