



Bradshaw Hall Primary School

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

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Date Ratified & Adopted by the Governing Board:	Autumn 2020
Signed - Head Teacher	
Signed - Chair of Governing Board	
Next Review:	Autumn 2022
Comments:	Adapted & Adopted from Local Authority Model Policy Autumn 2019

UPDATES IN PURPLE

ATTENDANCE POLICY

Bradshaw Hall Primary School Attendance Policy

BASED ON SMBC MODEL POLICY 2019

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

To ensure that each child attends school regularly and on time.

To ensure that learning commences promptly and with the minimum of disruption.

To nurture in our children the importance and value of good attendance and punctuality in preparation for future life

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Introduction

At Bradshaw Hall Primary School we believe that all children and young people have a right to an education as enshrined in the UN Convention on the Rights of the Child and in UK Law. The opportunities provided by education are fundamental to enabling all children and young people to reach their potential and lead happy and rewarding lives. Evidence shows that there are clear links between good attendance and high achievement in school. Regular school attendance is essential to ensure the best outcomes for children and young people.

The definition of regular attendance in law is that children and young people attend school each and every day that they are expected to attend.

At Bradshaw Hall Primary School we will work with parents' carers and children to ensure that children engage in education and maximise their full potential. We believe that pupils that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise potential.

At Bradshaw Hall Primary School we recognise that there may be exceptional circumstances when children and young people may be unable to attend school.

Absence may be agreed in line with national code guidance. Absence from school will be looked into taking into account the specific needs and circumstances of the children and young people concerned.

What does the law say about school attendance?

Parents Legal Duties

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. Children are of compulsory school age from the beginning of the term following their 5th birthday until the last Friday in June in the school year in which they reach the age of 16.

Under section 576 of the Education Act 1996 (EA 1996), the definition of parent includes natural parents or other people with legal parental responsibility (whether or not they live with the child), and anyone who has care of the child.

For children receiving full time education at a school, parents must ensure that attendance is regular and punctual. Regular attendance means attending at every timetabled session required by the school.

If a child of compulsory school age fails to attend regularly at the school at which they have been registered the parents may be guilty of an offence, and can be prosecuted by the Local Authority.

Schools Legal Duties

Bradshaw Hall Primary School is required to:

Carry out all their functions with a view to safeguarding and promoting the welfare of all pupils at the school.

Promote good attendance and identify patterns of poor attendance at an early stage

Maintain and preserve accurate registers as required by regulations

(Education (Pupil Registration) (England) Regulations 2006) and (for maintained schools only) make them available for inspection by the Local Authority. This includes:

Monitor pupils educated Off-Site and ensuring that the school register mirrors the attendance information held by the off-site provision.

Have clear procedures for the closure of registers during each session.

Comply with legal requirements regarding adding or removing pupils' names to or from the school roll including ensuring that:

- Pupils' names are added to the school roll on the expected date of attendance.
- Pupils' names are removed from roll only when one of the legal grounds in the Education (Pupil Registration) England Regulations 2006 is satisfied.
- All removals from roll are reported to the Local Authority.

Information is shared and enquiries made jointly with the Local Authority in order to locate missing pupils.

Report pupils who fail to attend regularly to the Local Authority. This includes both authorised and unauthorised absences. In the case of pupils on part-time timetables, the Local Authority also requires a part-time timetable Notification Form to be completed.

Report Missing Pupils (pupils who are continuously absent for 10 days or more without reasonable explanation) to the Local Authority.

Absence from School

All absences must be recorded in the school register, and categorised as either authorised or unauthorised.

Authorised absence from school

Only the Head teacher can authorise absence from school. Authorised absence is an absence agreed by the school.

Examples of authorised absence can be seen below:

Illness

Parents are asked to contact school on every day that their child is unable to attend school, except where information from a health professional has been provided indicating an expected return date.

Where a child or young person has frequent absence due to illness, parent/carers will be asked to attend a meeting in school to put together a medical action plan.

Where pupils are likely to miss more than 15 days of school, they may be entitled to educational provision from the Education of Sick Children Service, and it is the school's responsibility to ensure that a referral is made in appropriate cases. Bradshaw Hall Primary School will work in partnership with parents and health professionals to identify and refer pupils entitled to such provision in line with the Education for Sick Children Policy.

Medical/Dental appointments

Parents are requested wherever possible to make routine medical or dental appointments outside of the school day. However, we understand that hospital appointments and specialist clinic appointments often occur in the school day. The student should only be out of school for the minimum amount of time necessary for the appointment.

Leave of absence may only be granted in exceptional circumstances

Parents must put their request in writing in advance to the head teacher. If the absence is not authorised by the head teacher and parents remove their child from school the school may request that the Local Authority issues an Education Penalty Notice.

Other examples of authorised circumstances include:

Part-time timetables may be agreed in exceptional cases, for example where medical issues prevent a pupil from attending full time or as part of a re-integration package. This should only ever be used as a temporary arrangement and must be regularly reviewed.

Where a pupil is absent from school due to exclusion.

Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.

Study leave granted by the school for year 11 pupils during the GCSE examination period.

When traveller families are known to be travelling for occupational purposes and have agreed this with school, but it is not known whether the pupil is attending another school. In order to fulfil legal requirements, in such cases, pupils must attend school for at least 200 sessions in every 12 months.

Unauthorised Absences from School

Unauthorised absences are absences from school for which the school has not given permission, including arriving late at school after the registers have closed. Absence will not be authorised unless parents have provided a satisfactory explanation that has been accepted by the school.

Late Arrival at School

Morning registration begins at 08.55 and closes at 09.15; pupil arriving after this time will be marked as present but arriving late (L code). The register will close at 09.25, pupils arriving after the close of register will be marked as late with the U code, this counts as an unauthorised absence for the session. This will not be authorised and will count as an absence for that school session.

Roles and Responsibilities

Bradshaw Hall Primary School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

As such, the Governing Body will:

Support and hold to account the leadership team regarding its obligations in relation to attendance.

Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.

Ensure that the importance and value of good attendance is promoted to all school staff, pupils, and their parents.

Identify a member of the governing body to lead on attendance matters who will, as part of this role, review attendance reports at least termly.

Monitor the school's attendance through termly reporting at governing body meetings and on a half-termly basis to the lead governor for attendance.

Ensure that there is a named senior manager to lead on attendance and ensure that that manager is allocated sufficient time and resources.

Contribute and participate in initiatives to promote good attendance across the school

The leadership team will:

Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.

Return school attendance data to the Local Authority and the Department for Education as required.

Respond to requests for information and recommendations from the Local Authority in relation to specific compliance issues.

Actively promote the importance and value of good attendance to all pupils and their parents and the wider staff team.

Ensure that there is a whole school approach that reinforces good school attendance for all pupils.

Ensure good teaching and learning experiences that encourage all pupils to attend and to achieve.

Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.

Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.

Report the school's attendance and related issues through termly reporting to the Governing Board and on a half termly basis to the lead governor for attendance.

Ensure that attendance data is collected and analysed frequently, [School Should set frequency here, recommendation is for weekly analysis] to identify causes and patterns of absence.

Monitor the implementation of the Attendance Escalation Interventions (See Appendix One).

Interpret the data to devise solutions and to evaluate the effectiveness of interventions.

Develop a multi-agency response to improve attendance and support pupils and their families.

Ensure all interventions around attendance are accurately recorded and documented.

Teaching, pastoral support and SENCO staff will:

Actively promote the importance and value of good attendance to pupils and their parents.

Contribute to a whole school approach that reinforces good school attendance.

Contribute to the provision of good teaching and learning experiences that encourage all pupils to attend and to achieve.

Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.

Work with other agencies such as Stockport Family to implement strategies to improve attendance and to support pupils and their families.

Contribute to the evaluation of school strategies and interventions.

Accurately record and document interventions around attendance.

Parents will:

Ensure their child attends regularly as required by law.

Ensure school has up to date contact information including:

- Parents' and pupils' addresses
- Parents' telephone numbers and email addresses
- Telephone numbers for emergency contacts
- Details of new addresses and schools in the event of a move away from the area

Comply with the school's absence procedures by:

Telephoning school on every day that their child is unable to attend school due to illness (except where a doctor's report has already been provided indicating an expected return date).

Requesting leave of absence only in exceptional circumstances and in advance – see below

Providing medical or other evidence in relation to absence if required by the school.

Arranging medical or dental appointments to take place outside school hours wherever possible.

Not taking family holidays in term time.

Not taking leave of absence for any reason without prior agreement.

Raise any issues or concerns which may impact on attendance with school staff at the earliest opportunity.

Attend meetings with school staff to discuss concerns if requested by the school.

Work in partnership with school and other agencies to address any attendance problems.

Encourage good routines at home to ensure children have good sleep patterns and are prepared for school each day.

Take an active interest, participate in their child's educational progress, and instil the value of education and good attendance.

Managing attendance in school

Bradshaw Hall Primary School recognises that poor attendance is often a sign of wider difficulties in a child's life whether at home or at school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance or behaviour at school, such as bereavement, divorce/separation, or incidents of domestic abuse, or special educational needs or disabilities. This will help the school identify any additional support that may be required.

Bradshaw Hall Primary School recognises that some pupils are more likely to require additional support to attain good attendance – for example, pupils with special educational needs and disabilities, those with physical or mental health needs, migrant refugee pupils and looked after children.

Bradshaw Hall Primary School will implement a range of strategies to identify cases requiring support including:

Regular attendance monitoring meetings between the lead attendance officer and relevant teaching/pastoral staff/SENCO and at agreed periodic intervals.

Regular analysis of attendance data by the leadership team and governing body including vulnerable pupils and pupils with SEND

Bradshaw Hall Primary School will implement a range of strategies to provide support to pupils and families including:

Early contact with parents by telephone/text - school will attempt to make immediate contact with parents whenever a child is absent without explanation.

Attendance letters – Bradshaw Hall Primary School will notify parents in writing if there are attendance concerns and offer support.

Meetings in school – school will invite parents to meetings in school at an early stage to discuss attendance concerns.

Home visits – school staff will visit pupils' homes to check on a pupil's welfare and/or offer support to improve attendance.

Early Help Assessments – school will use Early Help Assessments to support families in identifying barriers to good attendance and attainment and put in place plans to overcome them. TAC/TAF

Team Around the School – After appropriate action by school and where internal interventions have not been successful, pupils and families requiring further support around attendance will be referred to the ‘Team Around the School’ (TAS). The TAS includes representatives from services working with children and families in Stockport so that appropriate support can be allocated.

Referrals to the Education Welfare Team – the school will refer cases to the Education Welfare team who offer a range of measures to improve attendance including, Parent Contracts and Education Penalty Notices (see below).

For Looked after pupils designated teacher will ensure that attendance issues are addressed in Pupil Education Planning Meetings (PEPs)

For Pupils with SEND the SENCO will ensure that attendance issues are addressed in all assessment and review processes

Bradshaw Hall Primary School will also consider a range of other strategies to improve individual pupils’ attendance including:

Whole School Strategies – Bradshaw Hall Primary School will promote good attendance using a range of initiatives including:

Rewards systems, to celebrate good and improved attendance

Pupil Voice activities

Restorative approaches

Implementation of the Stockport Emotional Health and Well-being Strategy

Attendance report cards

Late at the Gate initiatives

PSHE activities

Whole school assemblies

Anti-bullying, inclusive initiatives

Attendance Panels – parents and pupils may be invited to discuss attendance at attendance panels consisting of pastoral staff, senior staff, and governors.

Reintegration Support Packages – where a pupil has missed a significant amount of school a reintegration package can be arranged in consultation with parents and pupils and other relevant services to ensure a smooth return to school.

Part-time timetables – in exceptional circumstances where a pupil is unable to manage full time attendance a temporary part-time timetable may be put in place.

Alternative provision – in exceptional circumstances where it is felt that a pupil’s needs may be better served outside of the mainstream curriculum; referrals may be made to alternative education providers.

Legal Sanctions

Regular school attendance is a legal duty on parents and carers. If a parent fails to ensure their child attends school regularly, they are guilty of an offence under section 444(1) or (1A) Education Act 1996.

A parent who commits this offence may be liable to prosecution in the Magistrates’ Court and, depending on which offence they are convicted of, may be liable to a fine of up to £2500 or a term of imprisonment of up to three months.

Although school will offer support in addressing attendance issues, it will also refer pupils whose attendance fails to improve, or who take leave of absence from school without agreement, to the Education Welfare team within Stockport Council. This can take several routes:

Education Penalty Notices – Education Penalty Notices are fixed penalty notices issued by Stockport Council of £60 per parent per child. These are payable within 21 days and rise to £120 if paid between 22-28 days. If unpaid after 28 days, the parent will be prosecuted for the offence of failing to ensure regular school attendance. Penalty Notices are issued in accordance with Stockport Council's Code of Conduct.

Education Penalty Notices for Irregular Attendance

Before being issued with an Education Penalty Notice, parents will receive a written warning. This gives them an opportunity to avoid a fine by ensuring that no unauthorised absences – including late after the close registration marks – are recorded against their child during the next 15 school days. The minimum criteria for sending such a warning is 10 sessions of unauthorised absence in a three month period.

Education Penalty Notices for unauthorised leave of absence

Education Penalty Notices may also be issued where a pupil is taken out of school for five days or more without the school's consent – such as for a term time holiday. In these cases, the fine is sent by the Council without an initial warning being issued.

Parent Contract referrals – a Parent Contract is an agreement which usually involves the school, parents, members of the Local Authority Education Welfare team and, in some cases, the pupil. The agreement sets out the actions required by all parties to overcome the barriers to improved attendance. Compliance with the contract and the progress of improving attendance are reviewed regularly at Parent Contract Review Meetings. Should a parent fail to participate and/or fail to ensure that attendance improves, prosecution in the Magistrates' Court is likely to ensue.

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 08.55 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 them 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:

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 may 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 parents/carers of the situation

Irregular attendance

An Attendance Advice letter will be issued irrespective of reason 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 Board's 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 maybe 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
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”
\(Stockport Services for Young People\)](#)

COVID 19 ADDENDUM

Changes to register process and codes

In line with guidance received from the DfE and the Local Authority, school will adjust the methods of recording the registers for school attendance to enable the correct recording of attendance data and regularly report to the DfE as required.

All normal reference codes will be used in line with regular practice with the exception of the 'X' code. This code has been introduced by the DfE to enable schools to accurately record children who are absent as a result of the ongoing COVID 19 situation.

The 'X' code will be used to record an absence relating to COVID 19 in the following circumstances:

- Where school is advised that a child will be absent from school due to POTENTIAL COVID symptoms. If/when confirmed, the record will revert to the 'I' code
- Where school is advised that a child will be absent from school due being 'in isolation' as result of being in close contact with an infected person
- Where, as a result of a 'bubble' closure at school due to a potential or confirmed case being reported

The Deputy Headteacher is the nominated person who will undertake, as far as is reasonably practical, a 'track & trace' system to identify potential and actual cases of COVID 19 associated with school. The Deputy Headteacher will keep a written record of all activity relating to this process and provide accurate and upto date information for the Headteacher and the Governing Board.

School will undertake a weekly audit of registers to ensure accuracy and validity, making any amendment as necessary.

Changes to the school day

As a result of the impact of COVID 19 with respect to complying with 'maintaining social distances' guidance, it has been necessary to stagger the start and finish times of a number of aspects of the school day. Below is the current arrangements agreed for the COVID 19 period which will remain in place until such time as the national guidance changes.

Children will enter and leave school through one of four gates, dedicated to their year group at the time detailed below. Gate are numbered 1-4 across the front of school, 1 being the main entrance to school:

MORNING - 08.45	Afternoon - 15.15	
Nursery & Reception	Gate 3	Normal pedestrian entrance
Year 2 classes	Gate 2	Central school gate
Year 4 classes	Gate 4	New gate near cycle store
Year 6 classes	Gate 1	Main school entrance
Morning - 09.00	Afternoon - 15.30	
Year 1 classes	Gate 3	Normal pedestrian entrance
Year 3 classes	Gate 4	New gate near cycle store
Year 5 classes	Gate 1	Main school entrance
Morning 08.30	Afternoon - 14.50	
Monkey Puzzle class	Gate 1	Main school entrance

Appendix 1

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

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!

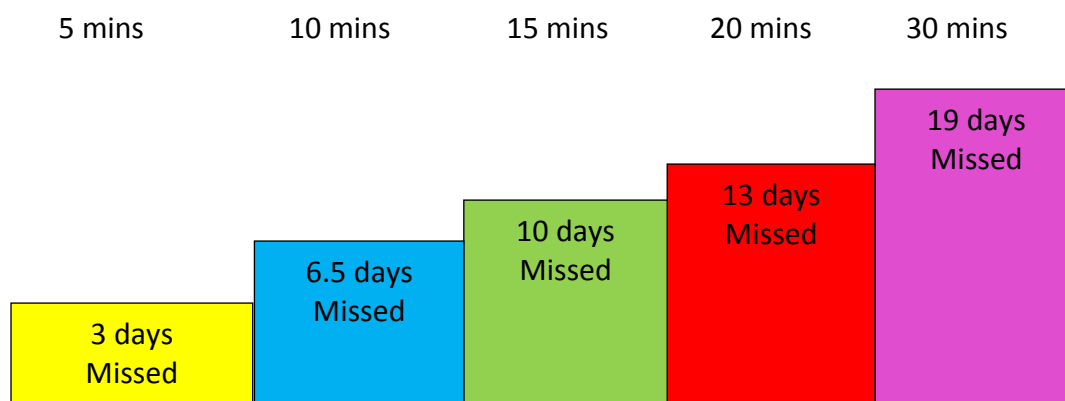
All children are expected to be at school by 8:50am ready for the start of the day at 9:00am. Parents of pupils arriving after 8.55am must report to the office to provide a reason for their child's lateness. The pupil will be marked present but arriving late. The register will close at 9:20am – pupils 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.

APPENDIX 2

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].

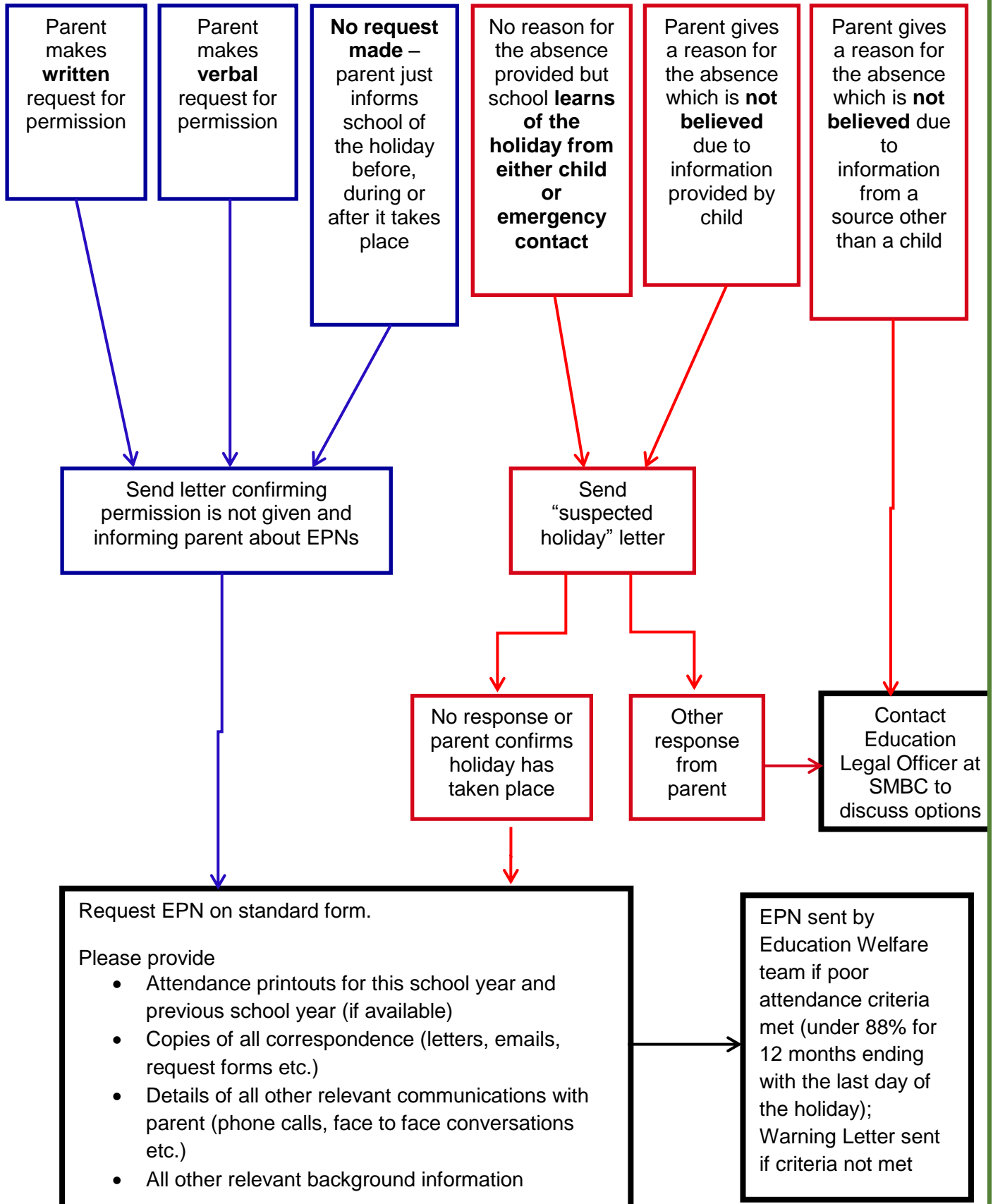
As the school had not given permission for [name] to be absent from school during these dates we are proposing to record the absences as unauthorised, and to refer the matter to the Local Authority which may result in an Education Penalty Notice fixed penalty fine of £60 being issued to you [each of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