



The Bishop's Church of England Primary Academy



Policy	Attendance
Date	September 2025
Date of next review	September 2026
Agreed on behalf of the LGB	

Equal Opportunities and Scope

The school expects employees to adhere to this policy in line with the school's obligations under equality legislation. Headteachers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

Aim of this policy

- To have a clear understanding of the importance of attendance and punctuality in a child's education.
- To have a clear understanding of the procedures around dealing with attendance and punctuality in our school.
- To promote high levels of attendance, reduce levels of unauthorised absence and promote high levels of punctuality.

Morning Routine

School Gates open at 8:30AM

School gates close and registers open at 8:45AM

Registers close at 9:00

- Any pupil arriving late from 9:00AM will incur an unauthorised absence AM mark.
- **Four unauthorised absence marks in a half term will be classed as persistently late and trigger the attendance procedure, starting with an attendance panel meeting.**

Governing Body Statement on Attendance

Our Governing Body believes that good attendance at school is the first step towards pupil progress and achievement. Good punctuality shows respect for teachers and peers and ensures that children are ready and willing to learn.

Responsibility of the Governing Body

- To request from the Headteacher regular reports on attendance and punctuality.
- To include attendance in the annual School Profile to parents / carers.

Responsibility of the Headteacher

- To oversee the implementation of attendance policies and procedures.
- Ensure the collection of accurate statistical data.

- Develop efficient monitoring and evaluation systems.
- Form positive links with outside agencies such as Education Welfare Service.
- Refer pupils to the School Attendance Support & Enforcement Officer when attendance is 90% or less.
- Report regularly to the Governing Body on attendance.
- Positively promote good attendance within the school.
- Communicate with parents / carers verbally and in writing.

Responsibility of the class teacher

- Ensure accurate register keeping in accordance with the DCSF guidance.
- Communicate with the Headteacher with regards to concerns.
- Positively promote good attendance within the class.
- Make positive links with parents / carers.

Responsibility of the School Business Manager

- To oversee the work of the Administrative (Attendance) Officer and delegate appropriately.

Responsibility of the Administrative Officer with Responsibility for Attendance

- Ensure applications for Year 7 places are sent to parents.
- Assist the Headteacher in admission and taking children off roll.
- Assist the Headteacher in in-year admissions.
- Set up registers at the start of the year,
- Record late arrivals,
- Send out letters on unauthorised absence.
- Liaise with the Headteacher and the Education Welfare Officer with regard to attendance and punctuality issues.
- Monitor late arrival at reception in the mornings.
- Maintain up to date knowledge of the code system for registers.
- Have up to date knowledge of the Local Authority's guidance on matters regarding attendance and punctuality.

- Systematically monitor application for exceptional leave.
- Organise and attend punctuality/attendance panels and fast track meetings
- Accurately collect data and evidence to be used in Attendance Panel and fast track meetings

Illness, Medical and Dental Appointments

Advance notice of appointments can be recorded in the register ahead of the appointment. When the information is given by the parent / carer after the event, the register must be adjusted accordingly with the correct notation.

Medical appointments are encouraged to take place outside of school hours whenever possible and evidence of all medical appointments to be given to the office for record keeping.

Individual healthcare plans to support pupils with medical conditions

Individual Health Care Plans (IHCPs) can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one.

The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be appropriate and supportive and when it would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at annex A.

Guidelines for Extended or Exceptional leave and Visits Overseas

- Granting extended/exceptional leave is at the discretion of the Headteacher and in line with DfE guidance to schools.
- Parents / carers should apply for leave at the office, using the school's application letter. <https://the-bishops-cofe.secure-primariesite.net/attendance-punctuality/>
- In considering an application for extended/exceptional leave and visits overseas the following will be taken into account,
 - Attendance of pupils, this should be at least 98%,
 - Age appropriate attainment of the pupil, pupil should be working in line with National Expectation.
 - How many times leave has been requested within the current academic year
 - The period of time that the child will be absent from school during the request period

- The Headteacher, in response to every application, will ask a parent to provide evidence to support their request; this is in line with Local Authority recommendations.
- The decision of the amount of authorised days for exceptional leave will be at the discretion Headteacher
- Children who do not return to school by the due date are at serious risk of losing their place.
- Medical certificates from overseas and delayed travel plans are not always acceptable reasons for not returning to school on time.

Guidelines for Responding to Non-Attendance

- The Administrative (Attendance) Officer records non-attendance and reports to the Headteacher. Any informal information such as a telephone conversation should be recorded, dated and reported.
- Attendance Officer / School Business Manager writes to parent / carer about concerns.
- Family Support Worker (FSW) informed about persistent late arrival at school.
- Headteacher, EWO, Administrative (Attendance) Officer and FSW meet to discuss concerns and strategy.

Procedure for involving parents / carers

- Parents / carers are encouraged to leave messages on the school answering phone, the school has assisted parents with a voicemail message which is also translated into Polish.
- Administrative (Attendance) Officer makes first day absent text to pupils' homes, followed by a phone call and home visit if no response.
- Second day nonattendance without notification will prompt a phone call followed by a home welfare visit. If contact is not made on home visit a letter will be hand delivered to pupils' registered address and reported to CME officer.
- Discussion about absence at Parents' Open Evening.
- Attendance team make telephone calls and may follow up with home visits.
- Termly attendance letters are produced for every pupil.
- Invites to attendance/punctuality panels. Two stage meeting to monitor attendance levels. Non attendance for parents in initial attendance/punctuality panels will result in Fast track proceedings.
- Fast track proceedings for persistent absentees

Promoting Positive Attendance

We use the following ways to promote positive attendance and punctuality and to prevent attendance and punctuality issues arising:

- Setting targets for the whole school and making them public through our assemblies and Newsletter, e.g. our target is 96.4%.
- Attendance and Punctuality Termly Awards. Attendance over 96% each term has a certificate, 100% is a special certificate. All children with attendance above 96% have an entry in the raffle to win a cinema trip. Whole class award of the attendance trophy, which is presented weekly during celebration worship
- Administrative (Attendance) Officer, Learning Mentors and school staff being welcoming while on Gate Duty and Early Morning Duty.
- Using school staff to translate for parents, if necessary, when discussing attendance and punctuality issues.
- Being clear about what is unacceptable, i.e. unauthorised absence and poor punctuality.
- Keep attendance as a high profile issue in Newsletters.
- Outreach work provided by our Learning Catalyst promoting good attendance and punctuality and supporting parents in achieving this through various parenting classes e.g. Solihull and Parents as first teachers (PAFT) programme.
- Breakfast club to assist any families that require support or an earlier drop off. 50 places currently available, all fully funded.

Annex A: Model process for developing individual healthcare plans

