



# Attendance Policy

Approved by the governing body on: 30/03/2023

To be reviewed by: 30/03/2026

Signed by:

\_\_\_\_\_ Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors Date: \_\_\_\_\_



## Hoyle Court Primary School Attendance Policy

March 2023

*This policy has been written in line with Working Together to improve School Attendance Guidance for maintained schools, academies, independent schools, and local authorities. Published: May 2022 Applies from: September 2022.*

*In the development and implementation of this policy we have taken obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child into consideration.*

**The aim of this policy is to maximise the attendance of every child.**

### Hoyle Court Vision and Values

**We strive for excellence the Hoyle Court Way**

- √ Respect – For yourself, others and the environment
- √ Responsibility – Do the things that you are expected to
- √ Resilience – Work hard when faced with challenges
- √ Kindness – Give friendship and a helping hand to all
- √ Teamwork – Work together and achieve together

***Nurturing a positive attitude to attendance and punctuality is integral to the values we teach.***

### How do we build a culture of good attendance?

In building a culture of good school attendance we: -

- Recognise the importance of good attendance and make it a central part of day to day life in school
- Recognise the interplay between attendance and wider school improvements efforts
- Have a designated senior leader with overall responsibility for championing and improving attendance in school
- Ensure all staff know the importance of good attendance and are consistent in their communication with pupils, parents and carers
- Offer pastoral support for families including home visits as and when necessary
- Set high expectations for attendance and punctuality, communicating this to parents in various ways to ensure they understand what is expected of them
- Visibly demonstrate the benefits of good attendance throughout school life, on displays and through assemblies
- Recognise that attendance is never 'solved' and is a continuous process by regularly reviewing and updating messages, processes and strategies
- Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation

## Important information

The senior leader responsible for attendance is Mrs Thirkill [c.thirkill@hoylecourt.bradford.sch.uk](mailto:c.thirkill@hoylecourt.bradford.sch.uk) working closely in partnership with Mrs Sheard, Pupil-Parent Support Manager [i.sheard@hoylecourt.bradford.sch.uk](mailto:i.sheard@hoylecourt.bradford.sch.uk). Contact 01274 581898.

School session times are: -

- Morning 8.45 am
- Afternoon 1 pm

Registration: -

- Morning 8.45 am
- Afternoon 1 pm

The school gates and doors are opened at 8.40 am so children are ready for learning at 8.45 am. The gates are not open at lunchtime.

They are re-opened at 3.15 pm.

***All mainstream schools must provide 32.5 hours by September 2023 at the latest. All pupils must attend 6.5 hours per day***

<https://www.gov.uk/government/publications/length-of-the-school-week-minimum-expectation>

## Admission and attendance register

The law requires all schools to have an admission register and an attendance register. All pupils at Hoyle Court are placed on the admission register (school roll) which contains specific personal details along with the date of admission or re-admission to the school, information regarding parents and carers, two emergency contact numbers and details of the school last attended, along with any previous history.

The attendance register is taken at the start of each morning session of each school day and once during each afternoon session. On each occasion we record whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances.

Hoyle Court uses SIMS (an electronic management information system) to keep the attendance and admission registers which improves accuracy, speeds up the process of sharing and analysing information, and makes returns to local authorities and DfE easier.

Each class teacher is responsible for marking children present at 8.45 am on the register on SIMS at both morning and afternoon registration. The office staff are responsible for inputting any codes following contact from a parent/carer and checking any missing marks.

Our registers are legal records; therefore, we must preserve each entry in the attendance or admission register for 3 years from the date of entry. As the attendance register is a record of the pupils present at the time it was taken, the register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry (only admin to amend and noted in diary).

## Late registration and signing out

Pupils requiring admittance to the school after 8.45 am, or parents/carers collecting their child early for an appointment, must report to the school office. An entry must be placed on the Inventory system before a late pupil is admitted or collected early.

Any pupil arriving after registration will be given a late mark (L). This code is classed as a present mark, but displays that the pupil arrived late for school. Any pupil who arrives late but before the end of the morning session will be given a U mark, signalling longer than 30 minutes after registration. This code is classed as unauthorised absence but displays the pupil was physically present in school for part of the session.

The attendance team in school, monitor the pupils who receive any late marks and a text message and letter may be sent to parents/carers, followed by a meeting.

## Absence

If a child is absent, school must be told the reason why on the first day of absence, and each subsequent day by calling the office 01274 581898, via Parentapp or email before 8.45 am. Information may be requested regarding doctor's appointments or medication.

The attached document can provide some guidance on the amount of time that common illnesses, particularly contagious ones such as chicken pox, require a child to be absent [Should I keep my child off school NHS guidance](#).

If we do not hear from parents, school will contact by text, phone (school may use 2<sup>nd</sup> or 3<sup>rd</sup> contact details, including work numbers given by parents/carers) or by visiting the family home. If there is still no contact by the 3<sup>rd</sup> day then a police welfare visit may be carried out.

Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no longer than 5 working days after the session. A letter may be sent to parents to clarify the reason for absence.

## Long-term illness

For extended medical absence school may request confirmation from a healthcare professional to confirm the child's medical condition and reason for absence. Pupils with long-term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority.

Following a lengthy or unavoidable period of absence, pupils may be supported back into school with a transition period to build confidence and bridge gaps in learning. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must only be in place for the shortest time necessary with a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision.

## SEND

We develop specific support approaches for attendance for pupils with special educational needs and disabilities. An EHCP will determine any offsite support a pupil will need to access. This could be for medical appointments such as swimming for the physically impaired pupils. Where possible we encourage this to be out of school hours but will support any requirement during school time.

## Authorised or Unauthorised Absence

The Headteacher is responsible for determining what is classed as authorised or unauthorised absence and will consider the individual circumstances of each case. Each leave application is considered individually by the Headteacher, considering any factors presented by the family.

*Application forms are available from the school office, the school website and Bradford Council website.*

The Headteacher is only able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteacher. The Headteacher would not be expected to class any term time holiday as exceptional. No parent/carer can demand leave of absence as a right. The Education Regulations state that applications must be made in advance by a parent/carer with whom the child lives.

Leave is only acceptable against exceptional circumstances and should not be granted on the basis of attendance record, academic performance or the 'experience' offered by being out of school. Where the Headteacher feels that there may be exceptional circumstances which does not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is, however, final.

**Leave of absence will not be granted for the purpose of a family holiday. The ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.**

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty notice.

Penalty notices are issued to each parent liable for the attendance offence.

Payment of a Penalty Notice within 21 days is £60 and payment after this time but within 28 days is £120. **The payment must be paid direct to the local authority.** The LA retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event of non-payment). The parents can only be prosecuted if 28 days have expired and full payment has not been made.

Non-payment of a Penalty notice within the required time limit will result in the withdrawal of the notice and will trigger the prosecution process under the provisions of Sec 444, 1996 Education Act where you could receive a fine of up to £1000. A conviction under Section 444(1A) Education Act 1996 may result in a substantial fine up to a maximum of £2500 and/or a term of imprisonment not exceeding 3 months.

[Bradford Penalty Notice Code of Conduct 2022](#)

For religious festivals, the maximum number of days which can be authorised is 2 days. Parents / carers must request the absence required in advance, in writing using an absence request form (school office/website). Failure to do so will result in a religious festival absence not being authorised.

## Supporting pupils to attend well

A central part of day to day life in school is recognising and praising punctuality and good attendance. Class teachers are expected to praise good attendance and punctuality and encourage the class as a whole to improve if necessary.

In assemblies, classes with the best attendance are recognised weekly.

Individual pupils with attendance above 96% are given a certificate of good attendance termly.

Information about attendance is communicated to parents through the prospectus, website and at each parent consultation meeting.

Weekly attendance figures are sent out on the weekly blog and on display in school on our Attendance board.

We use data to track and target attendance with different thresholds determining the action we take. Where a pupil or family needs support with attendance, it is important that the person should be kept consistent, a key role for our Pupil & Parent Support manager who is directed by the Headteacher, our lead for attendance.

### Persistent Absence

Persistent poor attendance, despite school intervention may result in statutory intervention from the local authority and also possibly social care intervention. A member of SLT would inform a parent/carer if a referral were to be made.

<b>Percentage</b>	<b>Action taken</b>
96%+	Pupils recognised with a certificate of excellence – termly.
90% - 95%	Weekly tracking. Phone call. Attendance monitoring from attendance team. Possible home visit.
85% - 90%	Weekly tracking. Each case considered individually. Phone call/ standard letter 1/2 from authority/ personalised letter. Possible home visit/ police welfare visit. Letter requesting medical/sickness evidence. Letter regarding unauthorised absences. Letter 3 - Invitation to meet to discuss possible support. Letter warning of Penalty notice for unauthorised absences. Enforcement letter 1 Bradford Council Enforcement letter 2 – Parenting contract Bradford Council
Below 85%	Weekly tracking. Phone calls. Weekly SLT or Pupil & Parent Support manager discussions regarding access to wider support services such as Early Help. Letter warning of Penalty notice for unauthorised absences. Home visit/police welfare visit. Enforcement letter 1 Bradford Council Enforcement letter 2 Bradford Council
Below 80%	As above followed by: - Warning letter issued. LA Statutory intervention stage 3 Letter PACE interview Under caution warning PACE interview Under caution interview held. Court and Magistrate hearings arranged.
Persistent lateness	Weekly monitoring. Text messages. Phone calls. Letter informing parents about frequency of late marks. Letter inviting parents for meeting to discuss offers of help.

In all cases we monitor the impact of our interventions and adjust where necessary in discussion with the pupil, parents/carers and any other partners involved. Where siblings from the same family attend different schools, it is of mutual benefit to work together particularly in supporting transition between feeder schools. We therefore share data on individual cases where it is of benefit to the pupil.

### Analysing trends

We conduct thorough analysis of half-termly, termly and full year data to identify patterns and trends so that we can identify areas of focus for improvement. The groups we track are girls/boys, SEND and pupil premium. We collate information about pupils who are persistently absent (below 90%). This is compared with local and national information and reported to governors termly using our template 'Attendance in a Nutshell'.

Through our data analysis we can monitor the impact of the specific strategies we have implemented. We use the findings to evaluate approaches or inform future strategies.

In summary, we all recognise the necessity for good attendance so school and families must work together to enable success for all.

### How close to 100% is your child?

<b>0 Days off school</b>	<b>100%</b>	<b>PERFECTION!</b>
<b>2 Days off school</b>	<b>99%</b>	<b>Excellent</b>
<b>5 Days off school</b>	<b>97%</b>	<b>Good</b>
<b>10 Days off school</b>	<b>95%</b>	<b>Slight Concern</b>
<b>20 Days off school</b>	<b>90%</b>	<b>Concerned</b>
<b>30 Days off school</b>	<b>85%</b>	<b>Very Concerned!</b>