

ABBEYS PRIMARY SCHOOL



Aim, Aspire, Achieve @ Abbeys

Abbeys Primary School

Melrose Avenue

Bletchley

Milton Keynes

(01908) 375230

Website: www.abbeysprimaryschool.org

Email: abbeyprimary@milton-keynes.gov.uk

Attendance Policy

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*In the event of Central Government changes on school attendance, this policy will be reviewed earlier.

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1. Aims

Regular attendance is important

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs they may have. Regular school attendance is essential if a child is to make the most of the educational opportunities available to them. Abbeys Primary takes seriously its responsibility to monitor and promote the regular attendance of all its children. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

This policy outlines the aims and expectations of Abbeys Primary School to support children's attendance at school.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality to school.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties

3.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Authorising fixed-penalty notices, where necessary

3.3 The attendance officers including Senior Attendance Champion

The attendance officers are responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis & Monitoring and analysing attendance data (see section 7)
- Devising specific strategies to address areas of poor attendance identified through data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Advising the headteacher when to issue fixed-penalty notices

The attendance team members are Mrs Claire Louis-White (attendance senior champion) and Miss Shona Wright they can be contacted via the school office on 01908375230 and via email attendance@abbeyprimary.org

3.5 Class teachers

Class teachers are responsible for recording attendance, twice daily, at morning & afternoon registration via sims, using the correct codes. Class teachers also need to have awareness of the overall attendance of their class and any children who are a cause for concern.

3.6 School admin staff

Admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Be responsible for checking any absence information that has been reported through the online system on a day-to-day basis and record this on sims.
- Be responsible for first day calling arrangement to establish why a child is absent
- Remind teachers of the responsibility of ensuring that attendance records are carried out in a timely manner
- Transfer calls from parents to the attendance officer where appropriate to provide them with more detailed support on attendance
- Manage the whole school tracking system for absence providing key information to senior leaders

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.45am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with a minimum of 2 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day or during school holidays.
- Provide evidence of appointments when they cannot be taken outside of the school day.
- Respond to letters and attend meetings regarding attendance if required

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session after lunch. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

Pupils can arrive at school from 8:30am they must be in school by 8:45am. Registers are taken twice daily they are kept open until 9.00am & 1.30pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.45am or as soon as practically possible by calling the school office or completing the online form via the school website. Parents can leave a message on the absence line when the school office is closed or complete the absence form via the Abbeyes Website.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parent/Carers should advise the school office or their child's teacher.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- After the register has closed pupils will be marked as late, using the appropriate code
- After 9:30am pupils will be marked as absent, using the appropriate code.

Repeated lateness will result in

- a letter informing of the number of late marks.
- An appointment with the attendance team to discuss the punctuality issues
- Warning letter in line with the policy & the LA's guidance which could result in a fine.

4.5 Following up unexplained absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may undertake a home visit to ensure the pupil is safe or contact the police if there is sufficient concern.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will inform parents about their child's attendance a minimum of 3 times per year once each term. Teachers will also discuss attendance at parent's evenings.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

We define 'exceptional circumstances' as

- Attendance at a relative's funeral
- A close family bereavement
- Religious observation

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school,

5.2 Absence before or after a school holiday

Attendance data is regularly monitored for patterns. Letters will be sent out to parents when school notices that the child is regularly absent before or after a school holiday.

5.3 Legal sanctions

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

If issued with a fine, or penalty notice, each parent must pay £80, per child, per parent, within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

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

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

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

- Classes with the highest attendance every week will receive a trophy to keep in class for a week. The class name will also be put into a raffle, at the end of every half term classes will win a non-uniform day if their class is pulled from the bag.
- The class with the highest attendance at the end of every half term will receive a special additional forest school session
- Pupils with the highest attendance at the end of a half term will receive a special reward this could be extra golden time, activity afternoon or tea party with the headteacher
- Pupils with the highest attendance at the end of the academic year will receive a special trip such as a visit to the park.
- Attendance assembly for all pupils
- Attendance is mentioned in every school newsletter.
- There are Attendance displays around the school detailing good attendance strategies and expectations.
- Leaflet on attendance provided to all new starters

7. Attendance monitoring

Attendance across the school is monitored & recorded to ensure there is an accurate picture of attendance and that any areas of concern are identified.

7.1 Monitoring attendance

The School will:-

- Monitor attendance and absence data, weekly, fortnightly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Advise parents/carers of attendance meetings within school & if attendance is below 90% and the child is deemed to be a Persistent Absentee, may require them to attend a meeting with the senior attendance officer from the Local Authority.
- When a pupil's attendance gets to 95% then a letter will be sent out to parents outlining that although this is not a cause for concern it will be monitored to ensure it improves. This is called warning letter 1.
- A warning letter 2 letter will be sent to parents when attendance drops to 94% or below. A follow up with a meeting between parent and school attendance team will be held and parents will be given 4 weeks to improve this attendance. Parents and school will work together to address any barriers to attendance.
- Warning letter 3 is sent out when attendance drops to below 92%. Parents will be invited to attend an improving attendance workshop (Attend Aware). Attendance will be monitored for a period of 4 weeks.
- Warning letter 4 is sent out when the attendance of a pupil continues to drop to 90% or below. Parents will be invited to attend another meeting in school and an attendance contract will be drawn up.
- Parents will be informed (warning letter 5) that if there is not an improvement then the case will be taken up by Milton Keynes City Council attendance team for their involvement. A pace meeting will be organised this can lead to a fine or as a last resort imprisonment.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 3 years by the attendance team. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Children Missing in Education

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Attendance Codes from August 2024 onwards

Codes	Description	Meaning	Change
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Education off site (no Dual reg)	Approval Education Activity	Requires a statutory explanation
C	Other authorised circumstances	Authorised Absence	Replaced by C1 & C2
C2	Leave of Absence - temporary part-time timetable	Authorised Absence	
C1	Leave of Absence - regulated performance or employment abroad	Authorised Absence	
D	Dual registration	Approved Education Activity	
E	Excluded	Authorised Absence	
F	Extended family holiday (agreed)	Authorised Absence	
G	Family holiday (not agreed)	Unauthorised Absence	
H	Family holiday (agreed)	Authorised Absence	No longer available
I	Illness	Authorised Absence	
J	Interview	Approved Education Activity	Replaced by J1
J1	Leave of Absence - Interview for employment or transfer to another educational institution	Authorised Absence	

Attendance Codes from August 2024 onwards

Codes	Description	Meaning	Change
K	Attending Alternative provision provided by the LA	Approved Education Activity	Requires a statutory explanation
L	Late (before registers closed)	Present	
M	Medical/Dental appointments	Authorised Absence	
N	No reason yet provided for absence	Unauthorised Absence	
O	Unauthorised Abs	Unauthorised Absence	
P	Approved sporting activity	Approved Education Activity	
Q	Unable to attend - Lack of access arrangements	Authorised Absence	
R	Religious observance	Authorised Absence	
S	Study leave	Authorised Absence	
T	Traveller absence	Authorised Absence	
U	Late (after registers closed)	Unauthorised Absence	
V	Educational visit or trip	Approved Education Activity	
W	Work experience	Approved Education Activity	

Attendance Codes from August 2024 onwards

Codes	Description	Meaning	Change
Y	Enforced closure	Attendance not required	Replaced by Y1-Y7
Y1	Unable to attend - Normal transport not available	Attendance not required	
Y2	Unable to attend - Widespread Travel disruption	Attendance not required	
Y3	Unable to attend - Unavoidable partial closure	Attendance not required	
Y4	Unable to attend - Unavoidable full closure	Attendance not required	
Y5	Unable to attend - Criminal Justice detention	Attendance not required	
Y6	Unable to attend - Public Health Guidance/Law	Attendance not required	
Y7	Unable to attend - Unavoidable other than Y1-Y6	Attendance not required	
X	Non-compulsory school age absence	Attendance not required	
Z	Pupil not on roll	Attendance not required	