



Attendance Policy

Brierley CE (VC) Primary School

Approved by:	Governing Body	Date: Autumn 2023
Last reviewed on:	September 2023	
Next review due by:	September 2024	

Our Vision

Though we are many, we are one body. Together, we learn and grow.

God is at the heart of all we do, shining His light to guide us on our journey. Together, we face change and transformation with courage.

In love, we nurture all to be resilient, hopeful and aspirational; to become the very best version of ourselves, knowing that we are loved.

Each member of our school community is honoured and celebrated for their unique character and qualities: difference is met with dignity and compassion. Though we are many, we are one body.

Our community at Brierley stretches beyond the school, where we share God's message of love through our actions, our thoughts and our words as we continue on life's path.

Aims & Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensure high levels of attendance and punctuality.
- Achieve a minimum of 96% for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Reception age children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

Responsibility of Parents/Carers

Children who are persistently late or absent soon fall behind with their learning. Attendance and achievement are closely linked and good habits, developed early in life do have an impact on levels of achievement. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

Punctuality

It is the parent/carers' responsibility to ensure that their children arrive to school on time. Doors open at 8.40am.

Records are kept of pupils who are late. Registers are taken at 8.45am. Children who arrive after this time must report to the school office. Registration codes will be applied in line with DfE guidance.

Children should be collected promptly at the end of the school day and necessary arrangements should be in place for the journey home. If these differ from the child's normal arrangements, the class teacher and school office should be made aware of this.

Persistent Latecomers

Children who repeatedly attend school late after 8.45am will be brought to the attention of the Education Welfare Officer. Warning letters will be issued to the parents/carers of these children. In addition, the Education Welfare Officer is able to carry out unannounced home visits.

Absences

It is the parent/carer's responsibility to notify the school on the first day of absence before 8.45am.

Parents can report an absence by telephoning the school office on 01226 711332 or by using the school website at Brierleyschool.com

Parents/carers who have not notified school of their child's absence by 9.15am, will be visited by members of school staff that same day.

Parents may be asked to provide medical evidence where possible, on the child's return to school.

Parents should ensure that as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.

Parents are asked to liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.

We will work with parents and the education welfare service to improve attendance where a pupil's attendance percentage falls below the school's expectation and becomes a concern.

The link below shows the [Health Protection Agency's](https://www.healthprotectionagency.org.uk/infection-control-in-schools/) Infection Control in Schools & Recommended Periods of Absence

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

Illness/Medical Absences

In addition to the points above, if a child is repeatedly absent due to illness, the school may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc.

The school will request medical evidence for any illness absence taken immediately before or after a school holiday.

Absence for Holidays

Any absence from school will have an impact on your child's learning and as such leave/holidays during term are strongly discouraged.

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

If there are exceptional circumstances, parents/carers must complete a leave of absence request form in advance of the trip (ideally at least 4 weeks prior).

These requests will be considered on a case-by-case basis and the Head Teacher will use her discretion whilst applying government recommendations.

It is the parent/carer's responsibility:

- To obtain a leave of absence form from the school office.
- To complete and submit the form in advance of the period of absence (ideally 4 weeks prior).

If parents/carers decide to take a holiday without the Head Teacher's authorisation, the child's absences will be marked as unauthorised.

Unexplained Absence

When a child is repeatedly absent and no satisfactory reason is given, the parent/carers may be liable for prosecution and/or a fine from the Local Authority.

Regular monitoring is carried out by the Education Welfare Officer. Children who have repeated unauthorised absences, holidays or otherwise, will be contacted by the Education Welfare Officer and may be invited in to an attendance meeting to discuss absences and any appropriate support.

Children Missing in Education

If a child's absence continues for a total of 10 days, and there is no contact made with school, the family will be referred as a CME case for the Local Authority.

Returning to school

When a child returns to school after a period of absence lasting 5 days or more, parents will be asked to attend a reintegration meeting where strategies will be discussed that will support your child to catch up on lost learning.

Tiered Approach to Managing Attendance:

Tier 1:**Our approach to achieving 96% attendance for all children**

Attendance is promoted through positive rewards

Eg: money vouchers, prizes, certificates.

We monitor attendance daily and meetings are held with our Educational Welfare Officer frequently.

We operate a first day contact procedure as outlined above, where parents are required to report an absence by 8.45am and home visits take place by school staff if parents have not contacted school by 9.15am.

Tier 2:**For pupils below 96% and above 94%**

For pupils whose attendance is below 96%, circumstances will be reviewed by the attendance officer and head teacher.

Contact will be made either face to face or by telephone to inform parents of their child's latest attendance figure which will be below 96% and if appropriate, parents will be invited to attend a meeting with the school's attendance officer to ascertain if support is required in order the pupil to achieve 96% or above attendance.

An attendance information leaflet for parents will be issued.

(see Parent Information Leaflet Appendix A)

Attendance will be closely monitored each day and rewards in place for improvements.

The school attendance officer will work closely with pupils who have attendance less than 96% to ascertain if there are any issues or needs that may be creating barriers to achieving 96% attendance.

For pupils below 94% and above 92%

For pupils whose attendance is below 94%, parents will receive a letter from school (see Letter 1 Appendix B) to inform them of their child's up to date attendance figure.

The letter also informs parents that they must produce supporting evidence for any future absences. All absences that are not accompanied by supporting evidence will be marked as unauthorised.

Parents will also be informed at this point that a total of five unauthorised absence will result in a fixed penalty notice being issued.

The school attendance officer will continue to work closely with pupils in order to try and raise attendance and will support families in overcoming barriers, signposting and engaging with outside agencies, for example, Early Help.

For pupils below 92% and above 90%

For pupils whose attendance is below 92%, parents will receive Letter 2 from school (see Letter 2 Appendix C)

This letter informs parents that there has been little or no improvement to their child's attendance, therefore parents will be invited to attend an internal school attendance panel (ISAP) meeting with the school attendance officer and a member of the Education Welfare team.

Following the meeting, the child's attendance will be closely monitored for a set period of time.

Letter 2 also informs parents that their child is nearing the threshold of persistent absence which could result in a referral to the Education Welfare Service (see actions below)

For pupils below 90%

For pupils whose attendance is below 90%, parents will receive Letter 3 from school (see Letter 3 Appendix D)

Letter 3 informs parents that a referral could be made to the Education Welfare Service and if this occurs, then the matter of their child's attendance would be under the review of this department.

The Education Welfare Service personnel will closely monitor attendance, carry out home visits and seek prosecution if attendance does not improve.

Home visits

The school operates a specific strategy whereby staff make contact and attempt to visually interact with a child who is absent within a specific timeframe as follows:

Day 1 of absence: If no parent contact made – a home visit is required.

For vulnerable pupils, a home visit may still be necessary even if parents have made contact with school.

Day 2 of absence: for vulnerable pupils a home visit is necessary

Day 3 of absence: all pupils on day 3 will receive a home visit

Day 4 of absence: for vulnerable pupils a home visit is necessary

Day 5 of absence: all pupils on day 5 will receive a home visit

Any further absence days will result in a daily home visit for all vulnerable children and alternate days of home visits for children not classed as vulnerable.

Role of the Education Welfare Officer:

- To investigate absence which exceeds more than 10%, and to hold meetings with these parents as required.
- To investigate lateness which exceeds more than 5%.
- To investigate any unexplained absence which exceeds more than 5 consecutive days.
- To ensure parents are aware of their legal duty under the Education Act to ensure their children attend school.
- To refer cases to the Local Authority for prosecution where persistent absenteeism has not improved despite thorough intervention and support from the school and Education Welfare Officer.
- To report accurate whole school and individual attendance data when required.

Fixed Penalty Notices

Barnsley Metropolitan Borough Council (BMBC) has received Council Cabinet approval for changes to the Code of Conduct regarding the issuing of Penalty Notices.

The changes to the Code of Conduct are:

The removal of the following criteria which Headteachers were required to consider under the Code of Conduct when assessing the merits of a **leave of absence** request during term time:

- previous periods of leave of absence
- leave of absences taken in the first term
- exams and assessments
- employers letter(s)
- removal of school attendance target

Under the revised Code 2019, Penalty Notices can be issued if **any** of following three conditions applies:

- A pupil has accrued five or more consecutive days of unauthorised leave of absence (holiday in term time)
- If due to sporadic unauthorised absences, then, other than in specific circumstances, the liable parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. If there are further absences within the 15 day monitoring period then a Penalty Notice may be issued
- An excluded pupil present in a public place without justification, during the school hours of the school day where the pupil is on roll, during the first five days of each fixed period or permanent exclusion.

In summary; fines will be issued for

- i) any unauthorised holiday absence of 5 days or more.
 - ii) sporadic unauthorised absence in liaison with the Education Welfare Service.
 - iii) excluded pupils who are seen in public places within school hours.
- Fixed Penalty Notices will be issued by the Education Welfare Service for unauthorised holiday absence during term time. This fine is payable at £60 per child, per parent.

Appendix A: Information Leaflet for Parents

ATTENDANCE MATTERS!

WE ARE HERE TO SUPPORT YOU
IN ENSURING YOUR CHILD
ATTENDS SCHOOL EVERY DAY!



Mrs Paula Holroyd is our Attendance
Lead and PSA.

Her role involves monitoring the
attendance of every child in school on
a daily basis.

If you have any questions regarding
attendance please do not hesitate to
contact

Mrs Holroyd

Tel: 01226 711332

Our Attendance Policy is also available
on the School Website or please call
into the office if you would like a copy.

Punctuality Also Matters!

It is important that children arrive at school in
good time because it can be disruptive for the
whole class if a child arrives late.

At Brierley, Phonics, Reading,
Writing and Maths
learning takes place at the same time each
morning.

Regular lateness can mean that these
important subjects are missed. It is recognised
that on occasions there may be genuine
reasons for lateness such as
public transport difficulties.

If there is a
particular reason for a child's lateness,
parents should discuss this with Mrs Holroyd
who may be able to assist.

REMEMBER

- ♦ **10 minutes late every day = 50 minutes
missed per week**
- ♦ **Meaning 3 hours and 50 minutes
learning time missed every 7 week term
of the same subject**

ATTENDANCE AT BRIERLEY C OF E PRIMARY SCHOOL



Brierley C of E Primary School

Beech Close

Barnsley

S72 9EJ

01226 711332

Why does coming to school every day matter?

It is essential that your child attends school
regularly and maintains a pattern of good
attendance throughout their school career.

Excellent attendance at school is important to
allow a child to fulfil their potential.

Below are just some of the key reasons why it is
so important your child/ren attend school:

- * To learn.
- * To have fun.
- * To make new friends.
- * To experience new things in life.
- * To develop awareness of other cultures, religion, ethnicity and gender differences.
- * To achieve.
- * To gain qualifications.
- * To develop new skills.
- * To build confidence and self-esteem.
- * To have the best possible start in life.

If your child doesn't come to school
regularly they are likely to:

- become isolated from friends.
- underachieve.
- become involved in antisocial behaviour.

What Your Child's Attendance Means:

99/100%	Excellent Attendance – Well done!
Above 97%	Less than 6 days absence a year – Excellent attendance
95%	Less than 10 days absence – pupils are likely to achieve their targets
90%	19 days absence over the year = missing a month of school and may fall behind in maths, literacy and key skills for life.
85%	29 days absence = 6 weeks absence over the year, it will be very difficult for children to keep up and achieve their best. The EWO will become involved until attendance improves.
80% and below	Pupils are missing a day of school every week making it almost impossible to keep up with their learning. The EWO will be involved.

Your Legal Responsibility

As parents/carers it is your legal responsibility to
ensure that your child/ren attend school regularly.
If your child's attendance is causing concern the
Local Authority/EWO Service can take action
against you.

EWO Service

Sue Bellis is our Education Welfare
Officer (EWO) and works alongside Mrs
Holroyd (PSA/Attendance Lead).

Her role involves supporting families so
the

children's attendance improves.

As highlighted in the table, if your child's
attendance is

causing concern or is below 90%,

then Sue will make a home visit. As part
of her role and duty to safeguard all chil-
dren Sue will ask to see the child/ren to
ensure they are safe.

You will also be invited into school for a
meeting to discuss your children's
attendance and if this does not improve
a fixed penalty notice (fine) may be
issued.

If you have any questions regarding your
child's attendance do not hesitate to
contact Mrs Holroyd who will be happy
to help.

Appendix B: Letter 1
(for attendance below 94% and above 92%)

Ref: Attendance Letter 1 (pupil attendance below 94%)

Dear Parent/Carer

As you are aware, as a school, we constantly monitor attendance.

I am writing to bring to your attention that your child's attendance has now become a cause for concern and has fallen below 94%.

Currently your child's attendance is _____% which is well below the national expected standard for all children.

You may have already informed school regarding the reason for your child's absence, however we have a legal responsibility to notify you that your child's attendance is of concern.

Due to repeated absences, school requests that you obtain supporting evidence for any medical absences and any absences that are not supported by evidence will not be authorised.

If a total of five unauthorised absences occur, this could result in a fixed penalty notice being issued.

Mrs Holroyd is the school attendance officer and is always happy to support. If you are experiencing difficulties with your child's attendance, please do contact Mrs Holroyd who is able to support families in overcoming such barriers.

Yours sincerely

S.Benson

Mrs S Benson
Head Teacher

Appendix C: Letter 2
(for attendance below 92% and above 90%)

Ref: Attendance Letter 2 (pupil attendance below 92%)

Dear Parent/Carer

As you are aware, as a school, we constantly monitor attendance.

I am writing to bring to your attention that your child's attendance has now dropped to below 92%.

Currently your child's attendance is _____% which is well below the national expected standard for all children.

Due to repeated absences, school requests that you obtain supporting evidence for any medical absences and any absences that are not supported by evidence will not be authorised.

As there has been no improvement in your child's attendance I am informing you that you will shortly be invited to attend an internal school attendance panel meeting (ISAP).

Also invited to the ISAP meeting will be Mrs Holroyd, the school's attendance officer and a member of the Education Welfare Service team.

During the meeting, your child's attendance will be discussed along with any barriers you be experiencing. Any support you or your child require will also be discussed at this meeting.

Your child's attendance will then be expected to improve over a set period of time and will be closely monitored by both the school and the Education Welfare Service.

Please contact us if you have any questions regarding this process.

Yours sincerely

S. Benson

Mrs S Benson
Head Teacher

Appendix D: Letter 3
(for attendance below 90%)

Ref: Attendance Letter 3 (pupil attendance below 90%)

Dear Parent/Carer

I am writing to bring to your attention that your child's attendance has now dropped to below 90%. This has reached the threshold of what is known nationally as Persistent Absence.

Currently your child's attendance is ____%.

I am informing you that your child's attendance is being closely monitored by the school's attendance officer and the school's Education Welfare Officer (EWO), Sue Bellis.

Due to repeated absences, school requests that you obtain supporting evidence for any medical absences and any absences that are not supported by evidence will not be authorised.

If there are no measurable improvements over a short period of time, this may then result in a formal referral being made into the Education Welfare Service which could result in legal prosecution.

If you would like to discuss your child's attendance, please contact the school's attendance officer, Mrs Holroyd.

The Education Welfare Officer Sue Bellis, is also available to support you in ensuring your child attends school regularly.

Please contact us if you have any questions.

Yours sincerely

S. Benson

Mrs S Benson

Head Teacher