



Battle Primary Academy  
Empowering Opportunity

Name of Policy	Attendance Policy
Scope of Policy	All pupils at Battle Primary Academy
Approved by	Principal
Date of Approval	March 2022
Review period	Two Years
Review Date	March 2024

GROWING STRONGER TOGETHER



**THAMES LEARNING  
TRUST**

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## 1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

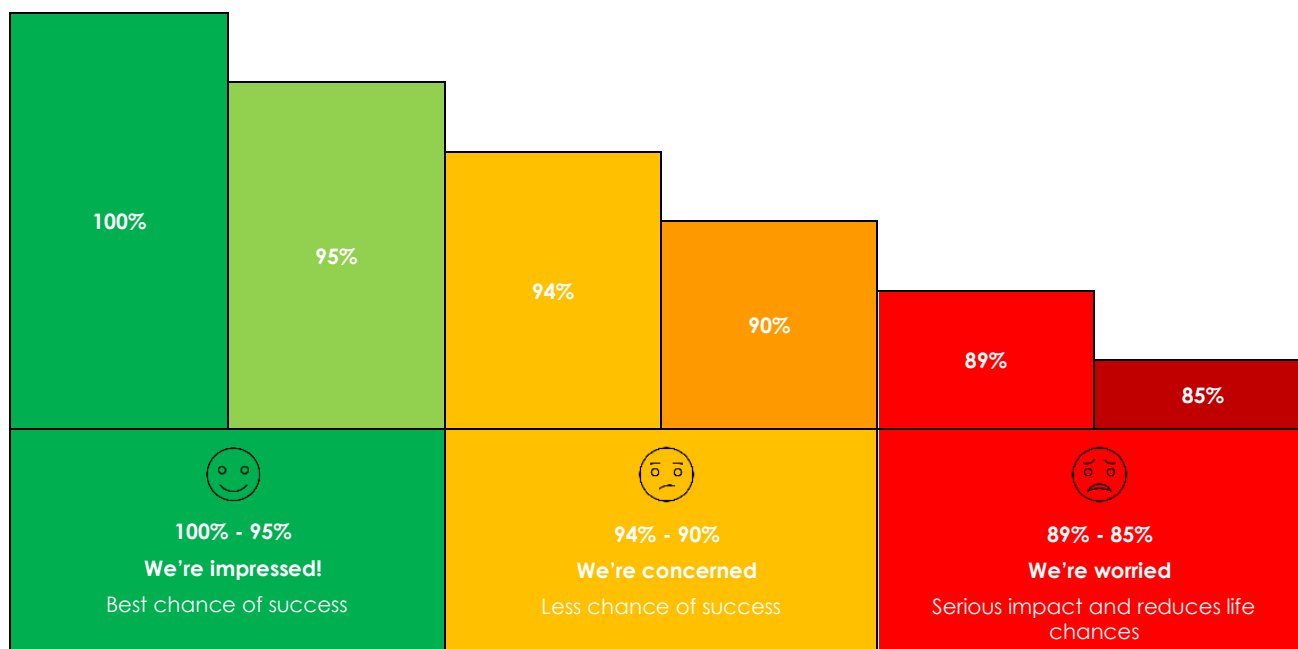
Good attendance means being in school at least **95% of the time (180 days or more)**



Our school attendance target is **95% and above**

There are **365 days** in a calendar year. **175 days** are **non-school** days which can be used for family time, visits, holidays and shopping.

		190 School Days in Total	No. of lessons missed over a year	No. of days absent over a year	No. of weeks absent over a year
<p><b>We're impressed!</b></p> <p>Best chance of success</p>	100% attendance	190 days	0	0	0
	95% attendance	180 days	50 lessons	10 days	2 weeks
<p><b>We're concerned</b></p> <p>Less chance of success</p>	94% attendance	179 days	55 lessons	11 days	Over 2 weeks
	90% attendance	171 days	95 lessons	19 days	Nearly 4 weeks
<p><b>We're worried</b></p> <p>Serious impact and reduces life chances</p>	89% attendance	169 days	105 lessons	21 days	Over 4 weeks
	85% attendance	161 days	145 lessons	29 days	Nearly 6 weeks



## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold, and it complies with our trust's funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The Board of Trustees

The Board of Trustees is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

### 3.2 The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

### 3.3 The attendance lead

The school attendance lead:

- Monitors attendance data at the school and at an individual pupil level
- Reports concerns about attendance to the Principal
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Principal when to issue fixed-penalty notices

### 3.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

### 3.5 School admin staff

School admin staff are expected to take calls/emails from parents about absence and record it on the school system.

### 3.6 Parents/carers

Parent/carers are responsible for:

- being aware of school attendance procedures through the school attendance policy

Section 7 of the Education Act 1996 requires parents of compulsory school age children to ensure their children receive a suitable full-time education. If a child is registered at school, parents have the legal responsibility for ensuring that:

- Their child attends regularly
- Their child is in school ready to learn by 8.55 a.m.
- They avoid medical and dental appointments during the school day
- They take holidays during school holiday periods
- They inform school of absence daily or give an expected return date • Any applications for leave of absence during term time are made in advance
- They work alongside the school and Local Authority to improve lateness and attendance

The school encourages families who are experiencing difficulties with attendance to contact the school and seek support as early as possible.

For help regarding absence, parents can contact:



Catherine Hudson (Inclusion Manager) on 0118 9375421.

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session (AM) of each school day and once during the second session (PM). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils in **Nursery** must arrive in school by **08:30 for the AM session** and **12:30 for the PM session**.

Pupils in **Reception to Year 6** must arrive in school at **08:45** on each school day.

The register for the first session (PM) will be taken at **08:45** and will be kept open until **08:55** in class

The register for the second session (PM) will be taken at 12:30 for Reception and Year 1, 13:00 for Year 2 and 3, and 13:30 for Year 4 to 6. They will be kept open for 5 minutes.

## 4.2 Unplanned absence

If a child is ill parent/carers must notify the school on the first day of an unplanned absence between 07:30 - 08:15 or as soon as practically possible (see also section 7).



Ring the school office on **0118 9375421**



Email the office on [battleadmin@battleprimary.co.uk](mailto:battleadmin@battleprimary.co.uk)

We will mark absence due to illness as authorised unless we have a genuine concern about the authenticity of the illness or attendance is below 90%.

If the authenticity of the illness is in doubt or attendance is below 90% we may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. You will be required to provide proof of the appointment if your child's attendance is below 90%. If proof is not supplied the absence may be marked as unauthorised.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary and should attend before and after the appointment.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

## 4.4 Lateness and punctuality

Gates will **close** by **08:55**.

If your child arrives after this time they should enter through the main office:

A pupil who arrives late:

- **before** the register has closed 09:05 will be marked as **late** using the **L** code.
- **after** the register has closed 09:05 will be marked as **absent** using a **U** code which is an unauthorised absence.

The admin team record all late arrivals and time of arrival. If there are problems with which continue, parents will be invited to a meeting with the Inclusion Manager to discuss any difficulties and areas of support that may be required.

#### **4.5 Following up absence**

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent/carer to ascertain the reason; by text message in the first instance in the morning session, followed by a telephone call at the end of the day
- Ensure proper safeguarding action is taken where necessary including contacting any external partners who work with the family
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

#### **4.6 Reporting to parents/carers**

The school reports to parents/carers on their child's attendance record annually in the written end-of-year report and also verbally during termly parent/carer meetings. You may also receive a termly written report if your child's attendance is below 95%.

### **5. Authorised and unauthorised absence**

#### **5.1 Approval for term-time absence**

Headteachers will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at Ms BurrIDGE's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

#### **5.2 Reducing persistent absence**

The school will send out persistent absence letters each half term and will arrange meetings with Catherine Hudson, Inclusion Manager where there are concerns. The meeting is an opportunity discuss any difficulties or concerns a family may have which is leading to the persistent absence.

#### **5.3 Legal sanctions**

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences already occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

Penalty notices can be issued by a headteacher, local authority officer or the police.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## 6. Strategies for promoting attendance

The school uses the following strategies for rewarding and improving attendance:

- Weekly attendance trophies in assemblies
- 100% attendance certificates each term plus a reward

## 7. Attendance monitoring

The attendance lead at Battle Primary is Catherine Hudson (Inclusion Manager) and she monitors pupil absence on a daily & weekly basis depending on their child's prior attendance.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

If a pupil's absence goes above **3 days**, we will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continue to rise after contacting their parent/carer, we will consider involving an education welfare officer and putting the child on a 6 week attendance plan.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. At this point the child will be put on a six-week school attendance plan.

### Attendance plan

Pupils with unexplained poor attendance or persistent absenteeism (below 90% attendance) will be placed on a six-week school attendance plan. Parents will be invited to meet with the Inclusion Manager. The school will work with the family to support regular attendance and offer assistance where the family are experiencing difficulties. We are also able to sign post families to further support from outside partner agencies. If a pupil has 6 absences NOT considered exceptional (3 days) and/or 95% attendance is not achieved during this period a warning letter may be issued. Parents will be invited to attend an attendance panel with the Inclusion Manager and Education Welfare Officer. Further absence may result in a prosecution being pursued through the local authority

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the Board of Trustees.

The school collects and stores attendance data on SIMS and this may be used for internal purposes. For example, to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum of two years by Catherine Hudson (Inclusion Manager). At every review, the policy will be approved by the full Board of Trustees.

## **9. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy



## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised absence		
Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

<b>Unauthorised absence</b>		
<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code will be amended when the reason emerges, or replaced with code O if no reason for absence has been provided)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day