



REGISTRATION & ATTENDANCE POLICY

This policy outlines Bredbury Green Primary School's approach to ensuring the regular and punctual attendance of all children, which is regarded as essential for our children's education. It outlines how these expectations work in conjunction with the DFE School Attendance Guidance and the relevant legislation including:

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)

- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

VERSION HISTORY

Date	Document Version	Document Revision History	Document Author/Reviser
May 2016	1.0	Policy agreed by Governing Body	S Stewart
July 2020	2.0		S Goodall
June 2022	3.0	Policy update and reformatted. Policy agreed by Governing Body.	S Goodall

Head of School
Helen Moorcroft

Date: 13/06/2022

Chair of Governors
Emma Marsden-Edwards

Date: 13/06/2022

Introduction

Good attendance and time keeping are very important. It helps to settle your child into school routines and to develop good attitudes to work. Children need to attend school to benefit from their education and to ensure the best possible learning outcomes. Missing out on lessons leaves children vulnerable to falling behind and creates a barrier to learning. Absence from school can also affect children's friendships and self-esteem. It is important that we all work together as partners to ensure all our children attend and achieve.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution. Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school. Promoting the welfare and life opportunities for your child encompasses:-

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti- bullying

Failing to attend this school on a regular basis is considered a safeguarding matter.

Aims

The aim of Bredbury Green Primary Attendance and Registration Policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils and to ensure this is recorded accurately. Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its Attendance and Registration Policy is adhered to as much as is possible.

Bredbury Green Primary School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support. This document is supported by our policies on safeguarding, anti-bullying, behaviour and other associated teaching and learning policies.

Within this policy we aim to:

- To promote the education surrounding regular attendance;
- Create a welcoming and stimulating environment where pupils feel safe, secure and wanting to attend school;
- Act inclusively, with clarity, with our attendance reporting procedures adhering to legal frameworks;
- Work proactively with families to monitor, track and deal promptly with non-attendance;
- To introduce effective procedures which have a positive impact to improve attendance;
- To support parents in ensuring that children arrive on time for school, ready to learn.

Attendance Ladder



Legal framework

The *Education Act 1996* states that:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable —

- (a) to their age, ability and aptitude, and
- (b) to any special educational needs he may have,

either by regular attendance at school or otherwise.

A person begins to be of compulsory school age —

- (a) when they attains the age of five, if they attains that age on a prescribed day, and
- (b) otherwise at the beginning of the prescribed day next following his attaining that age.

Prescribed days are 31 August, 31 December and 31 March

The aims and expectations of this policy apply to each and every child in our school, regardless of their age, as it is our strong belief that regular attendance at school is fundamental to a child's being able to fulfil their achievements and sustain a healthy wellbeing; this expectation is part of the offer of a place at Bredbury Green Primary School.

Roles and responsibilities

Governing body

As part of our whole-school approach to maintaining high attendance, the governing body will:

- ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff;
- annually review the school's attendance rules and ensure that all provisions are in place to allow school staff, parents and children to implement the rules effectively;
- support and challenge the school's implementation of this policy through involvement in school monitoring and school reporting around attendance data;
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children and staff;
- take time at governors' meetings to regularly review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year;
- ensure that the school is implementing effective means of recording attendance and organising that data;
- ensure that senior leaders make the necessary referrals to the local authority and other relevant agencies in individual cases of non-attendance;
- provide information requested by the Secretary of State, including the termly absence data the department collects.

School leadership team

As part of our whole-school approach to maintaining high attendance, the school leadership team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families;
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement;
- coordinate with the governing body to monitor the implementation of the attendance policy and its effectiveness, with an annual full review;

- ensure that all staff are up to date with the school's attendance process, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues;
- ensure that legislation and government guidance on attendance is complied with and that they (the leadership team) are up to date with any legislative changes and how to implement them;
- report to the governing body each term on attendance records, data and provision;
- ensure that systems to record and report attendance data are in place and working effectively;
- develop and engage with multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend;
- document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings;
- notify the LA and provide all necessary information when a pupil's name is to be removed from the admission register or when a child's name is added to the admission register other than at the usual point of transition. (E.g. entering reception).

Teachers and support staff

As part of our whole-school approach to maintaining high attendance, the school's teachers and support staff will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families;
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement;
- ensure that they are fully aware and up to date with the school's attendance process, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue
- ensure that they are following the correct systems for recording attendance and that attendance is taken daily;
- contribute to strategy meetings and interventions where they are needed;
- work with external agencies to support pupils and their families who are struggling with regular attendance.

Parents and carers

As part of our whole-school approach to maintaining high attendance, we request that parents:

- engage with their children's education – support their learning and take an active role in the opportunities the school provides to support learning;
- promote the value of good education and the importance of regular school attendance at home;
- encourage and support their children's aspirations;
- ensure that their children arrive at school on time, appropriately dressed and with the necessary equipment;
- follow the set school procedure for reporting the absence of their child from school and include an expected date for return;
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours;
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises;
- keep the school informed of any circumstances which may affect their child's attendance;
- develop and sustain regular routines at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance;
- do not take their children out of school for holidays during term time.
- inform the school in advance of any proposed change of address for their child(ren) along with the name of the parent with whom the child shall live.
- sign a home-school agreement.

Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- attend school every day on time;
- come to school ready to learn with the equipment they need to learn;
- talk to a trusted adult if they are unhappy so that we can support them in feeling happy and safe in and outside of school;
- sign the home–school agreement

Absence Procedures

Parents we ask that you:

Ring school to inform staff of your child's absence by 9.30 am at the latest.

- Provide a note detailing the reason for absence on the first day back.
- Notify school immediately if emergency contact details change.

School:

If we have not heard from you by 9.30 am, school will ring or send you a text. If we have not spoken to you by 10.30 am, a home visit may be completed by the Pastoral Manager, Deputy Headteacher or Head of School. If we are unsuccessful on the visit a letter will be left giving you notice of our visit. After this, if we haven't heard from you within two hours of the letter we may contact the police requesting a welfare check, this is to ensure the safety of you and your child.

The Pastoral Manager monitors all class registers each day. A log is kept of all children who arrive late and children for whom no notification for absence has been received.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they are missing out on teaching time and often vital information for the day. Late arrival can be very embarrassing for the child and also causes disruption to lessons.

How we manage lateness:

Nursery	8.45-11.45 12.15-3.15
Reception – Year 2	8.45-3.20
Year 3 – Year 6	8.45-3.30

Registers will be taken at 9.05 am and your child will receive a late mark if they are not in class at this time.

If your child arrives at school after this time, they will not be able to enter directly into their classrooms. Parents will need to bring their child to the school office, children arriving after 9.20 am will receive a 'late after register closed' mark, and this is classed as an unauthorised absence.

Parents of children who are persistently late will be asked to meet school staff to resolve the problem. This may also mean that you could face the possibility of an Education Penalty Notice if the problem continues.

Gates close at **9.05 am** and any child entering school after this time, will be considered late for school and sent a warning letter.

Categories of absence and procedure for reporting absences

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences.

Office staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised. Where staff have concerns regarding absences, they should follow the school's safeguarding procedures.

Teaching staff will mark the register with / (am present) or \ (pm present) when a child is present in school. If they are not present they should be marked with 'N' which will enable the office staff to locate the child during register checks.

When a child is to be absent from school, without prior permission, parents should inform the school by telephone on the first day of absence. They should contact the school each day of absence providing a reason for the absence. Alternative arrangements will be made individually with non-English speaking parents or carers.

1. Illness

Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the school on the first day/each day of absence. In reporting the absence, parents should explain what the nature of the illness is. This will be recorded as 'I' in the register. A period of illness for 5 days or more, will result in the teachers contacting families as a check-in and to offer additional support.

Frequent periods of illness will be a trigger for the school expression attendance concerns and will be monitored to enable the relevant support to be instigated under the school's safeguarding duty of care. This may include the involvement of the School Nurse or other health care professionals.

For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card or a prescription paper. If these are not provided on request it may result in the absence continuing to be classed as unauthorised.

School work will not be issued for periods of illness as it is important that children rest and recover from their illness. Prolonged or extended periods of illness may result in work being issued if the illness is preventing the child from returning to school i.e. recovery from an operation or surgery. It is viewed that most treatments or extended illness will enable to return to school if the right support is in place. This plan should be constructed with the relevant health care professional.

2. Medical or dental appointments

Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible and parents should make the school aware of when the appointment is and when the child will be returning within that school day.

Regular and repeated periods of illness could be a cause for concern. These periods of illness absence are monitored and external agencies such as the School Nurse maybe asked to support where necessary.

** If the authenticity of illness is in doubt, school can request parents to provide medical evidence (Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes) to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness and will advise parents of their intention.*

If a pupil is not in school for a session because they are attending a medical appointment, this will be recorded as 'M'. School work cannot be issued for time missed for medical appointments.

3. Authorised absences

There may be some exceptional instances where the school will authorise absence such as for a family bereavement. This will be recorded as 'C'.

4. Exclusion

Exclusion is treated as an authorised absence. This will be recorded as E.

5. Family holidays and extended leave

Parents should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Under current legislation, schools are now only allowed to authorise leave of absence for any reason if satisfied that exceptional circumstances exist which outweigh the harm caused to a pupil's education by missing school.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with Education Penalty Notice fines

Parents may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing to the Head of School at least 28 days/ 4 weeks in advance of the leave being taken. In the case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration.

Retrospective applications will not be considered, and this time taken will be processed as unauthorised absence. The Head of School may only grant such requests in exceptional circumstances and the Head of School's decision is final on whether the request is approved, and the length of absence approved.

All requests for authorised absence will be responded to in writing and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

It remains the Head of School's decision whether to authorise any request for absence during term time.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents may be subject to further action by the school or prosecution by the local authority.

Authorised absences will be recorded as 'C' or 'H' and unauthorised will be coded as 'G'. School work will not be issued for either authorised or unauthorised holidays.

6. Religious observance

Bredbury Green Primary School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends and will allow authorised absence for these times.

Parents will be aware of these dates and should give the school written notification in advance.

This will be recorded in the register as 'R'.

Unexplained Absence

The Pastoral Manager will attempt to make immediate contact with parents whenever a child is absent from school without explanation. If this is not possible, other emergency numbers provided to school will be contacted.

This will be coded as 'O' (unauthorised) on the register.

On the 10th consecutive day of absence the Pastoral Manager will report the pupils as Missing from School to Stockport Children`s Services Contact Centre.

Persistent Absenteeism (PA)

Children become a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason, including authorised absences. Absence at this level is doing considerable damage to any child's educational prospects.

During half termly attendance monitoring between the Pastoral Manager and class teachers, PA triggers are identified and cause for concern letters may be issued. All cases of PA are automatically made known to our Education Welfare Officer or Stockport Family School Age Plus Worker to discuss an action plan to best support and increase attendance.

Reasonable Adjustments

Where a child's Education Health Care Plan identifies a health care need or a Health Care Plan indicates this need, we understand that there may be an increased level of need for attending medical appointments during the school day which may be unavoidable or that there may be prolonged periods of absence or that these children may be more susceptible to illness. Whilst this will still be monitored, reasonable adjustments surrounding the timeframes for monitoring may be extended under the support and guidance of the Educational Welfare Officer or the other external agency advice. A pupil's EHCP should be robust enough to ensure a pupil with SEND or health care needs, can and should be attending school full time

Education Welfare Officer/Stockport Family School Age Plus Worker

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be solved this way, the school may have to refer children to the Local Authority 'School Age Plus Worker' or Education Welfare Officer. This worker will also try to resolve the situation by agreement but, if unauthorised absences persist, these support workers can use sanctions such as Education Penalty Notices, Parent Contract or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the School

Rewarding Excellent Attendance and Punctuality

All children achieving 100% attendance at the end of each term will be rewarded with a school certificate and chocolate treat. Children with 96% and above will receive a smaller treat and certificate.

All children achieving 100% attendance during the school year will be rewarded with a school certificate and grand attendance reward as a group. Children with 96% and above will also be part of the grand attendance reward group.

The Pastoral Manager will calculate the attendance percentage of each class at the end of each week; this will be shared during the whole school assembly by school staff on a Friday. The highest achieving class will be awarded the School Attendance Cup and will earn 15 minutes reward time. The winning class will be able to choose what they do during their reward time.

Children in the infants (reception to year 2) will be able to earn a pom pom in the jar each day they have 100% attendance, once the jar is full they will earn 15 minutes extra playtime.

Appendices

Appendix 1 – School Attendance Explained

	LEVEL	ACTION	
Excellent Attendance	Attendance/Punctuality 100%	Excellent attendance and punctuality will be celebrated with certificates and treats.	
Good Attendance	Attendance/Punctuality 96% and above	Good attendance will be celebrated with certificates and a smaller treat.	
Beginning to cause concern	When Attendance is below 96% and is beginning to cause school concerns	Parents will receive letter 1 highlighting their child's low attendance/punctuality and asking for improvement. Parents may be called in for a meeting about their child's low attendance/punctuality.	Class teacher Pastoral Manager
Serious concerns over attendance	If there is another unauthorised absence within a 2 week period of receiving letter 1, parents will receive letter 2. Parents can receive letter 2 if attendance is causing school serious concerns in regards to a child's absence or punctuality.	Parents will receive letter 2 highlighting their child's low attendance/punctuality. Parents may be called in for a meeting about their child's low attendance/punctuality to identify reasons and discuss the effect of the absence on their child's progress. Referral to Education Welfare may be submitted if no improvement in their attendance/punctuality. A fixed penalty notice may be issued if 10 or more unauthorised sessions in a 3 month period.	Class teacher Pastoral Manager
Child identified as 'Persistently Absent' and is in a high risk group		An Early Help Assessment may be drawn up to include all relevant agencies required to improve attendance/punctuality and help address issues impacting on attendance. Referral to Education Welfare may be submitted if no improvement in their attendance/punctuality. A fixed penalty notice may be issued if 10 or more unauthorised sessions in a 3 month period.	Class teacher Pastoral Manager Head of School

Appendix 2: Register Codes

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
C	Authorised absence as pupil is absent due to other authorised circumstances
E	Authorised absence as pupil is excluded, with no alternative provision made
H	Authorised absence due to agreed family holiday
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
B	Approved education activity as pupil being educated off site (NOT dual registration)
J	Approved educational activity as pupil is attending an interview
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance)
X	Not required to be in school

Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances

Colour	Description
	Present
	Authorised Absence
	Approved Educational Activity - Counted as Present
	Unauthorised Absence
	Not Counted in Attendance Calculations

Appendix 3: School Performa for Requesting Absence

Leave of Absence Form

This form should be completed and submitted to the Head of School within two weeks of the start of the proposed leave of absence. Separate forms should be completed for each child if there is more than one.

Parents/carers are reminded that fixed term holidays taken without permission may result in the issuing of a fixed penalty fine by the Local Authority of up to £120 per parent, per child.

Parents/carers are also reminded that the Leave of Absence for the purpose of holidays in term time can no longer be granted, save in the most exceptional circumstances.

Name of Child:	
Class:	
Name of Parent:	
Home address:	
Phone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Number of school days absent:	
Reasons for request:	

Appendix 4: Graduated response to lateness

5 lates over a half term.	Parents contacted via class teacher to make them aware and offer support.
10 lates over a half term	Punctuality letter – cause for concern issued- in meeting with class teacher.