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| Statutory Policy | Yes |
| Policy on Website | Yes |

attendance and punctuality policy

**Saltaire Primary School**

**Attendance and Punctuality Policy**

**Introduction**

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Saltaire 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.

Our policy applies to all children 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.

Although parents/carers have the legal responsibility for ensuring their child’s good 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.

Children who are persistently late or absent soon fall behind with their learning. Children 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. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

**1. Aims**

Our school aims to meet its obligations with regards to school attendance by:

* Promoting good attendance and reducing absence, including persistent absence
* Ensuring every pupil has access to full-time education to which they are entitled
* Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

**2. Legislation and guidance**

This policy meets the requirements of the [school attendance guidance](https://www.gov.uk/government/publications/school-attendance) from the Department for Education (DfE), and refers to the DfE’s statutory guidance on [school attendance parental responsibility measures](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

* [The Education Act 1996](https://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/II)
* [The Education Act 2002](http://www.legislation.gov.uk/ukpga/2002/32/part/3/chapter/3)
* [The Education and Inspections Act 2006](http://www.legislation.gov.uk/ukpga/2006/40/part/7/chapter/2/crossheading/school-attendance)
* [The Education (Pupil Registration) (England) Regulations 2006](http://www.legislation.gov.uk/uksi/2006/1751/contents/made)
* [The Education (Pupil Registration) (England) (Amendment) Regulations 2010](http://www.centralbedfordshire.gov.uk/Images/amendment-regulation-2010_tcm3-8642.pdf)
* [The Education (Pupil Registration) (England) (Amendment) Regulations 2011](http://www.legislation.gov.uk/uksi/2011/1625/made)
* [The Education (Pupil Registration) (England) (Amendment) Regulations 2013](http://www.legislation.gov.uk/uksi/2013/756/made)
* [The Education (Pupil Registration) (England) (Amendment) Regulations 2016](http://legislation.data.gov.uk/uksi/2016/792/made/data.html)
* [The Education (Penalty Notices) (England) (Amendment) Regulations 2013](http://www.legislation.gov.uk/uksi/2013/756/pdfs/uksiem_20130756_en.pdf)

This policy also refers to the DfE’s guidance on the [school census](https://www.gov.uk/government/publications/school-census-2017-to-2018-guide-for-schools-and-las), which explains the persistent absence threshold.

**3. School procedures**

**3.1 Attendance register**

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

The doors will open each day at 8:50am for children to enter the building. Children must arrive in school by 9:00am on each school day.

The register for the first session will be taken at 9:00am and will be kept open until 9:05. Children will be marked as late (using the code L) until 9:20am. The register for the second session will be taken at 12:45pm in Reception and Year One and 1:15pm in all other year groups and will be kept open until 1:20pm.

**3.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9:15am or as soon as practically possible (see also section 6).

Parents can inform school of an unplanned absence by:

* Calling the school and leaving a message on the answerphone
* Calling the school and informing a member of staff
* Informing a teacher
* Sending a text message or email to office@saltaire.bradford.sch.uk

Absence due to illness will be authorised if it is a one-off occasion. The school may ask parents to provide medical evidence, such as a doctor’s note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

**3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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.

Parents and carers should inform school of an appointment by telephone, text message, email or by speaking to the school office in person.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

**3.4 Lateness and punctuality**

A pupil who arrives late but before the register has closed will be marked as late, using the code: L.

A pupil who arrives after the register has closed will be marked as absent, using the code: U.

We will monitor children’s lateness and if an ongoing pattern causes concern, we will write to parents and carers to raise this. We may choose to invite parents and carers for a meeting to discuss this.

**3.5 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

**3.6 Reporting to parents**

We report children’s attendance information to parents and carers on the annual report to parents. This information is also available on the school website app.

**4. Authorised and unauthorised absence**

**4.1 Granting approval for term-time absence**

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

In exceptional circumstances there are times when a parent may legitimately request a leave of absence which might include the following:

• A parent or grandparent is seriously/terminally ill and the holiday proposed is likely to be the last such holiday

• There has recently been a death or other significant trauma in the family and it is felt that an immediate holiday might help the child concerned better deal with the situation

• The holiday is a unique one off never to be repeated occasion which can only take place at the time requested.

Parents do not have any right or entitlement to expect term time leave to be granted and all leave is granted at the discretion of the Headteacher. Leave for the purpose of a family holiday will only be granted in exceptional circumstances. If leave is taken without authorisation, it will be recorded in the school attendance register as unauthorised holiday absence.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher’s discretion.

Valid reasons for **authorised absence** include:

* Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
* 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 but it is not known whether the pupil is attending educational provision

**5. Strategies for promoting attendance**

We maintain and promote good attendance and punctuality through:

* Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
* Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
* Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child’s age and development.
* Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
* Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
* Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
* Developing and implementing procedures to follow up non-attendance at school.

**6. Attendance monitoring**

The attendance officer monitors pupil absence on a monthly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil’s absence goes above 5 days we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil’s absence continue to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

**7. Roles and responsibilities**

**7.1 The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

**7.2 The headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

**7.3 The attendance officer**

The attendance officer:

* Monitors attendance data at the school and individual pupil level
* Reports concerns about attendance to the headteacher
* Works with education welfare officers to tackle persistent absence
* Arranges calls and meetings with parents to discuss attendance issues
* *Advises the headteacher when to issue fixed-penalty notices*

**7.4 Class Teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

**7.5 Office Staff**

Office staff are expected to take calls from parents about absence and record it on the school system.

**8. Monitoring arrangements**

This policy will be reviewed annually by the headteacher. At every review, the policy will be shared with the governing board.

**9. Links with other policies**

This policy is linked to our child protection and safeguarding policy

**Appendix 1: attendance codes**

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

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| **Code** | **Definition** | **Scenario** |
| **/** | Present (am) | Pupil is present at morning registration |
| **\** | Present (pm) | Pupil is present at afternoon registration |
| **L** | Late arrival | Pupil arrives late before register has closed |
| **B** | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| **D** | Dual registered | Pupil is attending a session at another setting where they are also registered |
| **J** | Interview | Pupil has an interview with a prospective employer/educational establishment |
| **P** | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| **V** | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| **W** | Work experience | Pupil is on a work experience placement |

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| **Code** | **Definition** | **Scenario** |
| **Authorised absence** |
| **C** | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| **E** | Excluded | Pupil has been excluded but no alternative provision has been made |
| **H** | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| **I** | Illness | School has been notified that a pupil will be absent due to illness |
| **M** | Medical/dental appointment | Pupil is at a medical or dental appointment |
| **R** | Religious observance | Pupil is taking part in a day of religious observance |
| **S** | Study leave | Year 11 pupil is on study leave during their public examinations |
| **T** | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| **Unauthorised absence** |
| **G** | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| **N** | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| **O** | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| **U** | Arrival after registration | Pupil arrived at school after the register closed |

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| **Code** | **Definition** | **Scenario** |
| **X** | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| **Y** | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| **Z** | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| **#** | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |