





Aiming For Excellence

Attendance Policy

Status	Current
Maintenance	Pupil Welfare
Approval	Full Governing Board
Date Active	31 March 2025
Review Date	31 December 2026
Signed by	 Mrs E Hodge (Headteacher) – 31/03/2025
	 Mrs K Edern (Chair of Governors) – 31/03/2025

Aiming for Excellent Attendance

At Devonshire Road Primary School, we aim to ‘**provide a secure and nurturing environment in which children achieve, rise to challenges, learn and grow with pride and confidence.**’

Staff and Governors are committed to meeting our obligation with regards attendance, through our whole school culture and ethos that values good attendance, including:

- ✓ Promoting good attendance
- ✓ Reducing absence, including severe and persistent
- ✓ Ensuring every child has access to the full-time education to which they are entitled
- ✓ Identifying patterns of absence at an early stage and acting early to address these
- ✓ Building strong relationships with families to ensure pupils have support in place to attend school and working with pupils and their families to address any barriers to attending.
- ✓ We will also promote excellent punctuality and support those pupils and families where there are barriers to arriving in school on time every day.

Working together to Improve Attendance

New department for education for maintained schools came into effect 19th August 2024. Its aim is for all schools to ‘***promote an effective whole school culture of high attendance***’ this will be ‘***underpinned by clear expectations, procedures and responsibilities.***’

At Devonshire Road Primary School we will ensure that all Governors, leaders, staff, pupils and parents/carers understand our expectations. These expectations are clearly set out within this policy.

Roles and Responsibilities

Full Roles and Responsibilities will be clearly set out within the new Policy for Attendance and Punctuality. The whole school community will have clear responsibilities, including The Governing Board, the Head Teacher, the Learning Mentor, the attendance officer,

classroom staff, the admin team, parents/carers and pupils. The Local Authority will also have responsibilities to support school and parents/carers with attendance issues.

Further information about the responsibilities of parents/carers, the school and the Local Authority can be found [here](#)

Our School Day

Doors open: 8:45am
Early Morning Task: 8:45-9:00am
Lessons begin: 9:00am

- ✓ Pupils are able to go to their classrooms from **8:45am** each morning via the appropriate year group entrance
- ✓ Early morning tasks will be completed until registration at **9:00am**
- ✓ Doors and gates close at **9:00am**, pupils arriving after that time should enter through the main gate and report to the school office.
- ✓ Pupils arriving between **9:00 and 9:05am** will be recorded as 'late', this does not impact on percentage attendance, however, late marks are monitored closely and interventions may be implemented.
- ✓ Pupils arriving after **9:05am** will receive an unauthorised mark for that morning's session.

School Contacts

- ✓ Mrs E. Hodge, the Head Teacher, is the Senior Attendance Champion, responsible for the strategic approach to attendance in school, this includes implementing interventions for those children who are persistently or severely absent. She can be contacted by telephone or email via the school office.
- ✓ Mrs D. Hall, the Learning Mentor, deals with the day to day processes for managing attendance, for example; home visits, complex reasons for absence, processes to follow up unexplained absence. She is also responsible for monitoring the attendance of those children who are at risk of becoming persistently absent. She can be contacted by telephone or email via the school, alternatively by email at halld@devonshire.bolton.sch.uk.

- ✓ Miss L. Kilshaw, deals with attendance on a day to day basis, if you need to report an absence either telephone (01204) 333614 or via the MCAS App.
- ✓ Class teachers and teaching assistants are available to support pupils and parents/carers who have a concern about attendance. They can be contacted at the cloakroom door at the end of the day or by telephone or email via the school office.

Celebrating Good Attendance

At Devonshire Road Primary School we have created a whole school ethos that regularly celebrates good and outstanding attendance. It is expected that all pupils should attend school every day and arrive on time. Therefore, all children have a 100% attendance target.

There are many ways that the school celebrates good attendance:

- ✓ **Class based incentives** – awards for excellent attendance will be displayed proudly in class
- ✓ **Class of the Week** – each week, the class with the highest overall attendance are presented with a trophy during Celebration Assembly, they keep this for the week. Every child in that class will also receive a 'good attendance' pin badge
- ✓ **Termly Attendance Draw** – at the end of each term, children with 100% attendance for that term are put into a draw for a £50 gift voucher. Children with 97% attendance and above go into a draw for a £25 gift voucher.
- ✓ **Exceptional Attendance Award** – at the end of the academic year we take a close look at attendance of year 6 leavers, those with excellent attendance throughout their Devonshire Road Primary School life receive a prize.



Communication with Parents/Carers

Regular communication with parents/carers to celebrate good attendance and also to address attendance concerns is vital. We communicate in a variety of ways:

- ✓ Notice boards
- ✓ Newsletter
- ✓ Texting
- ✓ Email
- ✓ School Website
- ✓ Telephone Calls
- ✓ Letters Home
- ✓ Face to Face discussions and meetings.

Day to Day Procedures

Parents/Carers:

- ✓ Ensure their child attends school every day and on time
- ✓ Contact school on 01204 333614 or via the MCAS APP by 9am if your child is going to be absent due to illness.

Administration Staff:

Text parents/carers by 9:15am for any child who is absent where a reason hasn't been provided.

Inform Early Intervention service, by 9:30am, if a child with social care involvement is absent.

Learning Mentor:

Will contact parent/carer by telephone if there has been no contact/satisfactory response to absence text.

Where we have been unable to contact a parent/carer with regards their child's, the Learning Mentor will carry out a home visit.

Leave of Absence Request:

- ✗ School does not authorise leave for holidays in term time
- ✓ If your child is going to be absent for reasons such as; medical/dental appointments, certain dance, music or sporting exams, competitions, school visits and a day of religious observance, you must notify the school office and provide evidence to support your request.

Interventions

School leaders and governors regularly monitor school attendance data. Interventions will be put in place for any children about whom the school has attendance concerns. In the most part these interventions will be implemented for children with persistent or severe levels of attendance, however, it may be necessary to put interventions in place sooner,

for instance if there have been a noticeable amount of late marks whether 9:00-9:05am or after register closes. Types of interventions include:

1. Notification letter sent to parents/carers to explain that their child's attendance has dipped below 95%.
2. Meeting in school with parents/carers to work through barriers and offer support.
 - a. Additional nurture support for children in school where needed
 - b. Celebration opportunities for improved attendance in school (e.g. sticker chart with incentives)
3. Attendance action support plans which are reviewed every 6 weeks
 - a. Sometimes it will be appropriate to involve other professional e.g. The School Nurse or Bolton Mental Health School Team

When the above isn't having an impact, we will work with the Early Intervention Team (part of Bolton Safeguarding) and possibly initiate the following:

4. LA fines
5. Parenting order
6. Education supervision order
7. School attendance order
8. Prosecution
9. Loss of school place

Penalty Notices

Parents and carers need to be aware that in some circumstances, the school must consider requesting the Local Authority issues a penalty notice.

A penalty notice can be issued where there are 5 or more days (10 sessions) of unauthorised attendance over a rolling 10 week period.

A penalty notice is £80 per parent/carer per child. The fine goes up to £160 if it is not paid within 21 days. For a second penalty issued to a parent/carer for the same child within a rolling 3 year period, the penalty will be charged at a higher rate of £160.

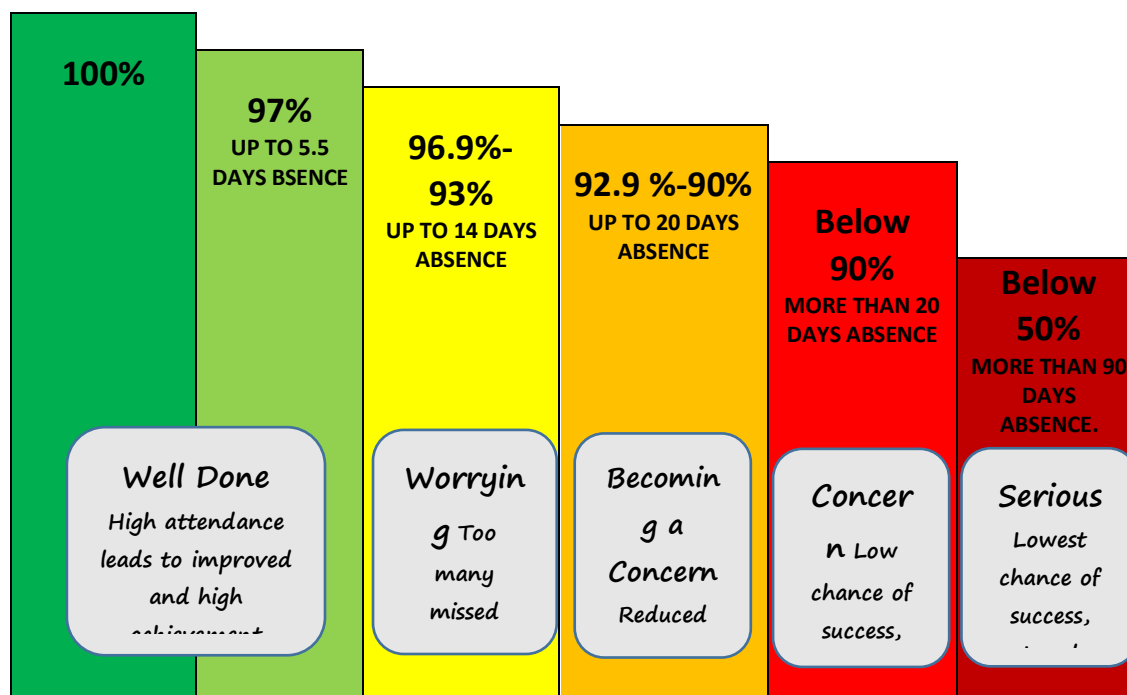
More information about penalty notices and further legal intervention can be found in the DfE statutory guidance, [Working Together to Improve School Attendance](#).

Absence Definitions and Intervention

Definition	Intervention
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Late Arrival 9:00-9:05am	Monitored and letter to parent/carer Friday informing of minutes missed due to lateness
Late Arrival after 9:05am	Unauthorised mark for the morning sessions, letter to parent/care Friday informing of minutes and sessions missed and warning that a penalty notice may be issued.
Off Site Educational Activity	No intervention required – for example speech therapy
Authorised Leave of Absence	No intervention – for example, immediate family member funeral (one day). Absences are authorised by the Head Teacher on a case by case basis
Illness	Early Help referral to school nursing team for frequent sickness absence.
Medical Appointment	Wherever possible these should be booked outside of school hours. Evidence of the appointment is required.
Unauthorised Holiday	Term time holidays are not permitted and will not be authorised (unless certain exceptional circumstances exist). Parents/carers will incur a penalty if the absence exceed 4.5 days.
Unauthorised Absence	An unauthorised absence occurs when school does not receive a sufficient reason for a child's absence. Ultimately, the head teacher has discretion when deciding whether an absence will be authorised.
Religious Observance	School will authorise one day for religious observance if the official religious celebration falls during term time. Further days may be authorised at the head teacher's discretion.

How we Rate Attendance



Absence From School Children are required by law to attend school 190 days per year. The Government states that every pupil's attendance should be at least 95%.	How many lessons could be missed?		
	Attendance %	Days Missed	Lessons Missed
	95%	9 days	50 lessons
	90%	19 days	100 lessons
	85%	29 days	150 lessons
	80%	38 days	200 lessons
	75%	48 days	250 lessons
	70%	57 days	290 lessons
	65%	67 days	340 lessons

Legislation and Guidance

Devonshire Road Primary School attendance procedures meet the requirements of Department for Education Guidance and are developed following relevant legislation. The links below provide further information:

Working Together to Improve School

School Attendance; Parental

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections

The Education (Parenting Contracts and

The Education (Penalty Notices) (England)



Appendix:

Re: monitoring attendance

Dear parent/guardian,

We understand that children/young people may occasionally miss school for various reasons. Sometimes this is related to their health, attending appointments or a range of other school/family related factors.

At school our primary goal is to create a safe and supportive school community where your child can thrive. Regular attendance throughout the year is essential for children to get their full educational entitlement and also to experience a sense of belonging within the school community. There is a great deal of current research available which clearly shows that even quite low levels of absence have a negative impact on achievement and can impact a child's personal wellbeing.

As part of our ongoing monitoring/attendance review of all students, we have noticed that your child's attendance has dipped below 95%. Hopefully, this will improve in the Spring Term. However, if you need any support with your child's attendance, please let either myself or Mrs. Hall know and we will be happy to work with you.

Yours sincerely,

Mrs E. Hodge,
Headteacher

Re: concerning attendance

Dear parent/guardian,

We understand that children/young people may occasionally miss school for various reasons. Sometimes this is related to their health, attending appointments or a range of other school/family related factors.

At school our primary goal is to create a safe and supportive school community where your child can thrive. Regular attendance throughout the year is essential for children to get their full educational entitlement and also to experience a sense of belonging within the school community. There is a great deal of current research available which clearly shows that even quite low levels of absence have a negative impact on achievement and can impact a child's personal wellbeing.

As part of our ongoing monitoring/attendance review of all students, **we have become concerned about your child's attendance as it has now dropped below 90%.** With this letter, you should receive a breakdown of attendance and absences. We will now monitor this carefully and hopefully, attendance will improve in the Spring Term. If there isn't an improvement then I will request a meeting so that we can put an action plan in place.

If you need any immediate support with your child's attendance, please let either myself or Mrs. Hall know and we will be happy to work with you.

Yours sincerely,

Mrs E. Hodge,
Headteacher