



School Attendance Policy

Ratified			Adopted date	Review date
FGB	C&S	RC		
			Spring Term 2025	Spring term 2027

Burton Pidsea Primary School

Attendance Policy

Advice and contact list

Name	role	Contact details
Mrs L. Parsons	Member of staff responsible for day to day management of attendance	01964 670518 burtonpidsea.primary@eastriding.gov.uk
Miss A. Wright	senior leader responsible for the strategic approach to attendance in school	01964 670518 burtonpidsea.primary@eastriding.gov.uk
Miss A. Wright	Designated safeguarding lead/ Pastoral lead	01964 670518 burtonpidsea.primary@eastriding.gov.uk
	Education Welfare Service	education.welfare@eastriding.gov.uk

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school 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 pupils have the support in place to attend school
- 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 school attendance](#) 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:

'Working together to improve school attendance' August 2024

Education Act 1996

Education (Pupil registration) (England) (Amendment) Regulations 2016

'Children ^{Missing} in Education,' Statutory Guidance September 2016

'Keeping Children Safe in Education,' September 2022

'Ensuing a good education for children who cannot attend school because of health needs,' January 2013

'Summary of responsibilities where a mental health issue is affecting attendance,' February 2023

'Promoting the education of children with a social worker,' - June 2021

'Supporting Pupils at school with medical conditions,' December 2015

'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement,' September 2023

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The Head Teacher

The Head Teacher 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
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Leading attendance across the school
- 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 pupils and families

The designated senior leader responsible for attendance is Angela Wright and can be contacted via email burtonpidsea.primary@eastriding.gov.uk

3.3 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school 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 when to issue fixed-penalty notices

The attendance officer is Lisa Parsons and can be contacted via email burtonpidsea.primary@eastriding.gov.uk

3.4 Class teachers

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

Registers are to be completed by 9.00am and 1.0pm

Roles, responsibilities and expectations – the table below is taken from the DfE ‘Summary table of responsibilities for school attendance,’ August 2024.

Parents are expected to:	Schools are expected to:	Academy trusts and governing bodies are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Ensure school leaders fulfil expectations and statutory duties.
Only request leave of absence in exceptional circumstances and do so in advance	Accurately complete admission and attendance registers.	Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.	Ensure school staff receive training on attendance.
	Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.	
	Have a dedicated senior leader with overall responsibility for championing and improving attendance.	

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 morning session of each school day and at the start of the afternoon session. It will mark whether every pupil is:

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

4.2 School Times

It is important that your child is at school for the start of the school day. The school day is made up of two sessions, a morning, and an afternoon. Registers are taken during these sessions. Registers are open until 9am, morning session, and 1pm, afternoon session.

A pupil who arrives before the register has closed (before 9.15am, before 1.10pm) will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed (after 9.15am, after 1.10pm) will be marked as absent, using the appropriate code and will incur an unauthorised absence mark.

If your child arrives at school after the register has closed then your child will incur an unauthorised absence mark for this session unless an acceptable reason is provided, e.g. evidence of a medical/dental appointment.

4.3 Informing the school of the reason for an unexpected absence.

You must contact the school as soon as possible to inform us that your child will not be attending school and you will be asked to provide a reason for this absence. This will ensure that the absence is accurately recorded in the register.

4.4 Requesting leaves of absence from school in exceptional circumstances.

Absence for the purpose of a term time holiday is not usually considered exceptional.

Please complete the school's form to request absence from school in exceptional circumstances. The form can be found on the school website or a paper copy can be collected from the school office.

If your request is not approved and your child is absent during this time then the absence will be recorded as unauthorised and the school may refer the unauthorised absences to the local authority and parents may be liable for a penalty notice (fine). See appendix 1.

4.5 The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

As a school we record attendance on Arbor. The school analyses this data to identify trends and patterns of pupil absence. We may use this data to target attendance improvement efforts specifically to the pupils or pupil cohorts who need it most.

4.6 The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

We will use the attendance data to help identify pupils whose attendance has fallen below 90%, making them at risk of becoming a persistently absent pupil or below 50% (at risk of becoming a severely persistently absent pupil).

If this happens we will contact you to discuss your child's attendance.

Where there is no improvement in school attendance and all support interventions both in school and out of school as outlined above have been offered, then the school will meet with the Local Authority's Education Welfare Service (EWS) and agree whether they will become involved and formal interventions may be considered.

These formal interventions could include the use of a voluntary parenting contract, penalty notice, education supervision order, school attendance order or prosecution in the magistrate's court.

Review

This policy will be reviewed every two years and updated as necessary.

Appendix 1

Absence from School for Exceptional Circumstances

Information for Parents

There is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday.

You are required under the Education Act (1996) to ensure your child attends school regularly. This has been defined by the Supreme Court as 'in accordance with the rules prescribed by the school' meaning attending every occasion available unless authorised by the Head Teacher. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is **not an entitlement**. The Headteacher will only authorise absence in line with the East Riding Behaviour & Attendance Partnership 'Absence from School for Exceptional Circumstances' Policy. Headteachers will not authorise absences if they believe it is to the detriment of a child's education. **Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.**

Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

Penalty Notices

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence, you may be liable for a penalty notice (one day's absence equals two sessions and a five-day absence is equal to 10 sessions etc.).

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**. In these cases, the warning is given on the absence request form and detailed within this information leaflet and no written warning will be

given. Where parents do not follow school procedures of submitting a request and simply remove their child without seeking prior approval, a warning may not be given. Parents must complete a request for exceptional leave form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform the parent of the decision.

Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods. **For example, if your child is absent for one day this equals 2 sessions, and a five-day absence is equal to 10 sessions.**

- If your request is declined and you take your child out of school each person with day-to-day care of the child(ren) may be issued with a £160 penalty notice if paid within 28 days this reduces to £80 if paid within 21 days. If after 28 days the fine remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.
- Where it is deemed appropriate to issue a second penalty notice within 3 years of the first penalty notice, the second penalty notice will be charged at a flat rate of £160 if paid within 28 days. If after 28 days the fine remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.
- If a third penalty notice referral is received within a 3-year period, a further penalty notice fine cannot be issued and legal action will be considered.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child's school to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.