



Attendance and Punctuality Policy

Policy applicable to	Staff/students/parents/carers								
Statutory/Non Statutory	STATUTORY								
Approval required by (please tick):	<table border="1"> <tr> <td>LGB</td> <td>Principal</td> <td>SLT</td> <td>Other (specify)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	LGB	Principal	SLT	Other (specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LGB	Principal	SLT	Other (specify)						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Date reviewed	24 October 2024								
Review frequency	Annual								
Date of next review	October 2025								
Related Documents/ Policies:	Child Protection & Safeguarding Policy, Home Visits Policy, Remote Learning Policy								
Member of staff responsible for policy	<p>Carol Walker - Acting Principal/Strategic Lead 0161 665 3030</p> <p>Diane Browne- Business manager</p> <p>Michelle Thompson - Attendance Lead 0161 665 3030</p>								
Published on Academy/Trust website	Academy website and Trust HR site								
<p>Equality Impact Statement: This Policy has been reviewed against equal opportunities legislation with regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity and has no identified adverse impact (direct or indirect) on minority groups</p>									

Broadfield Primary School Attendance and Punctuality Policy

Broadfield Primary School Values and Visions

Whilst at Broadfield we will work hard to demonstrate the values of:

Belief
Respect
Our community
Aspiration
Diversity
Friendship
Inclusion
Equality
Learning
Determination

In line with our mission statement: **'Together we can achieve'**

Rationale

Broadfield Primary School seeks to ensure that all of its pupils receive a full-time education which maximises opportunities for each pupil to realise their full potential. We strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. School staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. The school will establish an effective system of incentives and rewards, which acknowledges the efforts of families improving their childrens' attendance and punctuality. We will challenge the behaviour of families who give attendance and punctuality a low priority. In order to meet these objectives we will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support. Appendix 1 shows our attendance process.

Legal Framework

This policy has been written in line with the latest Government legislation;

- Education (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024
- The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024
- Working Together to Improve School Attendance 2024 – Statutory Guidance

The Education (Pupil Registration) Regulations 2024 requires schools to keep an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

Absence from school should only occur when a child is unfit to attend due to illness or when a day of religious observance or leave of absence has been granted by the school.

Support Systems

It is recognised that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home, in the community or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Arrival and Registration

Registration takes place twice per day, at the beginning of the morning and afternoon sessions. Doors will open at 8:45am and the morning register will be taken promptly at 8.55 am. Afternoon registration times are listed below:

- Acorns and Nursery: 12.15pm
- Reception:12:30pm
- Key stage 1: 1.00pm
- Key Stage 2: 1.30pm

Lateness

When children arrive in school late, or if they have to leave school early, the parent or carer should call at the school office to sign them in or out. The signing in/out register is used as an appendix to the class register as part of the school's health and safety procedures.

If a child arrives after 8.55am they will be marked as **late**. If a child arrives after 9.15am this will become an **Unauthorised Absence**, unless there is a valid, authorised reason for lateness such as a medical appointment.

Categorising Absence

When a pupil is absent, the register must show whether the absence is authorised or unauthorised. The class teacher will record a child's absence at registration; if the reason for absence is not known the school attendance officer will endeavour to contact a parent or guardian to establish a reason for the absence. In some cases a home visit will be undertaken to ascertain the whereabouts of the child and a reason for the absence. (Also see Home Visits Procedure.) During a home visit parents will be encouraged to send their child into school if they appear to be well. Absence can only be authorised by the school and **cannot be authorised by parents**. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Appendix 2 shows the accepted registration codes.

Illness

The school office should be informed before 8.45am (via Studybugs or a phone call) on the first day of a child's absence due to illness with an expected date of return. Parents should keep in regular contact with the school if the absence continues. Children should return to school as soon as they are well enough to

attend. Parents may be asked to provide medical evidence where there are repeated absences due to illness. This will usually be in the form of an appointment card, prescription, GP's note, etc.

Medical Appointments

Parents should make routine medical and dental appointments outside of the school day so as not to disrupt their child's education. If it is absolutely necessary to make an appointment during school time (e.g. a specialist medical or dental appointment), pupils should attend school for part of the day. Parents should show the appointment card to school.

Religious Observance

Broadfield acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends. The school will authorise an absence of one day, upon parental request, for religious observance. Parents are requested to give advance notice to the school if they intend their child to be absent.

Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. Unsatisfactory explanations include:

- Sleeping in after a late night
- Going shopping or for a haircut
- Celebrating your child's or family member's birthday
- Looking after the house or a sick member of the family
- Holidays during term time (no holidays will be approved in term time)

Long-term absence

When children have an illness that means they will be away from school for over five days, the school will endeavour to send work home, so that they 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 arrange alternative tuition such as remote learning in line with our Remote Learning Policy.

Repeated Unauthorised Absences

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

Exclusion from school

Exclusion is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Leave of Absence

The school strongly discourages leave of absence during school time and will act in accordance with the The School Attendance (Pupil Registration) (England) Regulations 2024, which means that;

- The Principal **shall not** grant **any** leave of absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Any application for leave must establish that there are **exceptional circumstances** and the Principal must be satisfied that the circumstances warrant the granting of leave.
- Applications for leave of absence must be made in advance and failure to do so will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice. Appendix 3
- Where a request for leave of absence is made, and is not granted, a pupil will receive a code G on their attendance record. This is for an unauthorised absence.
- Parents do not have any entitlement to take their children on holiday during term time.
- **Holidays during term time will not be authorised.**
- Parents will be expected to attend a meeting with a senior leader and/or the Attendance Lead, upon return from any leave of absence not authorised, including holidays, to discuss how they will support the school in helping their child to complete all of the work that they have missed during their absence. Parents may be asked to sign an attendance agreement as a commitment to improving their child's attendance. (Appendix 4)

Roles and Responsibilities

Broadfield Primary School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

The Local Governing Body, in order to ensure that the school is complying with its statutory duties, will:

- Name a governor for attendance, within the remit of safeguarding
- Ensure that there is a named senior member of staff to lead on attendance
- Review the school's Attendance and Punctuality Policy and ensure that the required resources are available to fully implement the policy
- Review attendance on a regular basis
- Support (where appropriate) meetings in school with parents relating to attendance concerns
- Have attendance as an on-going agenda item at Governors' meetings

The School will:-

- Set an attendance target and persistent absence target and share this with staff, governors and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Encourage a welcoming and positive atmosphere in which pupils feel safe and their presence is valued
- Ensure the structure of attendance monitoring is effective with clear trigger points for attendance letters (below 95%, 92% and no improvement)
- Maintain clear procedures for monitoring Persistent Absentees (PA)
- Make immediate contact with parents if there is concern about an absent pupil
- Collect and analyse attendance data, on a monthly basis, in order to help identify patterns, set targets, correlate attendance with achievement, and support and inform policy/practice

- Issue letters to parents of pupils who are regularly late for school or are consistently poor attendees expressing concern
- Issue fines in line with Government guidelines (see Appendix 3)
- Reward pupils' successes in achieving 100% attendance (termly and annually) and display the names of children that have 100% attendance on a termly basis
- Advise parents of their child's attendance and punctuality at parent meetings and on annual reports
- Set targets for improvement for pupils whose attendance is cause for concern. The Principal will monitor and review these targets
- Remind parents regularly of the importance of good attendance (via newsletters, the school website, school prospectus, learning reviews, annual report to parents etc)
- Send work home, or provide remote learning, to pupils who are absent through sickness for any extended period of time and re-integrate them back into school upon their return
- Prepare an individually tailored reintegration programme for pupils who have been absent for whatever reason for an extended period of time
- Review the Attendance and Punctuality Policy to ensure that it reflects the latest Government legislation
- Make a termly report to the school's local governing body, by the Principal, on attendance matters
 - Maintain the appropriate use of absence/attendance coding
- Liaise with other agencies, when this may serve to support and assist pupils who are experiencing attendance difficulties

Parents have a very important part to play in supporting their children's education. Ultimately all those with parental responsibility are accountable for the regular and punctual attendance of children. In order to make a valuable contribution to their attendance.

Parents should:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress;
- See themselves as partners with schools in the education of their children and they must endeavour to instil respect for education and those who deliver it;
- Contact the school by 8.45am on the first day of absence to advise the reason for absence and the expected date of return. Parents should keep in regular contact with the school if the absence continues. Children should return to school as soon as they are well enough to attend;
- Avoid unnecessary absences. Make routine appointments for the doctors, dentists etc. outside of school hours or during school holidays;
- Contact the Principal should their child seem worried or upset about coming to school;
- Encourage good routines at home, for example, bed times, homework, preparing school bag and uniform the evening before;
- Not keep their child off school to go shopping, to help at home or to look after other members of the family;
- Ensure that their children arrive at school on time, appropriately dressed, and ready to learn;
- Ensure the school are kept informed of the progress during continued absence at regular intervals;

Rewards for good attendance

At Broadfield school we believe that children should be rewarded for their attendance.

Each week, in assembly, the class with the highest attendance percentage can “spin the wheel”, to reveal their reward. This will be one of a range of exciting activities which the class will enjoy on the Friday afternoon.

Each week the “scores on the doors” are updated as an incentive for classes to win the weekly attendance reward.

At the end of each term the class with the highest attendance percentage will be rewarded with a film and popcorn afternoon or a pizza party.

All the children who have 100 percent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. There are special prizes for any child who has 100 per cent attendance for a whole year.

School expectations of Pupils:

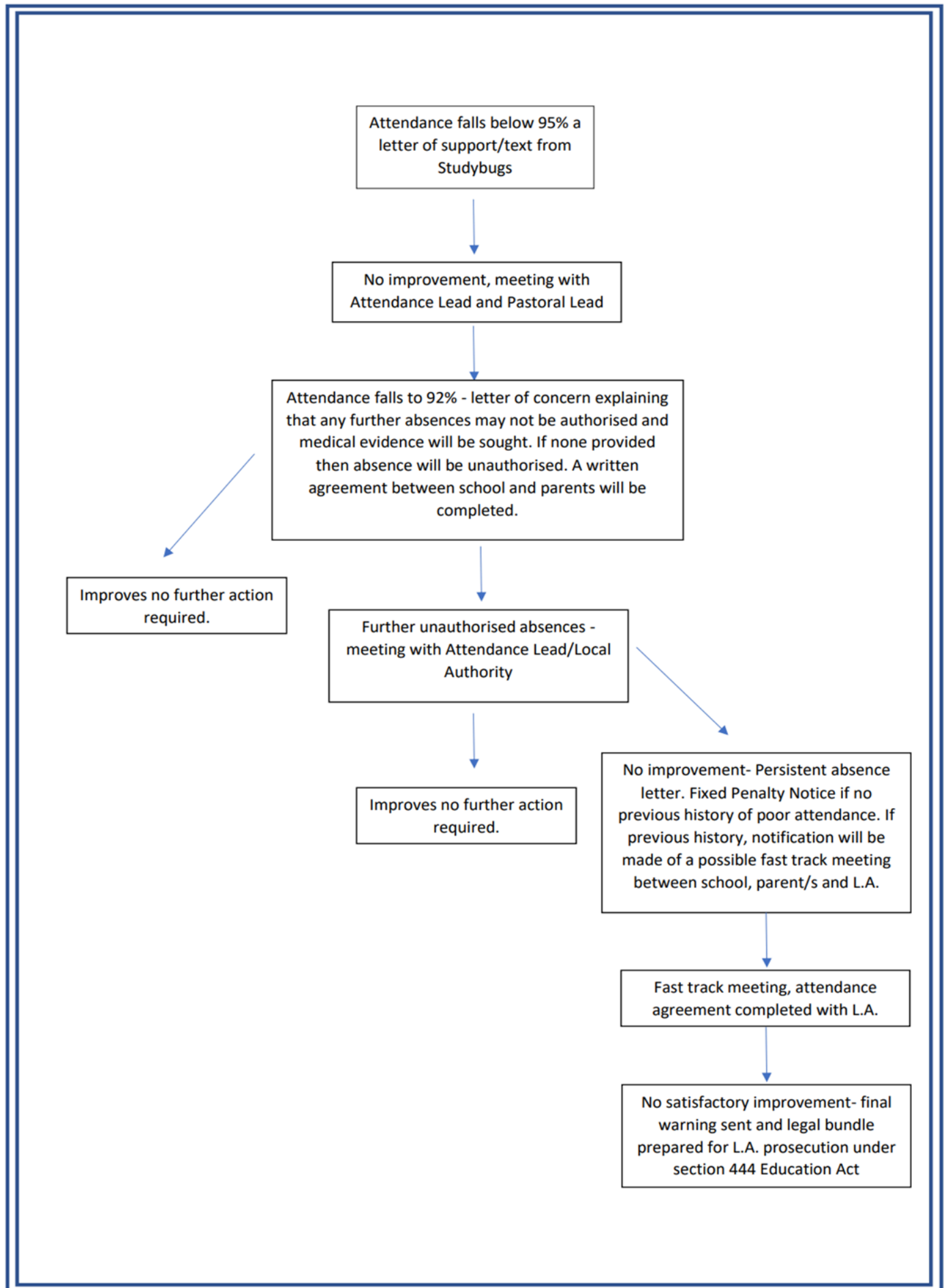
- Children should try their best to attend school every day, unless unwell
- Children should try their best to be punctual. making sure that they are in the playground before the doors open at 8.45am every day
- Engage in PSHE sessions and assemblies which highlight attendance and punctuality

Conclusion

Regular school attendance is a necessary contributor to ensuring positive outcomes for all children. These include:

- Supporting children in reaching their maximum potential and enjoying the fulfilment this brings
- The best way to safeguard children is to ensure they attend the school regularly
- Regular attendance at school supports children’s emotional and social health and development
- Schools have a statutory duty to promote the safety and welfare of children
- Good school attendance supports engagement in further education, employment or training in the future.

Appendix 1: Attendance Process



Appendix 2 - Attendance codes for registers

Code	Description	DfE description/Explanation
/	Present AM	Present AM
\	Present PM	Present PM
B	Educated off site (not dual reg)	Attending any other approved education activity
C	Other Authorised Circumstances	Leave of absence for exceptional circumstance
C1	Leave of absence - regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking. Regulated employment abroad
C2	Leave of absence temporary part timetable	Leave of absence for a compulsory school age pupil subject to a part time timetable.
D	Dual Registration	Dual Registration (at another establishment) - not counted in possible attendances
E	Excluded	Authorised absence as pupil is excluded, with no alternative provision made.
G	Family holiday not agreed	Unauthorised absence as pupil is on family holiday, not agreed or is taking days in excess of the agreed family holiday.
I	Illness	Unable to attend because of sickness.
J1	Interview	Unable to attend due to exceptional circumstances, not counted in possible attendances
K	Alternative provision provided by LA	Attending education provision arranged by the local authority.
L	Late for registers closed	Late before registers closed marked as present.
M	Medical / Dental appointment	Authorised absence due to medical/ dental appointment.
N	No reason yet provided for absence	Unauthorised option absence as pupil missed session for a reason that has not yet been provided.
O	Unauthorised absence	An authorised absence as pupil missed session for an authorised absence not covered by any other code or description.
P	Approved sporting activity.	Approved Education Activity as pupil is attending an approved sporting activity
Q	Unable to attend due to lack of LA access arrangements	Unable to attend the school because of lack of access arrangements
R	Religious observance.	Authorised absence due to religious observance.
S	Study Leave	Leave of absence for the purpose of studying for a public examination
T	Traveller absence	Parent travelling for occupational purposes.
U	Late after registration closed	Unauthorised absence as pupil arrived after registers closed
V	Educational trip or visit	Approved Education Activity as pupil is away on an educational visit or trip
W	Work experience	Approve education activity as pupil is attending work experience
X	Non compulsory school age absence	Non compulsory school age, absence not counted in possible attendances
Y1	Unable to attend - Transport not available.	Unable to attend due to transport normally provided not being available
Y2	Unable to attend - Widespread travel emergency.	Unable to attend due to widespread disruption to travel
Y3	Unable to attend. Unavoidable partial closure.	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend. Unavoidable full closure.	Unable to attend due to the whole school being unexpectedly closed.
Y5	Unable to attend. Detention sentence.	Unable to attend as pupil is in criminal justice detention.
Y6	Unable to attend. Public health guidance / law.	Unable to attend in accordance with the public health guidance or law.
Y7	Unable to attend. Unavoidable other than Y1/Y6	To attend because of any other avoidable cause.
Z	People not on roll.	Pupil not yet on role, not counted in possible attendances
#	Planned whole or partial school closure	Planned whole school closure.



PENALTY NOTICE FINES FOR SCHOOL ABSENCE ARE CHANGING

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice fines issued for unauthorised absence that occurs after 19th August 2024.

PER PARENT, PER CHILD

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: three siblings absent for term time leave will result in **each** parent receiving three **separate** fines.

FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

5 CONSECUTIVE DAYS OF TERM TIME LEAVE

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days and for fewer days where this has happened before.



10 Sessions of Unauthorised Absence in a 10 week period

Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10 week period.

SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

(No option to pay at £80 level)

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' Court. Magistrate's fines can be up to £2,500 per parent, per child.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS Certificate due to '*failure to safeguard a child's education*' and may impact on job applications and travel abroad.



Court prosecutions: Penalty Notices will not automatically be issued. Parents are advised that where the Local Authority considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

Appendix 4: Home-School Attendance & Punctuality Agreement



BROADFIELD PRIMARY SCHOOL
Goddard Street, Oldham, OL8 1LH Email: info@broadfield.oldham.sch.uk
Website: www.broadfield.oldham.sch.uk
Principal: Mrs E Moran



Home-School Attendance & Punctuality Agreement

Child's name..... Class.....

ATTENDANCE IS NON-NEGOTIABLE

THE SCHOOL

All staff will:

- provide a safe, secure and stimulating learning environment so that all children want to be in school every day and on time;
- we will rigorously follow up any absences or regular lateness in order that it does not become a habit;
- support families as much as possible to overcome any attendance and punctuality issues which happen as a result of challenging family circumstances.

THE FAMILY

I/We will:

- ensure that my child attends school every day;
- find someone else to take my child if I am unable to take them on a particular day;
- make sure that my child is in the playground before the doors open at 8.45am;
- support the school with its efforts to improve levels of attendance and punctuality;
- attend any meetings that the Headteacher and/or the Education Welfare Officer may arrange if my child is persistently absent or late;
- book any family holidays during the school holidays and not in term time, so that my child does not miss out on valuable learning time.

Parent's Signature..... Date.....

THE CHILD

I shall:

- come to school every day, unless I am really unwell;
- make sure I am in the playground before the doors open at 8.45am every day.

Child's Signature Date.....