

# Bradshaw Hall Primary School



Bradshaw Hall Primary School  
Vernon Close,  
Cheadle Hulme,  
SK8 6AN

Date Reviewed:	Autumn 2017
Date Agreed & Adopted:	Spring 2018
Signed - Headteacher	
Signed - Chair of Governing Board	
Next Review:	Spring 2020
Comments:	Adapted from Local Authority model policy Inclusion of Attendance Leaflet

UPDATES IN PURPLE

ATTENDANCE

# Bradshaw Hall Primary School

## ATTENDANCE POLICY

### Statement of Intention

At Bradshaw Hall Primary School we believe that regular and punctual attendance are essential building blocks for a child's education.

Our school seeks to promote good attendance by working in co-operation with all our parents. Their help and support in ensuring this is invaluable.

### Aims

1. To ensure that each child attends school regularly and on time.
2. To ensure that learning commences promptly and with the minimum of disruption.
3. To nurture in our children the importance and value of good attendance and punctuality in preparation for future life

**There are legal requirements that the school has to adhere to regarding attendance and lateness.**

### Authorised/Unauthorised Absence

There are two categories of absence – authorised and unauthorised.

Parents and staff are kept informed of new regulations relating to these categories.

### **Absences will be recorded Authorised by the Headteacher for:-**

**Illness:** illness absence notified by the parent or carer to the school at the time of illness  
**Note:** frequent or long absences because of ill health may be referred to the school medical officer.

### **Medical and dental appointments:**

Although it is expected that most appointments can be arranged outside of school hours

**Religious Observance:**

When children and family are observing a religious festival for the day or days of the main observance. This does not cover travelling time

**Family Emergencies:** when there may be genuine reasons for absence from school.

**Absences will be recorded Unauthorised by the Headteacher for:-****Family Holiday:**

Due to changes in legislation, there is no onus on the Headteacher to agree to any request for a family holiday during term time. Parents may submit a written request using the appropriate form (appendix 2), which will be considered by the Headteacher and Governors. Generally, holidays requested and taken during term time will be declined and recorded as un-authorised. Depending on the length and/or nature of the absence, this may result in an **Educational Penalty Notice** being issued by the Local Authority

Authorisation may be granted only in exceptional circumstances and in accordance with the latest Government guidance.

**Non-attendance:** when we are not notified of the reason

**Truancy:** where children are deliberately absent from school without the knowledge of a parent or carer

**Lateness:** if a child arrives after the register has been closed (9.20a.m.) and the full school session would not be completed

**Other Reasons:** if a child is kept at home to help with domestic arrangements or to go shopping during school hours.

Unauthorised absences are not usually a problem at Bradshaw Hall but if they occur, they will be treated seriously. Initial investigations will be sensitively made by the class teacher and the will be Headteacher duly informed but if no reasonable explanation or note is offered, absence must be treated as unauthorised. The Education Welfare Team will be informed if we feel there is a particular problem.

**End of Year Reports**

The number of unauthorised absences will be recorded on the end of year reports to parents.

## **Procedures for Registration**

**“The essence of good practice is prompt action by vigilant class teachers. Their daily intervention often prevents children from drifting into more frequent and prolonged absences”. *Elton Report***

- Our school register is marked in accordance with DfE regulations. (See Appendix 9)
- Our school register opens at 8.55 a.m. morning session for all key stages. Afternoon register sessions commence: EYFS – 12.45, KS1 – 13.00 & KS2 - 1.25 p.m. and close 10 mins after the relevant time. Any pupil arriving after the register closes is marked absent for the session as required by the DfE.
- Registers are completed electronically and checked by the office at the close of registration. The school administrators will record any children who are late after this time
- Parents will be expected to sign their children in when dropping off late giving a valid reason
- The class teachers and Learning Mentor will keep the Headteacher informed of any patterns of lateness or absence which may be developing.

## **Procedures for dealing with/following up absences**

On the first day of absence – parents should contact school to advise of the situation

On the first day of absence – unless a message or telephone call is received - the school administrator will contact the parent or carer

If no contact from parent or carer then the class teacher informs the school administrator who will telephone the parent/carer.

The school administrator will contact the parent/carer on each subsequent day of non-attendance and advise the Learning Mentor of the absence

On return to school - parents should provide a note explaining reason for absence (if not already notified by telephone)

## **Persistent Non-Attendance/Lateness**

- ❖ The school Education Welfare Team is in occasional contact with the school to inspect the class registers
- ❖ There may be occasions when he/she will make a home visit regarding non-attendance or lateness
- ❖ School will contact the parent/carer in cases of persistent lateness/non-attendance in the form of telephone call in the first instance. If the situation persists, a letter will be sent reminding the parent/carer of their legal responsibilities regarding school attendance

## Holidays and other periods of unauthorised leave of absence

An **Education Penalty Notice (EPN)** can be issued where there exists:

- (1) A continuous period of unauthorised leave of absence of 5 days (10 sessions) or more
  - ❖ *These cases involve an Education Penalty Notice being issued without prior warning to the parent*
  - ❖ *Some long holidays will result in the above criteria being met regardless of the current attendance situation*

An **Advise letter** will be issued in response to a written request where there is a continuous period of unauthorised leave of absence of 10 sessions or more is requested informing the parent/carer of the potential triggering of an EPN and possible fine

### Educational Penalty Notices EPN's

- ❖ *Suitable for addressing non-complex, early stage attendance issues*
- ❖ *The Formal Warning gives the parent 15 school days in which to improve attendance. An EPN will be issued in the event of unauthorised absences occurring in this 15 day period*
- ❖ *A Fixed Penalty Fine of £60.00 is issued, which increases to £120.00 if not paid within 21 days. If attendance has improved a letter is sent acknowledging the improvement in attendance to advise of the situation*

### Irregular attendance

An **Attendance Advice letter** will be issued where:

- Attendance is below 90% for the period
- Distinct patterns of absence or 10 or more unauthorised absence sessions in a three month period

### In the case of holiday absence requests

All requests should be made to the Headteacher in writing using the schools Absence Request Form. If the request exceeds 5 school days absence, the request form may be sent, accompanied by other school attendance documents, to the Education Welfare team for their consideration.

Stockport Education Authority will, where appropriate, prosecute parents/carers regarding unacceptable non-attendance. The fine associated with an EPN is currently £60.00 rising to £120.00 if not paid within 21 days, **per parent/per child**

Each teacher is aware that constant absences will affect a child's ability to learn and to make good social relationships. With this in mind, parents will be informed of the school's policy towards unauthorised absences.

All parents & carers of Bradshaw Hall School will also be regularly informed of the need to keep good time. We emphasise the need to acquire good habits and to arrive at school promptly for 8.55 a.m. start and 3.15 p.m. at the end of school. Registers will be kept open for 20 mins after the start of the morning and afternoon sessions and parents are asked to inform school if arrival is going to be late owing to medical or dental appointments.

As part of the Governing Boards responsibilities regarding attendance, parents & carers will be regularly informed of the child's attendance data. Any cause for concern will trigger either an Information letter outlining current attendance of concern or an Advice letter requesting contact with the school to address unacceptable levels of absence.

### **Support for Pupils Returning to School**

Bradshaw Hall Primary School recognises that after a lengthy absence it is sometimes difficult for children to return to school. In order to give effective support prior to return we will:-

- ❖ Meet with the parents to discuss the best course of action, i.e. gradual phased return
- ❖ Review with parents the child's progress

### **Holidays**

Bradshaw Hall Primary School is required under regulations only to approve certain absences. Authorisation will only be considered under exceptional circumstances. There is no longer a requirement on the Headteacher to automatically authorise a request for a family holiday taken in term time. Each request is treated on its own merits and historical attendance data and potential impact on the child's/children's learning will be taken in to account. The Headteacher will consider all the factors and, where a request for less than 5 days absence is granted under exceptional circumstances - with specific dates recorded - the absence may be considered authorised.

Any other holiday taken will more than likely be recorded as unauthorised, unless there are acceptable extenuating circumstances? Any additional time taken will be considered unauthorised.

If a child is on holiday for 2 weeks and does not return within 10 days following the absence (20 days in total) and there is no acceptable explanation, and in consultation with the local education authority, then that child will have to be deleted from the School's Admission register.

*(Children Missing Education, Statutory Guidance for Local Authorities - September 2016 page 8)*

### **Exclusions**

Exclusions, even temporary ones, are very rare. If they do occur, then the absence will be treated as "authorised". A permanent exclusion, until it is confirmed as permanent, will also be treated as "authorised".

## **Conclusion**

The Headteacher and Governors of Bradshaw Hall School are fully aware of all the sound educational and social reasons for children to attend regularly and to keep good time. By keeping a constant dialogue with parents, by working with them as partners in their child's education, and by regularly keeping them informed of school policy and governors guidelines, we should be able to maintain the good relationships we have by working closely together to uphold the laws on attendance and to help overcome any problems a family may be experiencing.

## **References**

Education Penalty Notices – Guidance for 2016-17  
Request to Issue an Education Penalty Notice/Formal Warning  
Children Missing Education - Statutory guidance for local authorities - Sept 2016  
Leave of Absence - A Guide for Primary and Secondary Schools in Stockport - Sept 2013  
Educational (Pupil Registration) (England) Regulations 2006  
Educational (Pupil Registration) (England) (Amendment) Regulations 2013  
Educational Penalty Notices – A Guide for Schools Sept 2013  
Leaflet – Leave of Absence Guide for parents - July2013  
Leaflet – “School Attendance – “Advice and Help for Parents”  
(Stockport Services for Young People)

*Revise: Autumn 2016*  
*Reviewed Spring 2018*

## **BRADSHAW HALL PRIMARY SCHOOL**

### **Attendance Information for Parents and Carers**

*Attendance at Bradshaw Hall is at least good/outstanding. Each year we range between 96.2 and 96.8% attendance. Last year 75% of children attended school above 95%. 8.3% of children, however, had 10% or more 'persistent' absence. We aim to reduce this persistent absence figure over the course of the year.*

Bradshaw Hall Primary School is such an exciting place to go to school: Forest School, Music, PE and sporting events, multi-media design, mathematical and scientific problem solving, extra- curricular activities, reading, writing and so on... we take our responsibility to provide your child with a good education seriously. In order to do this, we need your child in school every day and on time.

Good attendance and punctuality are an essential part of your child's success at Bradshaw Hall Primary School. Pupils who regularly miss school or arrive late fall behind in lessons and may not achieve their full potential.

If your child is going to be absent you must contact the school office or your child's teacher on the first day of absence and every third day.

**Tel: School Office 0161 282-7858**

If no contact is received, the absence may be marked as unauthorised, and a home visit may be made if absence becomes persistent.

The school day is divided into two sessions. If your child is unable to attend the a.m. session but is well enough/able to attend the p.m. session it is expected that every effort is made to do so to receive a p.m. attendance mark.

**Attendance = Progress = Success**

## Attendance

If your child does not attend school regularly they may:

- Struggle to keep up with school work
- Miss a vital part of a block of work, making it harder to keep up in subsequent lessons
- Miss out on the social side of school life
- Find it harder to make and keep friendships - a vital part of growing up
- Not make the progress they are capable of

## Medical and Illness Absence

It is expected that medical & dental appointments be made outside of the school day. If this is not possible, your child must attend school before and after the appointment.

An appointment card or letter may be required to authorise an absence.

If your child is absent due to illness, and they have accrued 4% or more absence, medical evidence may be requested for all absences. If this is not received the absence will be marked as unauthorised.

Medical evidence includes a prescription, MEDICAL appointment card/letter or note from your GP

## Leave of Absence

Permission for a leave of absence will only be given in exceptional circumstances.

Please make the request in writing at least 4 weeks in advance of the leave of absence, using the request form from the school office.

Leave of absence will not be authorised unless there are exceptional circumstance, these do not include holidays.

If you continue to take the leave without permission, or you do not make a request, The Local Authority may issue an Education Penalty Notice (EPN)

## Unauthorised Absence

Unauthorised absence places you at risk of receiving an Education Penalty Notice (EPN) fine of £120 per child per Parent/Carer to be paid within 28 days (£60 if paid within 21 days), or a prosecution in the Magistrates' court.

It is a parent's legal responsibility to ensure their child's regular attendance at school.

Permitting absence from school without a good reason is an offence and may result in prosecution

## Attendance

Whether you have been provided with an authorised or unauthorised absence - your child is still registered as being absent from school. This is not a school decision, but a legal requirement to complete our school registration by the Department for Education. As a consequence if your child is: on holiday, having a medical appointment, is ill, attending religious observance etc. they will be classified as absent from school, either authorised or unauthorised.

**Every day counts as 2 sessions: a morning session and an afternoon session.**

Absence	Number of Days missed over a year	Number of Sessions missed over a year	Number of Weeks missed over a year
5%	9 Days	18 Sessions	2 Weeks
10%	19 Days	38 Sessions	4 Weeks
15%	29 Days	58 Sessions	6 Weeks
20%	38 Days	76 Sessions	8 Weeks

### Punctuality: Every minute counts!

All children are expected to be at school by 8:50am ready for the start of the day at 9:00am. Parents of pupils arriving after 8.55am must report to the office to provide a reason for their child's lateness. The pupil will be marked present but arriving late. The register will close at **9:20am** – pupils arriving after this time will be recorded as absent. This will be an unauthorised absence (U code) for the morning session.

Arriving late by just a few minutes each day can have a big impact on achievement. It also causes disruption for your child, the teacher and the other children in the class.

### Did you know?

**If your child is late for just 5 minutes each day this would equate to 3 days missed over a year.**

*Number of minutes late each day:*



*Number of days this equates to over the year:*

In the event of a child's attendance or punctuality falling below that expected of members of Bradshaw Hall Primary School, we will write to parents/carers informing them as to the current situation, noting any developing trends and concerns. There may be incidents of illness recorded as part of your child's absence record, which we understand is unavoidable, however, any excessive absences or notable trends will be investigated by the Headteacher and senior leaders and discussed with parents/carers to enable us to offer support.

If your child's absence is above 10% they are classed as a 'Persistent absentee' and their absence and punctuality is monitored by the school and the Local Authority to achieve a higher level of attendance. If you are worried about something, or are having any difficulties getting your child to school, you can talk to the Mr Bagnall, Miss Grant, Mr Gleaves or Mrs McGlone who will offer support and guidance to help you overcome any difficulties.

### **What can you do?**

- ✓ Take responsibility for your child's absence and punctuality- what is their absence %? Is there any way you can improve?
- ✓ Be at school by 8.50am every day so your child is ready to start learning at 8.55am.
- ✓ Only keep your child off for genuine illness and emergencies.
- ✓ Take medical appointments outside of school time, or if it is unavoidable, bring your child to school before and after your child's appointment.
- ✓ Talk to school if you are worried or feel you need more support.

## Leave of Absence Request Form

This form should be completed and submitted to [insert details] within [four weeks] of the start of the proposed leave of absence. A separate form should be completed for each child that leave of absence is being requested for.

Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the local authority of up to £120 per parent per child.

Parents are also reminded that leave of absence for the purpose of holidays in term time can no longer be granted save in the most exceptional circumstances.

Name of child:	
Form:	
Name of parent:	
Address:	
Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Reasons for request:	

**Parent/Carer Name:**

**Signed:**

**Date:**

**Office Use:**

**Date received:**

**Date Response Provided:**

**Outcome:**

## Appendix 3

### Suggested letter to all parents regarding leave of absence

Date

Dear Parent/Carer

#### **Requests for Leave of Absence**

I am writing to advise you about the school's policy for dealing with requests for leave of absence during term time.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays, this has to be balanced against the effect on pupils' progress at school.

In September 2013 the government abolished the right of Headteachers to authorise absence specifically for holidays of up to 10 days per year in special circumstances.

Headteachers are now only allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist.

**The effect of this change means that the government expects it to be extremely unusual for leave of absence, including for holidays in term time, to be permitted by schools.**

If due to exceptional reasons you do need to request leave of absence please submit a Leave of Absence Request form to me, at least 4 weeks before the start of the proposed absence.

Both the school and the local authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the local authority.

Yours faithfully

## Appendix 4

### Suggested letter to parents when granting permission (in full or partially) for a holiday or for leave of absence for other purposes

Date

Dear

**Request for leave for [insert name of child] during the period [date] to [date].**

Thank you for your request for leave of absence

*Either*

I have considered your request and can advise that I am willing to grant leave for [name of child] to be absent between the above dates.

*Or*

I have considered your request and can confirm that I am not willing to grant leave for [name of child] to be absent for the whole of the period requested. Permission is granted for [name of child] to be absent from **[date] until [date]** only.

[Name of child] will therefore be expected to return to school on **[date]**.

Please be aware that should your child fail to return to school on that date, any further absence from school will be unauthorised. This could result in:

- Education Penalty Notice fines of £60 (rising to £120) per parent per child being issued by the Local Authority
- In some cases your child's name being removed from the school roll, resulting in your child losing his/her school place

In the event of unforeseen problems arising which prevent your child's return on the above date, please contact school immediately to discuss the position.

Yours sincerely

## Appendix 5

### Suggested letter to parents when refusing to grant leave of absence

Date

Dear

**Request for leave for [insert name of child] during the period [date] to [date].**

Thank you for your request for leave for the purpose of [give details].

[in the case of term time holidays] Regulations passed by the Government in 2013 abolished the right of Headteachers to authorise up to 10 days of absence a year specifically for holidays in special circumstances.

Under current legislation, schools are now only allowed to authorise leave of absence for any reason if satisfied that exceptional circumstances exist which outweigh the harm caused to a pupil's education by missing school.

Having considered your application I am not willing to give permission for the proposed leave of absence.

[Name of child]'s attendance at school during the above period is therefore required, and I must advise you if [he/she] does not attend school during this period, this could result in

- Education Penalty Notice fines of £60 (rising to £120) per parent per child being issued by the local authority
- In some cases your child's name being removed from the school roll, resulting in your child losing his/her school place

Yours sincerely

## Appendix 6

### Suggested letter where unauthorised leave of absence is suspected

Date

Dear

**Re: Name of child**  
**Unauthorised Absence from school between [dates]**

I am writing to you with regard to [name]'s absences from school between the above dates. It has come to our attention that [name] was absent as a result of leave of absence taken without permission.

As the school had not given permission for [name] to be absent from school during these dates we are proposing to record the absences as unauthorised, and to refer the matter to the Local Authority which may result in an Education Penalty Notice fixed penalty fine of £60 being issued to you [each of you].

Consequently, if you wish to provide any information regarding the reasons for these absences, I would ask you to contact me within the course of the next seven days.

I would take this opportunity to remind you that in accordance with regulations imposed by the government leave of absence requests for leave of absence can only be granted if the school is satisfied that exceptional circumstances apply, and that your child's educational progress will not be unduly affected.

Yours sincerely

## Appendix 7

### Suggested letter where no request for permission made but parent informs school of holiday/leave of absence

Date

Dear [name/s of parent/s]

**Re: Name of child  
Unauthorised Absence from school between [dates]**

I am writing to you with regard to [name]'s absences from school between the above dates which you have confirmed were due to leave of absence for the purpose of a holiday [other reason as appropriate].

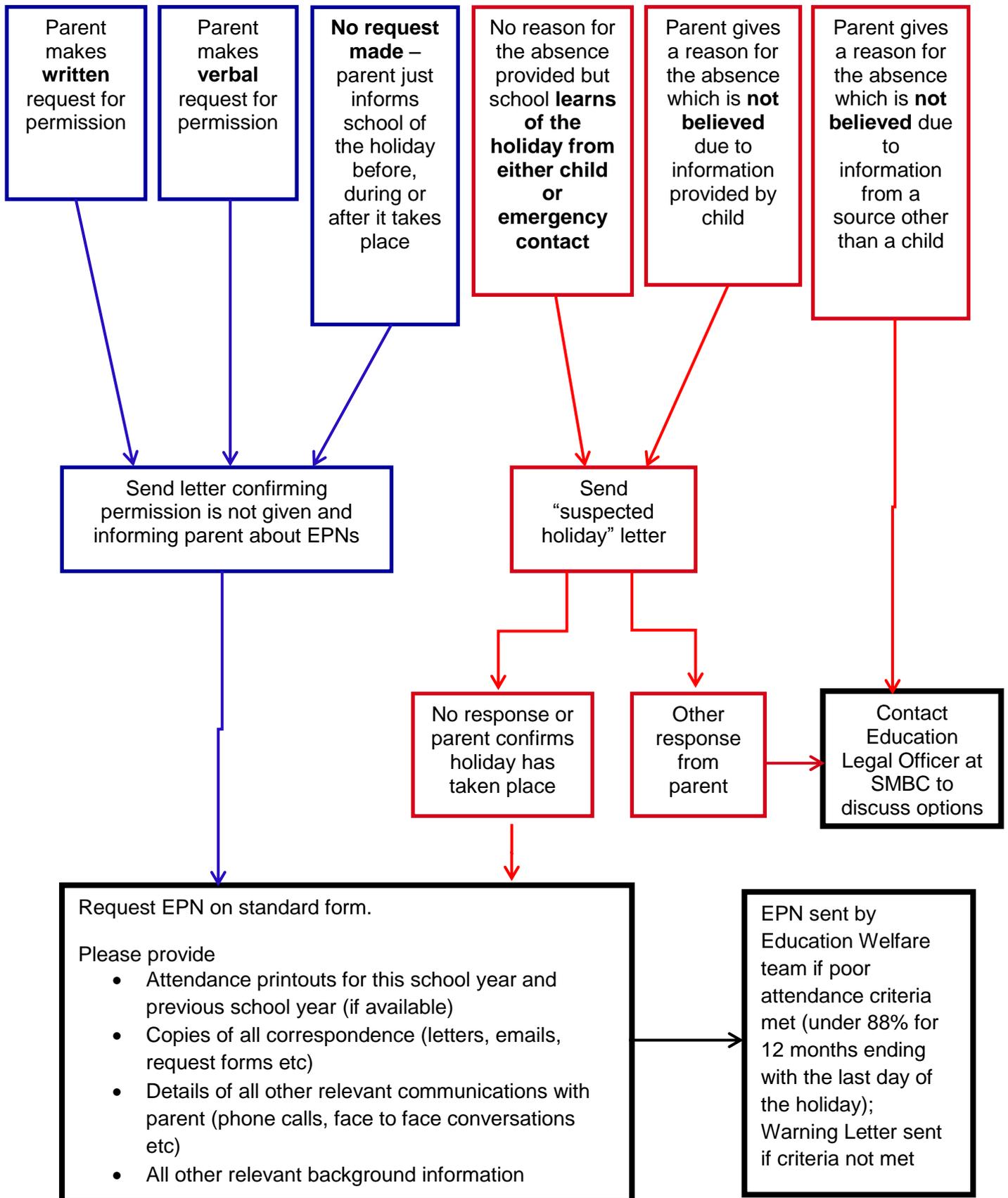
As the school had not given permission for [name] to be absent from school during these dates we are proposing to record the absences as unauthorised, and to refer the matter to the Local Authority which may result in an Education Penalty Notice fixed penalty fine of £60 being issued to you [each of you].

I would take this opportunity to remind you that in accordance with regulations imposed by the government leave of absence can only be granted in exceptional circumstances. Requests for leave of absence can only be granted if the school is satisfied that exceptional circumstances apply, and that your child's educational progress will not be unduly affected.

Yours sincerely

Appendix 8

Procedural flowchart - EPNs for unauthorised holidays/leave of absence from start of the school year



## Appendix 9

### MARKING OF ATTENDANCE REGISTER

#### SYMBOLS

/\ Pupil present when register is called.

O Pupil is absent when register is called.

#### **Unauthorised absence**

O Main marking for unauthorised absence

U Late after register closes (register closed 30 minutes after opening)

#### **Authorised absence (zero with appropriate code within it)**

B Pupil attending another institution under a formalised dual registration arrangement

C Other circumstances (bereavement, agreed special occasions, performances, other approved absences not covered by other codes)

E Excluded

G Unauthorised Holiday

H Family Holiday (for which leave has been granted by Headteacher)

I Illness

J Attending Interview, e.g. with prospective employer or with another educational establishment

M Medical and dental appointments

N No reason given

R Day of Religious Observance for the religion to which the parents belong

S Approved Study leave

T Traveller child travelling

#### **Approved educational activity (code letter only, no zero)**

P Approved sporting activity (participation in/attendance at)

V Educational visit or trip (UK/overseas)

W Approved/accredited work experience