



# Bungay Primary Primary School

## Attendance Policy

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# Bungay Primary Primary School

## ATTENDANCE POLICY

### 1. Introduction

- 1.1 Bungay Primary School is committed to providing an education of the highest quality for all its pupils / students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.
- 1.2 The whole school community - pupils / students, parents and carers, teaching and support staff and school governors - have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.
- 1.3 The policy has been drawn up after consultation with the whole community and is based on current government and Local Authority guidance and statutory Regulations. The school will ensure that all members of the committee know of the policy and have access to it.

### 2. School's roles and responsibilities

- 2.1 All staff (teaching and support) at Bungay Primary School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils / students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

## 2.2 Attendance Leader

A member of the Senior Leadership Team (deputy headteacher) will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person, known as the Attendance Leader, will also ensure that up-to-date attendance data and issues are shared weekly with the Senior Leadership Team, are made regularly available to all staff, pupils / students and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing body termly. The deputy headteacher will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

## 2.3 Registration

- i) The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Classroom teachers are responsible for completing the attendance registers using the prescribed codes (cont. overleaf).

### REGISTER 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. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence

<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

- ii) The register will be called promptly at **8.55 am** and **1.30 pm** by each class teacher and a mark will be made during the registration period in respect of each child.
- iii) The registers will close at **9.05 am** and **1.40 pm**. Any pupil / student who arrives **after** the closing of the register will count as **absent**. Pupils / students who arrive before the register closes will be counted as **present** but will be dealt with under the school's policy on punctuality and lateness (see para 4.4).

#### 2.4 Categorising absence

- i) A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked unauthorised absence unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the classroom teacher / form tutor.
- ii) Bungay Primary School recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence, will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm. If absence is frequent or continuous, and except where a child is clearly unwell, staff at Bungay Primary School will therefore challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school**.
- iii) If no explanation about an absence is received by the school **within 2 weeks**, the absence will remain unauthorised;
- iv) Absence will be authorised in the following circumstances:

- (a) where leave has been granted by the school in advance, for example -
- a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
  - a pupil is involved in an **exceptional** special occasion - in authorising such an absence the individual circumstances of the particular case and the pupil's / student's overall pattern of attendance will be considered,
  - in **exceptional** circumstances, permission has been granted for a family holiday for which the parents have sought permission in advance (see page 10 for the school's policy on term-time exceptional leave of absence.
- (b) where the school is satisfied that the child is too ill to attend;
- (c) where the pupil / student has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards - or send him / her to school beforehand;
- (d) where there is an unavoidable cause for the absence which is beyond the family's control, eg extreme weather conditions;
- (e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's / student's parents belong;
- (f) the pupil / student lives more than two miles (if he/she is under eight) or three miles (if he/she has reached eight) and no suitable transport arrangements have been made by the Local Authority;
- (g) the pupil / student is of no fixed abode, his/her parent is engaged in a trade which required him/her to travel, the pupil / student has attended school as often as the nature of the trade permits **and**, have reached the age of six, he/she has attended 200 sessions in the preceding 12 months;

(h) in other **exceptional circumstances** (eg a family bereavement) and **for a very limited period**.

v) Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the pupil / student is staying at home to mind the house;
- the pupil / student is shopping during school hours;
- the pupil / student is absent for **unexceptional** reasons, eg a birthday;
- the pupil / student is absent from school on a family holiday without prior permission;
- the pupil / student has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

#### 2.5 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

#### 2.6 Class registers

Teachers should be aware of pupils with sudden absences during the school day. Any such absences should be notified immediately by the school office and measures taken to locate the child.

#### 2.7 Staff Training

The School Attendance Leader will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

### 3. **Collection and analysis of data**

- 3.1 The Attendance Leader will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the governing body (see para. above). The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.
- 3.2 Attendance is monitored by year group, tutor group and by reasons for absence. It is also analysed by gender, ethnicity, pupils / students with special educational needs and those who are vulnerable to poor attendance.
- 3.3 Accurate attendance returns are made to the DfES within the stipulated time frame.

#### **4. Systems and strategies for managing and improving attendance**

- 4.1 Attendance has a very high profile at Bungay Primary School and is regularly discussed at assemblies and in classes. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment.
- 4.2 Bungay Primary School has procedures for dealing with unexplained absences within two weeks.
- 4.3 First-day calling  
The school operates first day calling. Every absence is reviewed on a daily basis.
- 4.4 Meetings with parents  
Where there is an emerging pattern to a pupil's / student's absence over a 3 to 4 week period (or sooner if staff are particularly concerned), with or without explanation, the school will invite parents to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and pupil / student to resolve any difficulties and improve the attendance within a specified time limit - usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

#### 4.5 Referral to the Education Attendance Service

If there continue to be unauthorised absences by the end of the specific time (or sooner if the pupil / student is failing to attend school at all), the matter will be referred to the Education Attendance Service.

#### 4.6 Lateness and punctuality

Pupils / students are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. Pupils / students who arrive after the register closes (see para. 2.3 (iii)) will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil / student to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil / student who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence (see para. 4.3). If the matter is not resolved quickly, it will be referred to the Education Attendance Service.

4.7 Pupils / students who arrive late for school but before the register closes will be reminded of the importance of prompt attendance.

4.8 For health and safety reasons it is important that the school knows who is in the building. Pupils / students arriving late should therefore report to class teachers/ school office. **It is important that all pupils / students arriving late following this procedure.**

4.9 For the same reason it is important that pupils / students leaving the premises legitimately (eg for a medical appointment), or returning to school later in the day fill in the office absence book.

#### 4.10 Post-registration truancy

Post-registration truancy occurs when a pupil / student goes missing from school having previously registered for the session. This behaviour not only means the pupil / student will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. Bungay Primary School takes this very

seriously and will endeavour to ensure it does not happen. If, however, a pupil / student appears to have left the premises without authorisation, the school will try to make contact with his/her parents immediately.

#### 4.11 Study Leave

Bungay Primary School as a primary does not have study leave.

#### 4.12 Penalty Notices

The primary schools of the Bungay pyramid use penalty notices. The law says that parent/carers whose children of school age are absent from school without good reason are committing an offence and those parents may be prosecuted in the Magistrates Court.

Suffolk County Council's Education Attendance Service is responsible for deciding when to issue Penalty Notices. As a school we may recommend this when pupils take a term time holiday, when a pupil has missed 6 sessions (3 school days) due to unauthorised absence in a school term and when pupil/parent/carers have been stopped in a truancy sweep.

Details of payment arrangements are included on the penalty notice.

The school aims for each pupil to have good, regular attendance.

### 5. **Term-time Exceptional Leave of Absence**

5.1 Term-time exceptional leave of absences are intended for children whose parents are unable to take holiday at any other time.

5.2 Bungay Primary School will consider every application individually; **its policy is NOT to grant leave of absence for an exceptional leave of absence other than in the most exceptional circumstances.** Time off school for family holidays **is not a right**. An application must be made in writing, with appropriate evidence, **in advance** of the intended holiday.

5.3 Bungay Primary School will consider authorising exceptional leave of absence for:

- service personnel who are prevented from taking holidays during term-time;

- when a family needs to spend time together to support each other during or after a crisis.

5.4 Requests for exceptional leave of absence for the following reason will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

5.5 Bungay Primary School will respond to all requests for a leave of absence.

5.6 Bungay Primary School will NOT authorise holidays during periods of national tests, ie SATS examinations.

## **6. Extended leave of absence**

6.1 In considering absence for extended trips overseas Bungay Primary School will take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identity and self-esteem as they grow up;
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);
- the reasons for wishing to make a visit is more difficult, particularly for minority ethnic families, where huge distances and high costs are involved;
- where extended leave of absence is granted there will be an expectation that the pupil undertakes some school-set work during this period.

## **7. Parents' / carers' responsibilities**

7.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as

those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Bungay Primary School.

7.2 Bungay Primary School expects parents / carers will:

- ensure their children attend the school regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

7.3 Parents will also be expected to:

- notify Bungay Primary School on the first day of absence when their child is unable to attend and then each day thereafter. When their child returns to school parents may be asked to provide evidence of their absence.
- notify school of any forthcoming appointments or pre- arranged absence.
- ensure their children arrive at school on time, properly dressed and with the right equipment for the day;
- work in partnership with the school, for example by attending parents' meetings and consultations, signing homework diaries when asked to do so, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives. Bungay Primary School will endeavour to support parents to address their concerns.

## 8. Pupils' / students' responsibilities

8.1 All pupils / students should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher or form tutor.

8.2 Pupils / students should attend all their lessons on time, ready to learn. If they have been absent from school they should give their class teacher a note from their parents to explain the absence. Pupils / students also have a responsibility for following school procedures if they arrive late.

## 9. **Governors' responsibilities**

### Section 175 (2)

- 9.1 The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

## 10. **Conclusion**

- 10.1 Regular school attendance is a necessary contributor to ensuring the outcomes of *Every Child Matters*:

### **Be healthy -**

- attendance at school supports children's emotional and social health and development
- the school curriculum teaches children to be healthy

### **Stay safe -**

- schools and the LA have a statutory duty to promote the safety and welfare of children
- the best way to safeguard children is to ensure they attend school regularly

### **Enjoy and achieve -**

- good school attendance supports children in reaching their maximum potential and enjoying the fulfilment this brings

### **Make a positive contribution -**

- membership of a school community builds confidence, gives children a sense of belonging and teaches them to contribute to and be responsible for the well-being of others

### **Achieve economic well-being -**

- good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style

### **Reviewing the policy**

The school will review this policy each year with its allocated Education Welfare Officer.

## A GUIDE FOR PARENTS

### 1. When does my child need to be in School?

Your child should be at school in good time for registration. The morning register will be called promptly at **8.55am** and the afternoon register at **1.30pm**.

### 2. What happens if my child is late?

Registration finishes at **9.05am** in the morning and **1.40pm** in the afternoon.

If your child arrives between **8.55am** and **9.05am** he/she will be marked **late**.

If your child arrives after **9.05am** he/she will be marked **absent**.

If your child arrives after **1.40pm** he/she will be marked absent.

### 3. Does the School need letters explaining my child's absence or will a phone call do?

*We would expect a parent to telephone the school on the first day of absence. . However, we need a written explanation on your child's return to school. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.*

### 4. What reasons will the school accept for absences?

- Illness
- Emergency dental / medical appointment (please make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate

**5. What is unacceptable?**

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

**6. Will the School contact me if my child is absent?**

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

**7. I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?**

The school recognises that such absence can be important for children to keep in touch with their extended family. Contact your child's class teacher or form tutor as soon as possible to discuss the best time for such a visit.

The school would strongly recommend that such absences do not take place during your child's SATs examinations. You need to complete an application form for extended leave of absence and if the Headteacher then approves the visit, the school will set work for your child to complete while away.

As far as possible we will ensure the work set reinforces the educational value of such a visit.

**8. What can I do to encourage my child to attend School?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he / she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his / her education. Your child will bring home a school diary each evening. Please ensure you look at it with your child and sign it ready for the next day.

## **9. My child is trying to avoid coming to School. What should I do?**

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons - difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise. The Education Attendance Service is based at:

**Margaret Smith**  
**Lead Attendance Officer,**  
**Social Inclusion Specialist Services,**  
**B1 F4 D37**  
**Endeavour House,**  
**8, Russell Road,**  
**Ipswich**  
**IP1 2BX**  
**01473 265348**

**Nina Clarkson**

**Education Welfare Officer (Monday, Tuesday & Wednesday)**

Children & Young People's Services

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## **ATTENDING SCHOOL REGULARLY**

### **A GUIDE FOR PUPILS / STUDENTS**

#### **1. Attending regularly and on time**

Regular attendance will help you make the most of the opportunities here at Bungay Primary School. It will help you:

- keep up with your school work and get the best results you can;
- get a job - employers like people who are reliable.

Remember, your attendance at school is shown in your Record of Achievement.

#### **2. Absences**

Acceptable reasons for absences include:

- illness

- emergency dental / medical appointments (please make routine appointments after school or during the holidays)
- day of religious observance
- family bereavement
- attending an interview for a job, college, university, etc.

Looking after your brothers and sisters, birthdays, general trips such as shopping and helping at those are NOT reasons to be absent from school.

You will also need a note from your parents to explain ALL absences from school. You will also need a note if you arrive at school after 9.05 am in the morning. If you do not bring a note, or the explanation on the note is unsatisfactory, the absence will count as unauthorised and will be shown on your end of year report.

### 3. Need help?

Problems with your school work? Are you being bullied? Are your friends giving you a hard time? Are things difficult at school? Are things difficult at home?

You may feel that missing school is the answer. It is not - it may even make things worse. **TALK TO SOMEONE** - your class teacher, form tutor, another member of staff, your parents. We will do everything we can to help you get over the problem.