Attendance Policy

Approved date: May 2025

Review date: May 2026

Raddlebarn Primary & Nursery School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a School we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of our School to celebrate achievement and attendance. Attendance is a critical factor to a productive and successful school career.

Our School will give a high priority to informing parents and pupils of the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Our aim:

- To encourage full attendance and punctuality above 95%
- To monitor attendance and apply appropriate strategies to minimise absenteeism
- To acknowledge and celebrate a successful record of attendance
- To ensure a consistent approach throughout the School
- To make attendance and punctuality a priority for those associated with the school including pupils, parents, teachers and governors
- To provide support, advice and guidance to parents and pupils
- To work effectively with other services and agencies to support these objectives

Information

This identifies the information held by the school and will be considered when dealing with attendance and punctuality issues:

- Start and finishing times of registration: our doors open at 8.40am with registers taken at 8.50. A child arriving after 8.50am will be marked as late. A child arriving after 9.20am will be marked as unauthorised late (U code) when the registers close at 9.20am.
- The importance of punctuality and the response to lateness (Less than 95% attendance will be followed up).
- Daily contact between parents and School when a child is absent.
- Clear guidance to parents that Head teachers may not grant leave of absence during term time unless there are exceptional circumstances.
- Referral routes with roles and responsibilities for pupils with emerging attendance problems (Parents of pupils with attendance 95% and below will be contacted).

- The inclusion of attendance information in School documentation, e.g. the website, reports, newsletters, home-school agreements.
- Attendance reports will be given to parents termly (at parent/carer evenings and on the annual school report)
- The Head teacher's report to Governors records the attendance figures for the academic year.

Monitoring

Raddlebarn Primary & Nursery School's attendance systems are used to identify children at different stages of attendance. This could prompt support being offered to parents and congratulations to those with good attendance.

If a child's attendance/punctuality is of concern, our Inclusion Leader or Pastoral Learning Mentor will contact parents and if attendance/punctuality does not improve they will be put onto the 'Support First' process – Birmingham City Council's Attendance Procedures for Schools.

https://www.birmingham.gov.uk/info/50157/education_legal_intervention_referral/690/pupil_attendance_advice_for_schools_and_professionals/2

Parents

Definition Of "Parent"

Section 576 of the Education Act 1996 defines "parent" to include:

> ***All natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or young person.***

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If a child has a minor illness e.g. mild headache, stomach aches, etc. parents should inform the school and bring them in. If they don't get any better, the school will contact parents straight away to collect them. If pupils' have a dental, clinic or hospital appointment, parents should let the school know. Pupils' should be brought back to school after appointments. Pupils should miss as little time as possible. School will ask parent/carer what time the child is expected back in school.

https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/#:~:text=If%20your%20child%20has%20mild,have%20a%20high%20temperature

Therefore, parents are expected to:

- Ensure their child attends school and arrives on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Arrange medical and dental appointments outside of school time, wherever possible.
- Contact school to inform the first day of absence for their child and any subsequent days.
- Provide a written explanation of absence, including dates of absence as soon as their child returns to school.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

Birmingham Local Authority

The Local Authority is expected to:

- Support the school in improving attendance, through whole school initiatives and individual pupil interventions.
- Ensure that parents are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection.

Good Practice

The school will recognise the importance of good practice by:

- Keeping and maintaining a consistent approach to marking registers accurately
- The School office contacting parent/carers if their child is absent
- Specific allocated school administrators ringing families on the first day of absences, where attendance is high priority
- The Senior Leadership Team and Pastoral Team, regularly analysing attendance data and monitoring patterns and trends over time
- Ensuring prompt follow-up action in cases of non-school attendance
- Reporting missing children to the LA
- Rewarding and celebrating good and improving attendance through newsletters, certificates and rewards.

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Promoting good attendance is the responsibility of the whole School.

Rewards and Incentives

- Whole class rewards are given during Celebration Assembly on Friday. The

class with the highest attendance will get an ‘Attendance Award’ award for their door.

- Marvelous Me awards will be given half-termly termly to children with 100% attendance and for most improved attendance.

School Attendance – Legal Action

If pupils are persistently absent, the school will begin ‘Support First’ attendance process. This process is as follows:

Concerning levels of pupils’ absence either authorised or unauthorised identified **Step One** Complete the Signs of Safety and Wellbeing form with the child – this ensure that the child’s voice is heard. Phone calls with parents/carers to discuss. Early Help Offered. Letter to be sent to parents outlining concerns about attendance. Safe and Well Home visits – if your child is absent from school and you do not inform school, a member of the school staff may visit your home to ask why your child is absent from school
⬇
Then after at least one session of unauthorised absence Step Two Parents will be invited to a ‘Formal Attendance Meeting’ (FAM) and an attendance contract will be agreed between school and family.
⬇
The pupil has at least one further session of unauthorised absence after the FAM within a maximum 10 school week period **Step Three** A ‘Formal Warning Notice’ will be sent to each parent will individually, with an up to date attendance printout
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The pupil has a minimum of 10 further sessions of unauthorised absence since the 'Formal Warning Notice' was issued. This could be within a 12 days period but no longer than 10 school weeks.

Step Four

School to refer to Education Legal Intervention Team

To avoid Legal Action being taken against you for failing to ensure you children attend school regularly, you are advised of the following:

- Ensure you child attends school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff (Please be aware your child will get an unauthorised absence mark when they arrive after registration closes at 9.20am).
- Contact school on the first day of every absence by 8.30am stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with: medical appointment card with one appointment entered, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence.

New regulations also mean that children on extended period of leave may lose their school place where there is no evidence of a timely return to school or the date provided is too far away.

How does your child compare?

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4weeks	100 lessons
85%	29 days	6weeks	150 lessons

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

Penalty Notices

If a child is taken out of school without the Head Teacher's authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.

The national framework includes:

• A single consistent national threshold for when a penalty notice must be considered of ten sessions (usually equivalent to five school days) for any unauthorised absence within a rolling ten school week period. The 10-week period may span different terms or school years. For example, two sessions of unauthorised absence in the summer term and a further eight during the autumn term.

• Penalty notice will be to the amount of £160 or £80 if paid within 21 days.

Unauthorised Leave of absence: When: a pupil has been taken on an unauthorised "leave of absence" from school or a place of alternative educational provision for minimum of 5 school days in term time, or;

- a pupil has had a minimum of 10 sessions (5 consecutive days) of unauthorised absence in the a rolling ten school week period. The 10-week period may span different terms or school years. For example, two sessions of unauthorised absence in the summer term and a further eight during the autumn term. 10 sessions would equate to 5 days);
- the school or place of alternative educational provision have followed the relevant Local Authority legal intervention process, a penalty notice may be issued.

Parents will receive a separate Penalty Notice for each child.

Issuing penalty notices: Each parent receives a penalty notice for each child who has unauthorised absence which meets the threshold for prosecution. The penalty is £160 or £80 if payment is made within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling three-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at £80. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.

A national limit of two penalty notices that can be issued to a parent for the same child within a rolling three-year period, so at the 3rd (or subsequent) offence(s) another tool must be considered

Any unauthorised absence is damaging to a child's education. It also gives

children the wrong messages about the importance of education which may leadto problems later in schooling. Good attendance and punctuality are important values for later in life.

Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Head Teacher/ is responsible for:

- The day-to-day implementation and management of the Primary Attendance Policy and procedures of the school (Support First), and distributing these to parents. This may be delegated to the Inclusion Lead or DLP (Designated Liaison Person)
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Completing class registers accurately every morning and afternoon as a legal obligation of the school.
- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently. Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated via the DSL and CPOMS (Child Protection Online Monitoring System)
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer/DLP (Designated Liaison Person) is Lesley Whitten.
Lesley Whitten is responsible for informing the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home – Home education referral form to BCC
- No longer live within a reasonable distance of the registered school – recorded on LA platform (Impulse)

- Have been permanently excluded – recorded on LA platform (Impulse)

Parents are responsible for:

- Providing accurate and up-to-date contact details for all parents responsible for having regular contact and influence around their child's attendance.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

The aim is for all children to achieve about 98% attendance, allowing for one or two sickness or other authorised absences in the school year. Top attendance classes are printed in the newsletter weekly.

Definitions

Authorised absence - An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not be authorised.

Unauthorised absence - An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent. An absence is also unauthorised if a child is away from school without good reason, even with the support of a parent. If no acceptable reason is given within 5 school days, an absence will be recorded as unauthorised.

All decisions regarding unauthorised absences are made by the Head Teacher.

For information on what the register codes mean, please follow this link.

https://www.birmingham.gov.uk/downloads/file/9016/dfe_registration_codes_-_descriptions_and_meanings