



*Journeying together with God*

**Bramley St Peter's C of E (VA)  
Primary School**

**ATTENDANCE POLICY**

*Ratified by the Governing Board on 12<sup>th</sup> November 2025*

*To be reviewed every 2 years.*

*Review due 12<sup>th</sup> November 2027*

## Ethos

Excellent attendance is the key to ensuring that children and young people have the best life chances and opportunities. Pupils need to attend regularly to take full advantage of the educational opportunities open to them. Regular attendance also has a positive impact on children's well-being and can support the development of positive attitudes, behaviours and social responsibility. Insistence upon good attendance is an important part of our safeguarding work. It is the responsibility of school, parents/carers and the pupils to work in partnership to ensure that all our children and young people receive an appropriate education suitable to their needs: in line with our school vision of 'Journeying together with God'. Our approach to attendance is also informed by our core values: nurture, discover and respect.



## Attendance at BSP

### *Journeying Together with God*



#### **Nurture**

Good attendance begins with school being somewhere children want to be. We know that to secure good attendance, the foundation must be to provide a culture where all children feel valued, safe and heard. At BSP we create a calm, inclusive and supportive environment where all children can learn and achieve their full potential.

#### **Discover**

It is essential that children are engaged in their learning. At BSP, we encourage children to explore new ideas, subjects and experiences. When children come to school every day they have the chance to develop new skills and are given the opportunity to grow.

#### **Respect**

We teach children to respect each other. This respect builds connections with the school community giving children a sense of belonging. When parents bring children to school each day and on time this helps the children to demonstrate respect for themselves and their own learning.

## Objectives

### **For parents/carers to support attendance by:**

- ensuring that their children attend school regularly.
- contacting school on each day of a child's absence
- ensuring that their child/ren arrive in school on time.
- ensuring that their child/ren are well prepared for the school day, in uniform and with any necessary equipment.
- booking holidays outside of school time.

### **For pupils to:**

- attend school regularly and punctually.
- arrive with all they need for the school day.

### **For school to:**

- ensure regular, efficient and accurate recording of attendance and punctuality.
- make contact with parents/carers when a child is absent and have not contacted school
- conduct home visits for safeguarding purposes

- follow up children where a regular pattern of absence or an unusually large number of absences occurs to establish and rectify the cause.
- gather pupils' views on attendance
- work in partnership with parents/carers to identify and reduce/remove any barriers to good attendance.

## **Responsibilities**

### **Headteacher**

- To oversee the policy.
- To ensure attendance information is part of a report to the Governing Board.
- Ensure that attendance and punctuality have a high and positive profile for pupils, parents/carers, staff and governors.

### **Attendance Champion**

- To have overall responsibility for championing and improving attendance.
- Ensure there is a clear school attendance policy on the school website which all staff, pupils and parents/carers understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Oversee the school procedures for attendance and punctuality.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Support and work with the Pastoral and Safeguarding Lead and other staff members responsible for attendance on matters of attendance and punctuality.
- Maintain and review the school attendance policy in consultation with the Headteacher and governors.
- Ensure that attendance and punctuality have a high and positive profile for pupils, parents/carers, staff and governors.
- With the Pastoral and Safeguarding Lead, provide data analysis results when required.
- Liaise with the Attendance Governor and ensure termly meetings prior to the Pupil Support Committee.

### **Pastoral Team**

- Monitor attendance and punctuality on a daily basis, including the management of first day contact; supported by admin staff in the first instance (see Appendix 1)
- Update data and absence codes in the attendance module of SIMS.
- Ensure that attendance and punctuality maintain a high profile in the school.
- With the Attendance Champion, provide data analysis results when required.
- Liaise with Bramley Cluster and BCL.
- 'Signpost' support for parents/carers when necessary, including referrals for Family Support.
- Refer to Children Missing Education Team as required.
- In consultation with Attendance Champion, undertake home visits for *some* absent pupils: e.g. persistent absentees/vulnerable families/where no reason has been provided/when the pupil has not been seen for a period of time/when there has been no contact from the family

### **Class teachers**

- Accurately complete online registers at the beginning of each session in accordance with school procedures.
- Encourage children to be regular, punctual attendees.
- To communicate any letters, messages from the office or verbal messages from parents/carers verbally or via email, so that absences can be coded correctly.

- Check that children arriving after the register has been taken have come through the main door by the office.

### **Administrative Staff**

- Record telephone and personal messages from a responsible adult and input information on to SIMS.
- Produce N code report, communicate this with attendance team member on call that day by 9.30am
- Ensure that the registers are prepared and kept up-to-date.
- Accurately complete admission and attendance registers.
- Input data onto SIMS for pupils who arrive late.

### **Governors**

- To publish attendance statistics as required by government regulations.
- Ensure that the attendance policy is adhered to.
- To regularly review attendance data at meetings, agree targets for improvement and monitor whether they are achieved.
- Liaise with the Attendance Team.

### **Parents/Carers**

- Ensure their children attend school every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible if their children are to be unexpectedly absent e.g. sickness
- Only request leave of absence in exceptional circumstances and do so in advance using the appropriate paperwork.
- Book any medical and dental appointments around the school day where possible, including for themselves.

### **The Law**

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority (section 444 of the Education Act 1996). A school must report to the DfE absences; authorised and unauthorised.

#### **Authorised absence includes:**

- illness
- medical/dental appointments (where proof is seen of the appointment and an alternative outside of school hours is not possible)
- religious observance
- other exceptional circumstances approved by the Headteacher e.g. family bereavement, snow – where a 'Y' code is inputted.

#### **Unauthorised absence includes:**

- day off for a birthday
- shopping/haircut in school time
- looking after a sibling
- sleeping in
- being absent because a family member in the household is unwell

## **Holidays in term time**

Schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday in term time. Requests for leave can only be granted in exceptional circumstances and a holiday would not normally be considered exceptional. Any requests for absence should be made in advance using the official form, available from the school office and our website.

Parents/carers may receive a penalty notice if their child is absent from school without permission, Penalty notices are issued by Leeds City Council. Penalty notices are set out in 'Working Together to Improve School Attendance' (DFE, 2024) and are as follows:

- First offence: The first time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be £160 per parent, per child (if paid within 28 days). This amount will be reduced to £80 per parent, per child if paid within 21 days.
- Second offence (within 3 years): The second time a penalty notice is issued for term time leave or irregular attendance, the amount will be £160 per parent, per child (if paid within 28 days).
- Third offence and any further offences (within 3 years): This will not result in a penalty notice and will instead be presented straight to Magistrates Court. Magistrates Court fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates Court can show on the parent's future DBS certificate due to failure to safeguard a child's education.

Notifications of absences due to holidays taken in term time are submitted by the admin team to the Local Authority Attendance Team. Penalty Notices are then issued by this team and any money gained stays with the Local Authority for the cost of the administrative process.

## **Home Visits**

Home visits form part of our process for supporting good attendance and as part of our safeguarding policies and procedures.

The safety, welfare and wellbeing of all of our children is paramount and if we deem necessary, we will conduct a home visit. While this list is not exhaustive, these are the typical reasons we would visit a child's home:

- If parents/carers have not made contact with school
- If school are unable to make contact with parents/carers when a child is absent
- If we have not seen a child for 3 days even when contact has been made
- If a pupil is classed as a persistent absentee – below 90%
- If we have safeguarding/child protection concerns

## **Procedures for responding to poor punctuality**

See Appendix 1 for flow chart setting out procedures and time scales for responding to poor punctuality.

## **Lateness** (see appendix 1)

- EYFS and KS2 doors open at 8.40am and KS1 doors open at 8.45am. These external doors are then closed at 8.55am. If a child arrives after this time, they must go through the main office.
- Once at the office, parents/carers and the child/children will join an external queuing system which will be overseen by a staff member. They will be asked to explain their reason for lateness and may be provided with a leaflet outlining the importance of being punctual.
- Online registers are saved at 9.00 am.

- A child arriving after the register has been taken but before 9.30 am receives a late mark.
- Where children arrive late after the registers are closed, a note is made in SIMS of the time of arrival. The children are marked with a 'U' code for unauthorised absence.
- Where children are regularly late, parents/carers will be contacted and asked to come and discuss the matter with the Pastoral Team and Attendance Champion. Our link representative from BCL may join/conduct meetings under the school's direction.

### **Rewards and initiatives**

- A trophy awarded to the class with highest attendance, presented each week at the end of Monday's collective worship. At the discretion of Pastoral Team/Attendance Champion, adjustments are made where the low attendance of a particular child(ren) impacts on the class attendance percentage.
- Class name also to be displayed on an attendance board, on newsletters and on the website.
- Children who achieve 96% attendance or above for the whole academic year to receive a small prize.
- Pupils with chronic medical conditions will be given shorter, achievable attendance targets according to their needs. These targets will be set by the Attendance Team on a case-by-case basis.
- Short term rewards, which are more achievable for all, will be set on an ad-hoc basis.

These rewards and initiatives will be reviewed on a regular basis as to their effectiveness.

*Reviewed by B Linton (Deputy Head) – Oct 25*

Appendix 1 - Procedure to deal with children who are late to school.

Children to enter school through assigned door – EYFS & KS2 doors open at 8.40am and KS1 doors open at 8.45am. These doors are then closed at 8.55am.

After 8.55am children are to enter via the front door by the office. They must join a queuing system with parents and carers which will be overseen by staff member.

Child/ren enter school and go to class.

Teachers save registers at 9.00am.

CD or BO input lates onto SIMS.

LL/TB back up for this.

9.30am – register closes  
BO to check registers are saved and print off list of children not in school (N code) and contacts the families to provide a reason for absence.

LL/TB back up for this.

9.30 am - BO rings all N codes and ticks against name on the printed list.

9.45 am onwards – Assign up to 5 home visits to be conducted by BCL clearly citing reason for home visit and any concerns/questions we may have. Attendance team may also conduct home visits at this time dependent upon the case.

DHT is first back up for this.

Appendix 2 – Impact of Missing School Over Time

<b>Attendance during one school year</b>	<b>Equals days absent</b>	<b>Which is approximately weeks absent</b>	<b>Which means the number of lessons missed</b>	<b>Absences over 5 years</b>
<b>95%</b>	9 Days	2 Weeks	50 Lessons	¼ Year
<b>90%</b>	19 Days	4 Weeks	100 Lessons	½ Year
<b>80%</b>	38 Days	8 Weeks	200 Lessons	1 Year
<b>70%</b>	57 Days	11 ½ Weeks	288 Lessons	1 ¼ Year
<b>60%</b>	80 Days	16 Weeks	400 Lessons	2 Years
<b>50%</b>	100 Days	20 Weeks	500 Lessons	2 ½ Years