



Attendance Policy (Primary Learners)

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Approved by:	Nikita Boydell - Headteacher

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1. Aims

We are committed to meeting our obligation with regards to provision attendance through our whole-provision culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure learners have the support in place to attend provision

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve provision attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [provision attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern provision 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 provision census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The Executive Headteacher

The headteacher is responsible for:

- Implementation of this policy at the provision
- Monitoring provision-level absence data
- Supporting staff with monitoring the attendance of individual learners
- Monitoring the impact of any implemented attendance strategies

- Issuing fixed-penalty notices, where necessary

3.2 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the provision
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to learners and families

The designated senior leader responsible for attendance is:

Millennium Centre - Anne James, annejames@tbap.co.uk 01225 592222

Severn Centre - Michaela Smith, michaelasmith@tbap.co.uk 01225 592777

3.4 The attendance officer

The provision attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to provision staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is the designated senior leader responsible for attendance, for their relevant centre, as listed above.

3.5 The Senior Leadership Team

SLT are responsible for recording attendance on a daily basis, using the correct codes, and inputting this data daily by 10:15am and 1:15pm.

3.6 The Senior Leadership Team

- Take calls from parents about absence on a day-to-day basis and record it on the provision system

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every timetables session on time
- Call the provision to report their child's absence before 09:00 on the day of the absence each subsequent day of absence), and advise when they are expected to return
- Provide the provision with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the provision day

3.8 learners

learners are expected to:

- Attend every timetabled session on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each provision day and once during the second session. 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 also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

learners must arrive in provision by 10:00 on each provision day.

The register for the first session will be taken at 10:00 and will be kept open until 10:15. The register for the second session will be taken at 13:00 and will be kept open until 13:15.

4.2 Unplanned absence

The pupil's parent/carer must notify the provision of the reason for the absence on the first day of an unplanned absence by 09:00 or as soon as practically possible by calling the provision 01225 704374 staff (see also section 7).

We will mark absence due to illness as authorised unless the provision has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the provision 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 provision 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 provision in advance of the appointment.

Parents must put the request in an email to the head of centre and this will be discussed by SLT and a response given within two working days.

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

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 provision can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

4.5 Following up unexplained absence

Where any pupil we expect to attend provision does not attend, or stops attending, without reason, the provision will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the provision cannot reach any of the pupil's emergency contacts, the provision will also email and contact the home provision. Day 2, if professionals are involved with the family then they will be informed. Day 3, if no communication has been received then this will be logged as a safeguarding concern and an unannounced visit will take place. The Bridge has two staff allocated each afternoon to conduct welfare checks on students who have not attended.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the provision will consider involving an education welfare officer

4.6 Reporting to parents/carers

The provision will regularly inform parents about their child's attendance and absence levels via half termly reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as an occasion that cannot be re-arranged despite the best efforts of the parents/carers.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least one week before the absence, and in accordance with any leave of absence request form, accessible via the provision office. The headteacher may require evidence to support any request for leave of absence.

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 provision will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller learners 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 provision, but it is not known whether the pupil is attending educational provision
- Bereavement
- Court appearances and police interviews

5.2 Legal sanctions

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

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.

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

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

- The number of unauthorised absences 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 provision hours without a justifiable reason

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

- Attendance certificates
- Instant rewards
- Contacting parents and carers
- Sharing with professionals

7. Attendance monitoring

7.1 Monitoring attendance

The provision will:

- Monitor attendance and absence data half-termly, termly and yearly across the provision and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

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

7.2 Analysing attendance

The provision will:

- Analyse attendance and absence data regularly to identify learners or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these learners and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The provision will:

- Provide regular attendance reports to the Headteacher, commissioning bodies and professionals to facilitate discussions with learners and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of provision, and severe absence is where a pupil misses 50% or more of provision.

The provision will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents of learners who the provision (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at provision
- Provide access to wider support services to remove the barriers to attendance

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly by the Headteacher.

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 provision 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 provision
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 provision
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the provision
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
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	provision has been notified that a pupil will be absent due to illness

M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the provision
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the provision
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	provision is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at provision after the register closed

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