



Perseverance *Respect* *Honesty* *Friendship*

Attendance Policy

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I Introduction

At Brooklands Primary School, we believe that daily school attendance is vital for children's personal, academic and social development. We expect all children on roll to attend every day that school is in session as long as they are fit and healthy to do so. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. Therefore we strive to make our school a happy and rewarding place for all pupils.

School keeps an attendance register in line with the Education Regulations (Pupil Registration) 1995 which is reviewed by the governing body. School have procedures in place for following up on all absences from school and for supporting parents to improve the attendance of the child if it is below the level expected. This policy is based on our four school values:



Our children enjoy attending school, even on the days when there are lessons or activities they are less confident about attempting.



Our children show respect towards the importance of attending school on time every day and know why it is important.



Our children understand the importance of being honest about whether or not they are well enough to attend school. Parents are honest with school about the reason for their child's absence.



Our children develop strong friendships which motivates them to attend school. They contribute towards a safe and happy learning environment that makes everyone want to attend school..

2 Registration process

Timings

08:45 – 09:00	Doors open
09:00 – 09:05	Registration
09:05 – 09:30	Children to be brought to the office and marked as late (L)
09:30 - onwards	Children to be brought to the office and marked as late after registers closed/ unauthorised absence (U)
12:00 – onwards	Children collected after this point will receive their afternoon mark

Register

At Brooklands we use an electronic register system (SIMS). Teachers should mark pupils with the following marks for both morning and afternoon registration:

- '/' (present in morning)
- \' (present in afternoon)
- 'N' (absent in morning or afternoon)

Office staff will add a reason for the absence if this has been provided, which may also be recoded based on this reason. This action must be performed by a member of the admin team and not by a teacher, even if they are aware of the reason for the absence. Teachers should not override an attendance mark already entered by the office staff. Other possible codes used by the office:

- 'I' illness
- 'M' medical appointment
- 'C' approved absence e.g. funeral
- 'JI' music or entrance exam
- 'P' sporting activity e.g. Tennis
- 'V' educational visit/trip
- 'R' religious festival celebration
- 'G' unauthorised family holiday
- 'E' exclusion

Late arrivals

If pupils arrive after 9:00 must be brought by their parents to the office. If they arrive prior to 9:30 the child will be marked as 'L' (late). If they arrive after 9:30, they will be marked as 'U' (late after registers closed/unauthorised absence).

Appointments

If a child has an appointment during the school day, the parent should inform the teacher and/or office prior to the absence so this can be planned for. Parents should collect the child from the office and provide evidence of the appointment.

If a child arrives at school after an appointment, the parent must report to the office and provide evidence of the appointment. The child will then be brought to class and the register amended as appropriate.

3 Reporting absences

Parents must inform the school of their child's absence by the school app by 9:00 on the morning of the absence. Lack of contact will result in the absence being marked as 'unauthorised'. Parents may choose to inform class teachers of their child's absence but must also contact the school office as well. For planned absence, see section 4 ('Leave of absence requests').

4 Authorised/unauthorised absences

Authorised absences

An absence is classed as 'authorised' when a child has been away from school for a legitimate reason (see table below) and school has received notification from a parent or guardian.

Only school can make an absence 'authorised'. Parents do not have this authority. This is confirmed by the high court.

Unauthorised absences

An absence is classed as 'unauthorised' when a child is away from school without the permission of the school. An absence is 'unauthorised' if the child is away from school without good reason (according to school, not the parent).

Examples of possible authorised absences	Examples of unauthorised absences
Illness	Birthday celebrations
Injury	Holidays (domestic and foreign)
Medical appointment (with evidence)	Foreign/domestic travel (excluding funerals of immediate family)

Wedding/funeral of immediate family member	Long weekends
Entrance exam (for the duration of the exam plus travel time)	Feeling tired
Music exam (for the duration of the exam plus travel time)	Bad weather (e.g. rain, cold)
No suitable transport available (e.g. in the event of deep snow or unsafe weather)	Non-urgent appointment
Religious festival (maximum 3 days)	Whole day either side of appointment, entrance/music exam
Elite sporting, musical, artistic or extracurricular representation, trial, performance or activity.	Parent/sibling unwell (parents should contact school if they are struggling to get their child to school)

5 Term-time leave of absence requests

To request a term-time absence, parents must report this via the school app clearly stating the start and end dates of the requested absence. It is at the headteacher’s discretion whether or not to grant permission (following advice from the local authority pupil absence team), although it is incredibly unlikely that a term-time absence will be authorised unless it relates to one of the examples above. School will ask the question ‘why could this not happen at another time, e.g. weekends, evenings or holidays?’ Cheaper travel and accommodation costs are not valid reasons for absence. Parents will receive a decision via email (see Appendix 1). Unauthorised term-time absences of 5 sessions or more will result in a referral to the local authority pupil absence team (see Appendix 8).

Note that foreign travel to visit a relative who is unwell or who the family concerned have not visited in a long time is not a valid reason for absence and school expects that if the parent needs to travel to visit a family member that the child continues to attend school. School can make alternative arrangements to ensure the child continues to attend school, e.g. slightly different drop off/collection times, additional supervision, etc.

6 Long-term absence

When children have an illness that means they will be away from school for a period of longer than 5 days, school will do all it can to send materials home so that the child can keep up with their school work as long as the child is physically able to complete the work, e.g. broken arm. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact support services so that arrangements can be made for the child to be given some tuition outside school.

For Covid-related absence, please see 'Covid Contingency Plan.'

7 Persistent absence

The school's attendance target is 97.5%. Any child below 95% (after the 31st October) will be flagged by the school as being a persistent absentee and will enter the referral process (see below):

Stage	Action
Stage 1 (<i>below 95%</i>)	Parent is contacted via letter by a member of the office staff (see Appendix 1)
Stage 2 (<i>further absences since letter</i>)	Parent meets with the headteacher/deputy headteacher to discuss child's absence (see Appendix 2)
Stage 3 (<i>further absences since meeting/ triggered by unauthorised leave of 10 sessions (equivalent of 5 days) or more over a rolling 10 week period. See appendix 8</i>)	Child is referred to the local authority pupil absence team (see Appendix 3/4)

Once referred, parents risk a fine or court appearance as decided by the local authority pupil absence team. Local authority action will depend on the number of referrals/offences within a 3 year period.

8 Punctuality

We believe it is important that children arrive to school on time, ready to learn and so that they don't miss out on any potential learning opportunity. Any child arriving after 9:05 will be marked as 'L' (late). If a child arrives after 9:30 they will be marked as 'U' (arrived after register closed/unauthorised absence).

If a child has persistently poor punctuality, school will write to the parent in the first instance to inform them of this (see Appendix 7). If the child's punctuality does not improve, the school will arrange for the parent to meet with the headteacher or deputy headteacher to discuss how to improve the child's punctuality.

9 Monitoring and review

The headteacher and deputy headteacher meet monthly with a member of the admin staff to discuss the overall attendance figures, review persistent absentees and pupils at different stages of the referral process on a case-by-case basis. This policy will be reviewed every three years.

10 Appendices

Appendix I

Dear parent of (insert child's name),

We are writing to inform you that _____'s attendance has fallen below 95% and currently stands at (insert %). As a result their attendance is logged by the school as being at 'Stage 1' in line with our attendance policy.

They will be removed from the 'Stage 1' list should their attendance improve to above 95%, although we aim as a school for 97.5% (whilst we accept some absences are unavoidable).

If the percentage does not improve or declines further, you will be invited to meet with the Headteacher or Deputy Headteacher to discuss how this can be improved.

You can access our attendance policy on our school website. Please let school know if we can support you to improve your child's attendance in any way.

Yours sincerely,

Mr Beith
Headteacher

Appendix 2

Dear parent of (insert child's name),

We wrote to you on (insert date) to inform you that _____'s attendance had fallen below 95% and at the time of writing was recorded as (insert %). As this has not improved sufficiently, you are invited to meet with Mr Beith to discuss _____'s attendance.

Please note that in the meantime, in line with Trafford's guidance we will be unable to authorise any further absences unless accompanied with evidence providing a valid reason, e.g. a medical note.

You can access our attendance policy on our school website. Please contact the school office to arrange an appointment.

Yours sincerely,

Mr Beith
Headteacher

Appendix 3

Dear parent of (insert child's name),

We wrote to you on (insert date) to inform you that your child's attendance had fallen below 95% and at the time of writing was recorded as (insert %). As there was not sufficient improvement, we wrote to you again on (insert date) to invite you to a meeting to discuss your child's attendance with Mr Beith/Mr Shrimpling (delete as appropriate) on (insert date).

As there has not been sufficient improvement since that meeting, we are left with no option other than to make a referral to the local authority pupil absence team which may result in a fine or court summons as outlined in the letter dated (insert date of Stage 2 letter). Your child's attendance will be logged as 'Stage 3' in line with the school's attendance policy.

They will be removed from the 'Stage 3' list should their attendance improve to above 95%, although we aim as a school for 97.5% (whilst we accept some absences are unavoidable).

You can access our attendance policy on our school website.

Yours sincerely,

Mr Beith
Headteacher

Appendix 4

Dear parent of (insert child's name),

According to our attendance records, your child took an unauthorised term time holiday and was absent from school for a period of (insert number of days) days. This exceeds the 10 session (5 day) trigger point for a referral according to the guidance we receive from Trafford council. As a result, we are left with no alternative than to make a referral to the local authority pupil absence team which may result in a fine or court summons.

Our school attendance policy is also available on our website.

You have the right to appeal, the details of which are included in the Code of Conduct.

Yours sincerely,

Mr Beith
Headteacher

Appendix 5

Dear parent of (insert child's name),

We are writing to inform you that your child has been late to school on _____ occasions this academic year. We ask that you work to ensure they attend school on time every day to ensure a good, settled start to their day and so that they don't miss out on any learning opportunities.

If the percentage does not improve or declines further, you will be invited to meet with the Headteacher or Deputy Headteacher to discuss how this can be improved.

You can access our attendance policy on our school website. Please let school know if we can support you to improve your child's punctuality in any way.

Yours sincerely,

Mr Beith
Headteacher

Appendix 7

Dear parent of (insert child's name)

We wrote to you on (insert date) to inform you of _____'s punctuality and currently stands at ____%. As there has not been a significant improvement, you are invited to meet with the Headteacher or Deputy Headteacher to discuss how this can be improved. Please contact the school office to arrange this meeting.

You can access our attendance policy on our school website. Please let school know if we can support you to improve your child's punctuality in any way.

Yours sincerely,

Mr Beith
Headteacher

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

1

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 if paid within 28 days
Reduced to £80 per parent, per child if paid within 21 days.

2

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 to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

3

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, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.