



ATTENDANCE & ABSENCE POLICY

2024/25

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Signed by Chair of Governors	D Bondt
Committee Delegated	
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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 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

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

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Absent from Education Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- 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 Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Absent from Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- 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.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

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.
- The attendance and punctuality of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.

- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- 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

Unauthorised absence:

- 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 shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

4. Pupil Expectations

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

The school day starts at **08.40**, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site between **08.25 and 08.40**, ready to start their lessons.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9.00am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:30am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:00pm**. Pupils will receive a late mark if they are not in their classroom by this time for KS1
- The afternoon register will close at **1:10pm**. Pupils will receive a mark of absence if they are not present for KS1
- The afternoon register will be marked by **2:00pm**. Pupils will receive a late mark if they are not in their classroom by this time for KS2
- The afternoon register will close at **2:10pm**. Pupils will receive a mark of absence if they are not present for KS2

Pupils/parents will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the school office.

5. Absence procedures

Parents will be required to contact the school office via telephone before 9:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Where a pupil is absent for more than **three** school days in a row, or more than **5** school days (10 sessions) in **one term**, the pupil's parent will be expected to provide a signed letter with an explanation for the absence(s). The school will request medical evidence in most circumstances where a pupil is persistently absent due to illness.

In the case of PA, arrangements will be made for parents to speak to 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.

If a pupil's attendance drops below **85 percent**, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

5.1 Pupils at risk of persistent absence

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.

The governing board will:

- Engage in attendance panels to reinforce messages and outline relevance in terms of training and employment.
- 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.

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.

5.2 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.

6. 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.

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:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- 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
- T = Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

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.

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

A member of the Office will complete the 'Educational setting status form' on a daily basis, based on the information on the attendance register.

6.1 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.

6.2 Attendance officer

- If they are persistently absent, pupils will be referred to the attendance officer (SLT) who will attempt to resolve the situation through a parent agreement.
- 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.
- The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.
- 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.

6.3 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.
- The school day starts at 8.40am. Pupils should be in their classroom at this time, ready to start lessons.
- Registers are marked by 9.00am. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at 9.30am. Pupils will then receive a mark of absence (U) if they do not attend school before this time.
- 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.

7 Penalty notices and legal intervention

Following the Working Together to Improve Attendance Paper and the National Framework for Penalty notices published 29th February 2024, applied from 19th August 2024, each local Authority must issue all education penalty notices within the new legislation

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024

2024 No. 210

Education Penalty Notices for Non-School attendance

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to none school attendance.

Schools are required to consider, on a case by case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised. Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance.

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

- Penalty Notice One - £160 discounted to £80 if paid within 21 days.
- Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summoned to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.

The local authority and schools are committed to providing the best possible future for your child.

8 Leave during lunch times

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.

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.

9 Truancy

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.

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

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.

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.

10 Missing children

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

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.
 - If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.
 - When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
 - 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.
 - Parents and any other agencies will be informed immediately when the pupil has been located.
 - The Head will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
 - Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.
 - A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome.

11. Religious Observances

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

12. 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.

13. Modelling, sport and acting performances/activities

- a. 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).
- b. 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.

14. Young carers

- a. The school understands the difficulties that face young carers.
- b. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- c. 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.

15. Rewarding Good attendance

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

16. Monitoring and Review

- a. The school monitors attendance and punctuality throughout the year.
- b. BJCFPS's attendance target is 96 percent.
- c. This policy is reviewed every year by the SLT; the next scheduled review date for this policy is September 2025.
- d. Any changes made to this policy will be communicated to all members of staff and parents.

17. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

18. Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school

- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

19. 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. A report sheet is sent to the SLT detailing weekly and annual attendance to date.
2. 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.
3. Contact is made to the parents of any pupils marked using the N code. Any N codes not established are recorded as an unauthorised absence.
4. If a pupil's attendance falls below 85%, SLT will call home to discuss this with parents, if necessary.
5. If a pupil's attendance continues to stay below 85%, 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.
6. 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.
7. 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.

Appendix 1 – Salford City Council Penalty Notice

Salford City Council

Important information for Parents, changes as of 19th August 2024 to the issue of Penalty Notices for Non-School attendance.

Dear Parent,

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024 No. 210

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to none school attendance. The following changes will come into force for penalty notice fines issued after 19th August 2024.

New National Threshold

There will be a single National Threshold for when a penalty notice must be considered by all schools in England and Wales of 10 sessions of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of any type of unauthorised absence.

From 19th August 2024, the fine for school absences across the country will be £160 discounted to £80 if paid within 21 days, or £160 if paid within 28 days.

If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160 with no discount given for early repayment.

1. The first time a penalty notice is issued for unauthorised absence the amount will be £160 per parent, per child, discounted to £80 if paid within 21 days.
2. The second time a penalty notice is issued for unauthorised absence (within 3 years) the amount will be £160 per parent, per child, paid within 28 days.

Any term time holidays that are taken after the start of the 2024/25 academic year will be treated under the new Legislation as the new rules apply to any offences committed from 19 August 2024, regardless of when the holiday is booked.

Should a third absence be taken within the three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

For more information please see the following:

<https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>

Salford local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.

Appendix 2 – Penalty Notice Flow Chart

