



# ATTENDANCE & PUNCTUALITY POLICY

## 2023 - 2024

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- **Statement of intent**

Broughton Jewish Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

(a) to age, ability and aptitude, and

(b) to any special educational needs he/she may have

Either by regular attendance at school or otherwise.”
- Promoting and modelling good attendance and punctual behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

## **1. Legal framework**

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2020) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2023) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'
- DfE (2022) 'Working together to improve school attendance'

1.2. This policy will be implemented in conjunction with the following school policies:

- Complaints Policy
- Behaviour Policy
- Children Missing Education Policy

## **2. Roles and responsibilities**

2.1. The governing board has overall responsibility for:

- The implementation of this policy and procedures of BJPS.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
  - Having regard to 'Keeping children safe in education' (2023) when making arrangements to safeguard and promote the welfare of children.
  - Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- 2.2. The headteacher is responsible for the day-to-day implementation and management of this policy and procedures of the school, and distributing these to parents.
- 2.3. Staff, including teachers, support staff and volunteers, are responsible for:
- Following this policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
  - Modelling good attendance behaviour.
  - Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- 2.4. Parents are expected to take responsibility for the attendance of their child during term-time.
- 2.5. Parents are expected to promote good attendance behaviour and ensure that their child attends school every day and on time.
- 2.6. The school will ensure that absence procedures are understood by pupils, parents and carers.
- 2.7. Parents are responsible for:
- Providing accurate and up-to-date contact details.
  - Providing the school with more than one emergency contact number.
  - Updating the school if their details change.

### 3. Definitions

- 3.1. For the purpose of this policy, the school defines:
- **“Absence”** as:
    - Arrival at school after the register has closed.
    - Not attending school for any reason.
  - An **“authorised absence”** as:
    - An absence for sickness for which the school has granted leave.
    - Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.

- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.
- An **“unauthorised absence”** as:
  - Parents keeping children off school unnecessarily or without reason.
  - Truancy before or during the school day.
  - Absences which have never been properly explained.
  - Arrival at school after the register has closed.
  - Absence due to day trips and holidays in term-time which have not been agreed.
- **“Persistent absenteeism”** as:
  - Missing 10 percent or more of schooling across the year **for any reason**, ie. their attendance data falls below 90%.

#### 4. Training of staff

The school recognises that early intervention can prevent poor attendance. As such, teachers will receive guidance in identifying potentially at-risk pupils.

Teachers and support staff will receive regular and ongoing guidance as part of their development.

#### 5. Pupil expectations

Pupils are expected to attend school every day. It is accepted that for young children the responsibility of attendance and punctuality is for their parents/ carers.

#### 6. Pupils at risk of persistent absence

6.1. The SLT will:

- Establish a range of evidence-based interventions to address barriers to attendance and access good quality advice to help with this.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by including:
  - Calling/ Sending letters to parents.
  - Having a weekly review.
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.

- 6.2. The governing board will engage in attendance panels to reinforce messages and outline relevance in terms of training and employment.
- 6.3. Pupils potentially at greater risk of harm who need a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.
- 6.4. Teaching staff will:
  - Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
  - Meet with pupils to discuss absence, patterns, barriers and problems.
  - Establish plans to remove barriers and provide additional support.
  - Lead daily or weekly check-ins to review progress and the impact of support.
  - Make regular contact with families to discuss progress.
  - Consider what support for re-engagement might be needed, including for vulnerable groups.

## **7. Absence procedures**

Parents will contact the school as soon as possible on the first day of their child's absence.

Parents will send a note/ email or call, on the first day of their absence.

Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.

A phone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school.

In the case of persistent absence, arrangements will be made for parents to speak to a member of the SLT or the Attendance Officer.

The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

## **8. Parental involvement**

The school will build respectful relationships with parents and families to ensure their trust and engagement.

The school will communicate openly and honestly with pupils and their families about their expectations of school life, attendance and performance so that they understand what to expect and what is expected of them.

The school will liaise with other agencies working with pupils and their families to support attendance, e.g. if a pupil has a social worker.

Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.

## **9. Attendance register**

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

Attendance data is recorded on Scholarpack (SP) and can be analysed through SP.

### **9.1 The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:**

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity



- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school ( used as a Covid code)
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Duel registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

9.2 When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

9.3 Every entry received into the attendance register will be preserved for three years.

9.4 A member of the Office will complete the '[Educational setting status form](#)' on a daily basis, based on the information on the attendance register.

## **10. Attendance officer**

10.1 If they are persistently absent, pupils will be referred to the attendance officer (or SLT) who will attempt to resolve the situation through a parent agreement.

10.2 If the situation cannot be resolved and attendance does not improve, the attendance officer will consider the use of sanctions such as prosecutions or penalty notices to parents.

10.3 The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.

10.4 The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. They will also report to Governors at least termly to inform them of the current data.

## **11. Lateness**

Punctuality is of the utmost importance and lateness will not be accepted. Children need to understand the importance of routine and they miss out on important social interactions and lesson time if late.

After lunch, registers are taken. Pupils will receive a late mark if they are not in their classroom by this time or a mark of absence if they are not present.

It is the parent's/ carer's responsibility to ensure that the children arrive at school on time.

The gates open at 8.25 and close at 8.40am. Lessons/ activities start as soon as they arrive in school - from 8.30 onwards.

If your child arrives after 8.40am, **parents will need to escort their child to the office**, to sign them in, with a reason for their late arrival. This ensures that all children are accounted for with registration - the busy office environment should not have to deal with late arrivals. Up to 9.00am the register Code will be L - Late.

If a child arrives after 9.00am, then the reason for lateness will be considered and a decision made by the School to mark it as an authorised or unauthorised absence (Register Code U - Late arrival after register closed / O - Unauthorised absence).

If this becomes a repeated occurrence it will be referred to the Education Welfare Officer (EWO), and may lead to formal procedures being followed, including fines.

We understand there may be specific family circumstances that make it challenging for parents to be here on time. If we can support you in any way, please get in touch with Mrs S Caplan or Miss N Taylor in the first instance.

Here are some resources that could be useful:-

[10 ways to get your child to school on time | BabyCentre](#)  
[School Anxiety and Refusal | Parent Guide to Support | YoungMinds](#)  
[How to \(Actually\) Get Out the Door on Time \(youtube.com\)](#) (this one is made specifically for adults/children who have ADHD) .

We hope that all parents will adhere to the Policy to ensure the best start to the day for their children.

8:25	Gate opens
8:30	Lessons / activities begin in the classroom
8:40	Gate closes. <b>Parents need to escort their child to the office to sign them in from this time onwards.</b>
8:40am – 9am	Children arriving between this time will be registered Late (L)
After 9am	Children arriving after this time will either be registered U – late arrival after register closed or O – unauthorised absence.

## 12. Term-time leave

At BJCFPS, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

The Head will be unable to authorise holidays during term-time.

The Head will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the Head will be satisfied by the evidence which is presented, before authorising term-time leave.

The Head will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at their discretion.

Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

If parents take their child out of school during term-time without authorisation from the Head, they may be subject to sanctions such as penalty fines.

### **13. Leave during lunch times**

**13.1. Parents may be permitted to take their child away from the school premises during lunch times with permission from the Head – it is at their discretion as to whether a pupil will be allowed to leave the premises.**

**13.2. Parents will be told about the arrangements regarding timings and expectations on return. The pupil will be signed out and back in using the lunch time register in the School Office.**

### **14. Truancy**

14.1 Truancy means any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

14.2 All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning

14.3 All pupils are expected to be in their classes by the start of both the morning and afternoon sessions, where the teacher will record the attendance electronically.

14.4 If truancy is suspected, the Head is notified, and they will contact the parent in order to assess the reasons behind the child not attending school. This will be followed up accordingly.

## **15. Missing children**

15.1 Pupils are not permitted to leave the school premises during the school day unless they have permission from the Head.

15.2 The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the SLT immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Head.
- The following areas will be systematically searched:
  - All classrooms
  - All toilets
  - Any outbuildings
  - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted. The Security Guards will be asked for their observations.
- If the pupil has not been found after 20 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided. If they still have not been found then the Police may be called.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.

15.3 If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.

15.4 When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.

15.5 The Head will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

15.6 Parents and any other agencies will be informed immediately when the pupil has been located.

15.7 The Head will carry out a full investigation, and will draw a conclusion as to how the incident occurred.

15.8 Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.

15.9 A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome.

## **16. Religious observances**

Parents will inform the school in advance if absences are required for days of religious or cultural observance.

## **17. Appointments**

As far as possible, parents will attempt to book medical and dental appointments outside of school hours.

Where this is not possible, a message, and at times an appointment card will be sent to the school office.

It is preferred that appointments are made at a time where registration can take place first before they leave, so that they do not miss a whole session of school.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office.

Pupils will attend school before and after the appointment wherever possible.

## **18. Modelling, sport and acting performances/activities**

18.1. Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, will be required to obtain a licence from the LA which authorises their absence(s).

18.2. Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance will request a licence from the LA. Procedures will need

to be followed to ensure all conditions are adhered to so that the child's education does not suffer. See Salford's procedures for this.

## **19. Young carers**

- 19.1. The school understands the difficulties that face young carers.
- 19.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- 19.3. The school will take a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

## **20. Rewarding good attendance**

- 20.1. The school acknowledges 100 and 99 percent attendance in the following ways:
  - Letter for 100% / certificate to child/ parent/ carer for 99% and 100%
- 20.2. Good attendance and punctuality will be rewarded in the following ways
  - Postcard/ letter/ certificates to child/ parent/ carer

## **21. Monitoring and review**

The school monitors attendance and punctuality throughout the year.

BJCFPS's attendance target is 96 percent.

- 21.1. This policy is reviewed every year by the SLT; the next scheduled review date for this policy is July 2024.
- 21.2. Any changes made to this policy will be communicated to all members of staff and parents.

## **22. Attendance Monitoring Procedures**

BJCFPS uses the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided.
2. Contact is made to the parents of any pupils marked using the N code so as to find out the exact reason and mark it accordingly.

3. If a pupil's attendance falls below 90%, SLT will call home to discuss this with parents, if necessary, or send a letter home.
4. If a pupil's attendance continues to stay below 90%, another call may be made home and a letter is sent home raising concerns that their attendance has fallen below the school's expected standard.
5. The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with SLT. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.
6. If targets are not met, SLT may make a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. This will include a monitoring period and, if there are no improvements, a final written warning is issued to the parents. If there is no improvement after an additional monitoring period, a fixed-penalty notice is issued.