



# **Newbridge Primary School**

## **Attendance Policy**

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Role: Deputy Headteacher  
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Date reviewed: January 2025  
Review date: Every two years

**This is a statutory policy:**

It is statutory for schools to have an attendance policy. This policy meets current guidance, [Working together to improve school attendance \(applies from 19 August 2024\)](#).

It is statutory to have a home school agreement as set down in Section 110 of the School Standards and Framework Act 1998.

Section 175 of the Education Act 2002 places a duty on governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

**Policy Review dates**

Review Date	Changes made	By whom	Date Shared with staff
January 2023	Policy adapted in line with Working Together to Support School Attendance May 2022 which will become statutory no sooner than September 2023.	Jacky Hansard	Governors July 2023 Staff September 2023
September 2023	Issuing of Fixed Penalty Notices included	Jacky Hansard	Governors July 2023 Staff September 2023
September 2024	Policy adapted in line with Working Together to Support School Attendance August 2024. U codes are unauthorised absences. Attendance Support Meetings can be held in parental absence. A referral to the AWSS, would include supportive measures but also could have legal implications. Links to Fixed Penalty Notice information for parents added. SEND and Part-time timetables added. Wording of School Strategy for Improving School Attendance table updated. Attendance Process Steps table	Jacky Hansard	Governors October 2024 Staff/Parents November 2024 Updated version on website January 2025

**Rationale**

For a child to reach their full educational achievement a high level of school attendance is essential. Newbridge Primary School is committed to providing a high-quality education for all pupils and endeavours to provide an environment where all pupils feel valued and welcome.

Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all and it is the school's duty to consistently strive to achieve a high attendance rate for all children. Every opportunity will be used to convey to pupils and their parents or carers, the importance of regular and punctual attendance.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

**High levels of attendance are important because:**

- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, learning and friendships easier.
- Regular attenders find learning more satisfying.
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

**Aims**

- To promote good attendance and reduce absence, including persistent absence.
- To ensure every child has access to full-time education.
- To act early to address patterns of absence.
- To inform the Local Authority Attendance & Welfare Support Officer (AWSO) where there is a concern.

**Partnership with parents and carers**

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

High levels of attendance are supported by working in partnership with parents and carers. The school will work in partnership with parents to improve attendance. We will expect high levels of attendance, rigorously monitor attendance data, listen and understand any barriers to attendance and agree how to resolve them, where absence persists, facilitate support, and where necessary enforce attendance through statutory intervention or prosecution.

**The following roles must be fulfilled in order to ensure all pupils have access to a full-time education reach and to reach the school's attendance target:****Newbridge Primary School:**

Newbridge Primary School understands that attendance is the essential foundation to positive outcomes for all pupils and attendance is seen as everyone's responsibility. We will proactively manage and improve attendance. We will maintain a whole school culture that promotes the benefits of high attendance.

We will work to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.

We recognise the importance of good attendance and, alongside good behaviour, make it a central part of the school's vision, values, ethos and day to day life.

**Class teachers are responsible for:**

- Completing daily registers in the morning and afternoon.
- Informing the Deputy Headteacher where there are concerns.
- Providing background information to support referrals.
- Promoting the importance of good attendance and punctuality.
- Discussing attendance issues at consultation evenings, where necessary.

**Deputy Headteacher**

Mrs Hansard, Deputy Headteacher, is the senior leader responsible for the strategic approach to school attendance and the school's Senior Attendance Champion together with Gill Kennaugh, the Headteacher. Mrs Hansard can be contacted via the school office on 01225 421675 for more detailed support on attendance.

**Deputy Headteacher is responsible for:**

- Overall monitoring of school attendance.
- Identifying trends in authorised and unauthorised absence.
- Contacting families where concerns are raised about absence, including arranging meetings to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised.
- Consider the attendance of all groups.
- Working closely with the school administration team to be aware of any attendance concerns.
- Making referrals to the Attendance and Welfare Support Service (AWSS).
- Providing reports and background information to inform discussion with the school's A&WSO.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Ensuring proper safeguarding action is taken
- Sharing information and working collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent and severe.
- Offering a clear vision for attendance improvement, evaluating and monitoring expectations and processes, oversight of data analysis, and communicating messages to pupils and parents.

**Administration staff are responsible for:**

- Collating and recording registration and attendance information.
- Taking and recording messages from parents/carers regarding absence and ascertain the reason for absence
- Updating SIMS with information of contact with parents/carers and information regarding a child's attendance
- Implementing day to day processes in place to follow-up absence.
- Updating the SIMS system with relevant details when children are late, absent or leave early.
- Contacting parents/carers of absent children where no contact has been made, daily, before 9.30 am.
- Following up unexplained absence and liaise with the Deputy Headteacher.
- Recording details of children who arrive late or go home.
- With the Deputy Headteacher, keeping an overview of group and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/carers.
- With the Deputy Headteacher, sending out standard letters and forms regarding attendance and booking meetings as required.

**Parents and Carers are responsible for:**

- Performing their legal duty by ensuring children of compulsory school age, who are registered to the school, attend regularly and are punctual for each session.
- Contacting the school office staff on [enquiries@newbridge.bathnes.sch.uk](mailto:enquiries@newbridge.bathnes.sch.uk) or 01225 421675 to report absence on each day of the absence before 9.30 am.
- Informing the school in advance of any emergency medical appointments in school time (for an absence to be recorded as a medical absence, the school requires evidence, e.g. appointment card/letter).
- Making requests 2 weeks in advance for leave of absence in term time, with supporting evidence where required.
- Talking to the school as soon as possible about any child's reluctance to come to school in order for concerns to be dealt with quickly.
- Providing two emergency contact numbers for their child.

**The governing body is responsible for:**

- Recognising the importance of attendance
- Ensuring leaders fulfil expectations and statutory duties
- Reviewing data, challenge trends and support improvement efforts
- Ensuring adequate training on attendance
- Identifying a link governor for attendance

**The Local Authority is responsible for:**

- Supporting the school in line with the DfE Working Together to Support School Attendance.

**Attendance procedures****Attendance figures:**

Each term the school discusses attendance data with the Local Authority. The Deputy Headteacher, in consultation with the Headteacher, takes action where necessary. Attendance targets are set for the academic year.

**Registration procedures:**

The school attendance register is maintained on SIMS for each class in alphabetical order and is updated by office staff with changes to the school roll as they arise.

Registers must always be complete and accurate; they provide the daily record of the attendance of all pupils and are documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school. The figures also contribute to pupils' end of year reports.

**Punctuality/Lateness**

The beginning of the school day is an important time to ensure that children are settled, organised and ready to start learning. Poor punctuality not only has an impact on an individual's ability to begin learning but can impact on the rest of the class if the class teacher has to spend time supporting latecomers.

At our school, we expect children to arrive at school on time and the Headteacher and Deputy Headteacher will monitor children's arrival at school on a weekly basis. The Headteacher and/or the Deputy Headteacher will contact the parents/carers of any child who is persistently late to discuss and resolve any barriers that may be preventing a child from attending school on time.

**Late before register closes (L)**

School gates will open at 8.45am and all pupils are expected to be on the school site by 8.53am and in class by 8.55am. All pupils are expected to be in school for registration at 8.55am. A pupil who arrives after this time, but before the register is closed, will be marked Late (L). Registers close at 9.10 am.

**Late after register closes (U)**

A child who arrives once the register has been closed by the teacher should be marked 'late after registration' (U). If the child arrives in the classroom, then the class teacher should contact the office immediately or direct the pupil to the school office to notify office staff that the child is in school but needs to be marked 'late after registration' (U). U codes are unauthorised absences.

A pupil arriving late will be admitted by a member of the office staff via the electronic gate. If the pupil is accompanied, the parent or carer should give a reason for the lateness which will be recorded on SIMS.

The class teacher needs to inform the Deputy Headteacher if they are concerned about a pupil's punctuality. Where persistent lateness occurs, the Deputy Headteacher will agree what action should take place. This could be in the form of a meeting with parents/carers or a letter sent to parents/carers.

**End of the School Day.** The school day ends at 3.15pm.

## **Absence**

Regular attendance at school is a parent/carer's legal duty. Staff and Governors believe it of the utmost importance that children attend regularly. In this case, staff have a responsibility to share any concerns they may have regarding attendance with the Deputy Headteacher or Headteacher.

On any day a child is absent from school, the parent/carer should inform the school on [enquiries@newbridge.bathnes.sch.uk](mailto:enquiries@newbridge.bathnes.sch.uk) or by telephone on 01225 421675 before 9:30am. This also includes subsequent consecutive days absent with the same illness. The reason for absence will need to be shared and will be recorded. If the school is not informed by the parent/carer, the absence will be deemed as unauthorised.

A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent/carer is not an acceptable reason for absence. e.g. the parent is ill and unable to bring the child to school.

The school monitors attendance on a regular basis and works closely with the Local Authority Attendance and Welfare Support Officer when there is a concern. Parents/carers will be informed of their child's low attendance level by letter and may be invited to discuss their child's attendance when:

- A child is absent for two consecutive days without explanation.
- A child is absent for five school days or more with an unsatisfactory explanation.
- A child's attendance falls below 90% (equivalent to one session absence per week).
- 90% attendance is viewed as persistent absenteeism

Where necessary, if attendance is of concern, the school will discuss the case and next steps with the A&WSO.

It is likely that at this stage the school will write to the parents informing them of the low attendance and may request a meeting, to review the child's attendance. Unless there are specific reasons to meet promptly, we will aim to give 48 hours' notice of these meetings. At this meeting, attendance support and targets will be set and reviewed by both the Headteacher over a set period.

If the parent/carer does not attend and the school has not received any apologies, then the Attendance Support Meeting will continue in their absence. A plan will be drawn up based on the information available. A copy of any plan will be sent to all relevant parties.

If the pupil's attendance fails to improve, then the Deputy Headteacher will liaise with the A&WSO and follow their advice on the next stage of proceedings. This could include a referral to the AWSS, which would include supportive measures but also could have legal implications.

## **Special Educational Need & Disabilities**

Pupils who have Special Educational Need and Disabilities have the same right to an education as any other pupil. Our Sendco will advocate for these children and, alongside the Senior Attendance Champion, will offer additional support to pupils as needed. We have the same attendance ambitions for SEND pupils as any other pupils.

## **Emotionally Based School Avoidance**

We are mindful of pupils who may struggle to attend due to mental health needs and work with families to provide additional support.

We work closely with the Local Authority Educational Psychology Service to develop our understanding of, and support around Emotional Based School Avoidance (EBSA) and this includes membership of the BANES EBSA Steering Group.

## **Temporary Part-Time Timetables**

In very exceptional circumstances, where it is in the pupil's best interests, the school may agree a temporary, time-limited, part-time timetable. School will agree with the parent the times and dates when the pupil is expected to attend and this arrangement will be regularly reviewed and time limited.

## **Children missing from education**

A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will make an immediate referral to the local authority children's social care team, and the police, if the child is in immediate danger or at risk of harm.

The Administration staff and the Deputy Headteacher monitor attendance on a regular basis and work closely with the LA Attendance and Welfare Support Officer when there is a concern.

The school follows the Bath and North East Somerset procedures for reporting absence/children missing from education. The school's Attendance and Welfare Support Officer can be contacted via [awss@bathnes.gov.uk](mailto:awss@bathnes.gov.uk)

If staff have any concerns regarding attendance this should be brought immediately to the attention of the DSL. After two consecutive days of absence without reason and the school trying to make contact, may inform the Local Authority. If a child is subject to a Child Protection Plan or CHIN, we would contact the named social worker immediately.

## **Safeguarding**

The school will follow the Newbridge Primary School Safeguarding policy. When a child is persistently absent without good reason and parents/carers do not proactively engage with support offered, and

the school has concerns for the child's welfare, in line with our safeguarding procedures, the school will refer to Children's Social Care and the police if deemed necessary for a welfare check.

### Requesting leave of absence

Only exceptional circumstances warrant a leave of absence. Leave of Absence forms can be obtained by parents/carers from the school website or office. All requests should be submitted to the school office for the attention of the Deputy Headteacher, detailing the exceptional circumstances, at least two weeks before the first day of intended absence. All requests will be treated on a case-by-case basis. If parents do not apply for leave of absence in advance, the absence must be recorded as unauthorised.

### Family holidays during term time

Time off school for family holidays is not a right and Newbridge Primary School cannot authorise holidays/leave from school unless there are exceptional circumstances.

In the event of a holiday, it is not considered appropriate to ask a child to 'catch up' due to time missed or for work to be provided by the class teacher for the duration of the holiday.

### School strategy for improving attendance

Improving attendance cannot be seen in isolation. Effective practices for improvement will involve interaction with the school's efforts on curriculum, behaviour, bullying, special educational resources including Pupil Premium.

<b>Expect</b> We aspire to high standards of attendance and this is communicated to parents and carers. We build a culture where pupils want to be in school. The importance of attendance is promoted with families via the newsletter.
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<b>Monitor</b> Absences and attendance are analysed daily by the class teacher, admin staff and deputy & headteacher. Reasons will be sought for any unexplained absence. Attendance data is used to target support for attendance improvement to pupils or pupil cohorts that need it most. Attendance data is monitored and regular reports are made to the governing body.
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<b>Listen and Understand</b> We are committed to working closely with parents to support attendance and to access the support needed to overcome barriers to attendance.
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<b>Facilitate Support</b> Remove barriers in school and help families access support to overcome barriers out of school. This may include Early Help or a family plan. The Deputy Headteacher meets termly with the AWSO to monitor attendance data and for advice on supporting attendance.
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<b>Formalise support</b> Where absence persists and voluntary support is not engaged with, partners will work together to explain the consequences and ensure support is in place to enable families to respond. This may include formalising support through an attendance contract. Wider support services will be accessed to remove barriers to attendance in order to reduce persistent and severe absence, this will be in conjunction with the AWSO.
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<b>Enforce</b> Where all others have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice or prosecution to protect the child's right to an education.
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### Fixed Penalty Notices

Fixed Penalty Notices may be requested. Penalty notices would be issued in line with the BANES Code of Conduct. For further information:

**BANES Website for parents** – Penalty Notice advice and code of conduct.  
[https://beta.bathnes.gov.uk/pay-penalty-notice-non-attendance-school-Information-for-Parents-and-Carers-August-2024-1\).docx](https://beta.bathnes.gov.uk/pay-penalty-notice-non-attendance-school-Information-for-Parents-and-Carers-August-2024-1).docx) (live.com)



