

Brampton Primary School

Attendance Policy

Date	Review Date	Written by	Endorsed by	Link Governor
November 2023	November 2024	Alex Wedgbury	Headteacher and Chair of Governors	Susan Masters (Link Governor for Safeguarding)



Building Personal Success

Article 3 The best interests of the child must be a top priority in all things that affect children.

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Article 29 Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

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1. Vision:

We want Brampton Primary School to be an exceptional and inspirational community where children and adults care about and respect each other, laugh, learn, have fun and achieve. All pupils should be supported in *Building Personal Success*. School should be a place where every adult member of the community (staff, governors, visitors, parents and carers) has uncompromising aspirations for every child, so that they are successful - academically, socially and personally – whatever their starting points.

2. 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 through the following means:

- Promoting good attendance
- Reducing persistent and severe absence
- Ensuring all pupils are able to access a rich, broad and balanced education, which helps them on their journey to **building personal success**
- 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 good punctuality.

3. 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:

- 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](#)

It also refers to other published guidance for schools:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

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4. Roles and responsibilities:

4.1 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

4.2 The headteacher

The headteacher 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

4.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- 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
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- The designated senior leader responsible for attendance is Alex Wedgbury and can be contacted via 0208 472 0830.

4.4 The attendance officer

The school attendance officer is responsible for:

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- Monitoring and analysing attendance data (see section 7)
- 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/attendance lead when to issue fixed-penalty notices
- The attendance officer is Shirley Tshuma and can be contacted via 0208 472 0830 or at attendance@brampton.newham.sch.uk.

4.5 Teachers

Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office each morning and afternoon.

Teachers are also responsible for alerting the attendance officer or lead to any children whose attendance is a concern.

4.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the attendance officer in order to provide them with more detailed support on attendance

4.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every on time
- Report their child's absence before 8:30am (before 12pm for children in the afternoon nursery) on the day of the absence, and each subsequent day of absence, advising also when they are expected to return
- Use the systems prescribed by the school to report absences, specifically MyEd (see section 5.7), where possible
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

4.8 Pupils

Pupils are expected to attend school every day on time.

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4.9 Attendance targeted support service

The school works closely with the local authority attendance targeted support team (ATSS). The attendance management and welfare advisor (AMWA), who works as part of this team, has the following responsibilities:

- Enforcing the law regarding school attendance
- Supporting the school through meetings and by monitoring children's attendance
- Conducting home visits to engage hard to reach families
- Responding to the school's concerns with regard to attendance and punctuality
- Providing direct information to parents/carers of pupils who fall below target levels of attendance and devising strategies to improve their attendance in partnership with the school
- Ensuring the borough and school policies on attendance are implemented appropriately in each individual case including the use of legal action against parents where they are failing to fulfil their child's regular school attendance
- Working closely with schools at transition stages to ensure identified vulnerable children are provided with all possible support to reduce the likelihood of increased non-attendance, where necessary working and liaising with partner agencies

5. Recording attendance

5.1 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 first session of each school day and once after the lunch. 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

Please see appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not

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- 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.

Children in the morning nursery must arrive in school by 8:45am. The register for the first session will be taken by 8:50am and will be kept open until 9:10am.

Pupils in reception, key stage 1 (KS1) and key stage 2 (KS2) must arrive in school by 9am on each school day. The register for the first session will be taken by 9:05am and will be kept open until 9:30am.

The register for the second session in the early years and foundation stage (EYFS), including nursery, and KS1 will be taken at 12:30pm and will be kept open until 12:35pm. The register for the second session in KS2 will be taken at 1:15pm and will be kept open until 1:20pm.

5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible by contacting the school via the MyEd application. Please see section 5.7 for details on how to gain access to the application.

Parents and carers can also call the school on 0208 472 0830.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is 5 days or more, the school may ask for 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.

In the rare case that the school still has concerns around a child's absences, a meeting will be held with the parents/carers to discuss the issues further, and certain absences may be recorded as unauthorised. Parents/carers will be notified of this.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Leaves of absence should be requested using the form set out in appendix 1. We do, however, encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

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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. Please see section 6 to find out which term-time absences the school can authorise.

5.4 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
- Will have their lateness can be recorded in the late book by the member of office staff on duty that day

The school will offer support to pupils, parents/carers where lateness is having an impact on education and/or wellbeing.

The parents of any child who is repeatedly recorded in the late book will be contacted to discuss the importance of punctuality and explore whether any support is required. Continued lateness may result in a letter of warning being issued by the attendance officer.

If lateness continues to be a concern, the parents may be referred to the local authority.

In the event of an emergency evacuation of the school the late book will be brought out of the building along with the registers so that the presence of late pupils can be checked.

5.5 Following up unexplained absence

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

- Send a reminder text to the main priority contact on the first morning of absence and call the pupil's parent/carer to ascertain the reason
- If we have not had any contact from a parent or carer with regard to a child's absence, we may conduct a home visit after 48 hours – home visits are always conducted in the best interests of you and your child, with the main purpose to check that everyone is safe and well
- 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
- Where unexplained absence continues, the school will consider involving an education welfare officer

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5.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels via the MyEd application. Please see section 5.7 for details on how to gain access to the application.

Parents/carers can monitor their child's attendance using this guide:

https://drive.google.com/file/d/192a4VKCmNngp_-X06DJl6NdawqtHXspB/view?usp=sharing.

Where a child's attendance drops below 95%, the school will send a letter alerting parents/carers to the potential concerns. The letter will offer support and ensure parents/carers understand the potential risks to low attendance.

The school will also send a monthly newsletter which highlights attendance across year groups.

5.7 The MyEd Application

The MyEd application is the main form of communication used between the school and parents. The MyEd application can be downloaded via the Google Play Store or App Store:

- https://play.google.com/store/apps/details?id=com.results.squared.connected&pca_mpaignd=web_share
- <https://apps.apple.com/gb/app/my-ed/id935336530>

We encourage all parents and carers to install the software on their mobile devices.

6. Authorised and unauthorised absence

6.1 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.

For the purposes of this policy 'exceptional circumstances' covers the following:

- Homelessness
- School closure
- School or local authority transport being unavailable

This is not an exhaustive list.

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It is up to the headteacher to determine whether a request for leave meets the above criteria.

The school 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 5 days before the absence, and in accordance with the leave of absence request form (appendix 1). The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness (including mental illness) and medical/dental appointments (see sections 5.2 and 5.3 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/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils 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 school, but it is not known whether the pupil is attending educational provision

6.2 Legal sanctions

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

If issued with a fine, or penalty notice, each parent/carers 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 school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide to prosecute. Please see the Newham website for further details: [schoolpenaltynotices \(newham.gov.uk\)](https://www.newham.gov.uk/schoolpenaltynotices).

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7. Strategies for promoting attendance

At Brampton Primary School we feel attendance is important for the following reasons:

- Statistics show that pupils with good attendance have better achievement in school
- Children with attendance above 96% make better progress socially and academically
- Children who attend regularly find their learning more satisfying and have fewer gaps in their knowledge

We use the following benchmarks to help us monitor children's attendance:

- 98%+ – outstanding attendance
- 96%+ – good attendance
- 95% – satisfactory attendance
- Below 95% – unsatisfactory attendance

At Brampton Primary School we try to work with parents and carers to ensure their child's attendance is 96% or above.

These are some of the strategies we use:

- Reward good attendance with 100% certificates, special reward assemblies and extra playtime
- Give weekly attendance trophies to the best class in each phase in our school – EYFS, KS1, Lower KS2 and Upper KS2.
- Provide, each half term, children with 100% attendance receive special certificates
- Enter children with 100% attendance for the whole year into a special prize draw
- Enter children with 100% attendance + authorised absences for the whole year into a special prize draw

Parental engagement is key to successfully improving attendance. Teachers and pastoral workers have daily contact with parents and carers, and are key to having early conversations with parents to ensure their children attend school on time each day. We would much rather work to improve attendance at this early stage. There may, however, be times when the process needs to be formalised to ensure advice is acted upon and attendance improves. We invite parents in for meetings to look at how attendance can be improved. Meetings are conducted with the attendance officer, ATSS adviser and/or the attendance lead, and, if necessary, an attendance agreement may be suggested – this is a voluntary offer for parents to work together with the school to improve attendance. (See appendix 2).

At times fixed penalty notices (FPN) may be requested in cases that are appropriate, such as unauthorised holidays, persistent absences or persistent lateness. If these fail to have an impact, the school may refer to the AMWA for further action. This could result in an

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attendance panel hearing (APH) which could lead to a referral to the magistrate's court and possible prosecution.¹

8. Attendance monitoring

8.1 Monitoring and analysing attendance

The AMWA meets the attendance officer in school half a day each week. Together they will contact the parent/carer of any child about whom there are concerns with regards to attendance or punctuality, so it is of the utmost importance that the information we have available is up to date and accurate. School attendance information can ultimately provide evidence in court proceedings and therefore accuracy is essential. It is also a key element in the school's safeguarding strategy.

It is a legal responsibility to include information regarding attendance in a child's annual report. This information includes the number of authorised and unauthorised absences out of the maximum number of possible attendances, together with the number of lates. It is of vital importance that this information is accurate

The attendance lead will monitor trends and patterns of attendance across the school. This will be for individuals, classes, year groups including children with SEND, gender and children eligible for pupil premium funding. Where there is a pattern then action will be taken to address this. Targets are set at the start of the year for attendance and this will be monitored to ensure the school is doing all it can to achieve this target. The attendance lead will make sure that pupils whose names appear on the persistent absentee list are monitored and action is taken to ensure attendance improves. Governors will be provided with termly reports on attendance and actions being taken to improve attendance across the school.

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

8.2 Using data to improve attendance

The school will:

- Provide regular attendance reports to [class teachers/form tutors], and other school leaders, to facilitate discussions with pupils 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

¹ This does not apply to parents/carers of children in nursery.

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8.3 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Send letters notifying parents and carers at each stage of the process

9. Children in nursery

Although attendance at nursery is not statutory, Brampton Primary School believes good attendance is essential in ensuring children are settled and able to take full advantage of the learning and development opportunities available at school. At a young age, continuity and consistency are important contributors to a child's well-being, current and future progress. For this reason, all sections, bar 6.2 (*Legal sanctions*), apply to parents/carers of children in nursery.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the attendance lead. At every review, the policy will be approved by the full governing board.

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Appendix 1

Application for leave of absence during term-time

Please complete this application form at least one week before the start of any planned absence and return to the school office. Once the office receives the form, please allow 72 hours for the request to be processed.

Leaves of absence during term time are unlikely to be authorised other than in exceptional circumstance. Any applications for leave in term time must be made in writing to the headteacher. It is at the headteacher's discretion to determine whether any leave of absence during term-time falls into the categories defined as exceptional circumstances and evidence may be requested. Please note that evidence from abroad is not accepted. If the leave is granted the school will determine the number of school days a child can be absent.

Date of application: _____

Childs name: _____ Year: _____ Class: _____ Attendance: _____

Childs name: _____ Year: _____ Class: _____ Attendance: _____

Childs name: _____ Year: _____ Class: _____ Attendance: _____

Start date of absence: _____

Date of return to school: _____

Number of days requested: _____

Reason for absence: _____

I agree to complete a holiday diary if requested by the Headteacher: **Yes** **No**

If a child is absent during term-time without obtaining the school's agreement a penalty notice may be issued if the absence is more than three consecutive days. You may also receive a fine if you delay your return without school agreement.

Parent/Carer Signature: _____

Headteacher to complete within 72 hours

Absence authorised

Absence unauthorised
(Year 2/6 or over 10 days)

Headteacher remarks:

Holiday diary to be given: **YES** **NO**

Headteacher signature: _____

Time Received: _____ School Received Date Stamp: Office Staff Signature: _____
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Appendix 2

Attendance and Punctuality Agreement

Pupils name	
DOB	
Address	
Date and time of meeting	
Venue	
Present at meeting	
Reason for meeting	
Action points resulting	

Aims

- To improve attendance and/or punctuality for the child named above.
- To ensure information is shared to improve attendance and punctuality.
- To avoid referrals to the attendance management service.

Parents: I/we agree to

- Ensure that my child always arrives on time (before 8.50)
- Ensure my child attends school every day.
- Ensure my child has no unauthorised absence.
- Provide medical evidence for any absences.
- Inform the school on the first day of any absence.
- Attend any further meetings

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