Bushfield Road Infant School

Attendance Policy

Updated Autumn 2025

Summary of changes – September 2024:

This policy has been revised to reflect changes in national guidance and legislation that come into force on 19th August 2024.

This policy will be reviewed in full annually, each autumn term, or earlier in the event of any updates.

Updates will be brought to the attention of all staff and governors at the earliest opportunity.

Whole School Attendance Policy

1. Introduction

At Bushfield Road Infant School we recognise that positive behaviour and good school attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school.

This policy is written with the above guidance in mind and underpins our school ethos to:

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
- Promote children's welfare and safeguarding.
- Ensure every pupil has access to the suitable, full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors/trustees about the responsibilities and the procedures in place to promote and monitor pupil attendance.

Aims

- Our policy aims to raise and maintain levels of attendance by:
  - Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.

- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
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For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

2. Promoting Regular Attendance

At Bushfield Road Infant School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Role	Name	Contact details
Senior Attendance Champion	**Mrs T Bass**	**head@bushfieldinfants.co.uk**
Attendance Officer	**Mrs K Stuart**	**kellie.stuart@bushfield infants.co.uk**
Named Governor for Attendance	**Mr D Batley**	**damian.batley@bushfieldinfants.co.uk**

Improving school attendance is everyone's business, it is a shared responsibility by governors, all school staff, parents, pupils, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.
All children of primary school age are expected to achieve the government's national expectation for primary schools, which is 96% attendance. The list below shows the approximate attendance figures:

1 day off in a 6 week period = 96.5% attendance
2 days off in a 6 week period = 93% attendance
3 days off in a 6 week period = 90% attendance
4 days off in a 6 week period = 86.5% attendance
10 days off in a school year = 94.7% attendance

To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance on our website and in our newsletters
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying class achievements every week.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.

2.1 Roles and Responsibilities

The Governing Board of Bushfield Road Infant School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior attendance champion.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Head Teacher and Senior Leadership Team will:

- Actively promote the importance and value of good attendance to **all** pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors and on a half-termly basis to the lead governor for attendance.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Set out how Pupil Premium will be used to support pupils with irregular attendance.

All staff at Bushfield Road Infant School will:

- Actively promote the importance and value of good attendance to **all** pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance, Mrs K Stuart, will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

Bushfield Road Infant School requests that parents:

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

3. Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils.

Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.
Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Head Teacher, Mrs T Bass.
For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has officially closed at (9.30am)
- Not attending school for any reason

"Regular" attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

Authorised absences are morning or afternoon sessions away from school for a genuine reason such 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 or unavoidable cause

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained
- Arrival at school after the register has officially closed at 9.30am.
- Shopping, looking after other children or birthdays
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the head teacher, Mrs T Bass including any arranged by other family members or friends.
- Leaving school for no reason during the day.
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

3.1 Persistent and Severe Absence

A pupil is defined by the Government as a **'persistent absentee' (PA)** when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent' (SA)**. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

The attendance of all pupils at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

3.2 Leave of Absence

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Bushfield Road Infant School, leave of absence is only granted at the discretion of the head teacher, Mrs T Bass and shall not be granted unless there are 'exceptional circumstances'. Bushfield Road Infant School will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Head teacher at least a month before the planned leave (see Appendix 1). Bushfield Road Infant School will treat each application individually and discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

When absence is granted by the Head teacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

3.3 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must be signed out of the school by a member of the school office staff (Mrs D James/Mrs E Dobb-Clark) and parents must present evidence of the appointment. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support. We will also consider whether an Individual Healthcare Plan is required.

3.4 Pupil Absence for the purposes of Religious Observance

Bushfield Road Infant School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

3.5 Gypsy, Roma and Traveller pupils

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. We recognise that there are many complex and interwoven factors that may influence the educational attainment of GRT pupils. At our school, we have high expectations of all pupils, regardless of their background whilst recognising the lifestyle and cultural traditions of GRT communities. In line with The Education Act

1996, Section 444(6) the school will authorise the absence of a pupil who is a mobile child and is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
- that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted

This provision applies *only* when the family has no fixed abode and are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

4. Our Procedures

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 during the second session.

We have a soft opening every morning. The doors open at 8:45am and close at 9am when the register is taken. Any child arriving after 9am will need to go to the school office to be signed in.

The register for the second session will be taken at 1.15pm.

4.1 Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

4.2 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 9.00am when our register closes.
- Parent/carer must leave a voicemail on the school landline 01724 842829, send an email via parents@bushfieldinfants.co.uk. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.
- Contact the school on every further day of absence, again before 9.00am.
- Ensure that your child returns to school as soon as possible.

If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.00am and where no reason for absence is known. We will telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

We will also inform a pupil's social worker if there are unexplained absences from school in line with statutory requirements. We will also inform a pupil's social worker if their name is to be deleted from the school register.

4.3 Late Arrival at School

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

At Bushfield Road Infant School all pupils are expected to arrive on time for every day of the school year. The school day begins at 8.45am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 9.00am. All pupils arriving after this time are required to report to the main office with their parents and will be signed in on the late list and expected to provide a reason for their late arrival. If their arrival is before 9.30am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9.30am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local

Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with Mrs T Bass and/or Mrs K Stuart, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good class and individual punctuality.

It is a legal requirement that every child is registered at both registrations – morning and afternoon. Phonics lessons commence immediately after registration and late arrivals cause disruption to the whole class and result in the pupil missing important daily phonics sessions.

Persistent late attendance may be recognised as failure to secure pupils regular attendance and may be referred to the Education Inclusion Service for consideration.

Minutes lost each day	=	Days per school year
5 mins		3 days
10 mins		6.5 days
15 mins		10 days
20 mins		13 days
30 mins		19 days

4.4 Support Systems

At Bushfield Road Infant School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Write to you if your child's attendance is causing a concern and/or where punctuality is a concern;
- Arrange a meeting so that you may discuss the situation with our Senior Attendance Champion or Attendance Officer;
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;

- Offer signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment & Plan with you;
- Refer the matter to an external agency for multi-agency support, or consult with the Children's Advice and Duty Service (CADS) or the police, where there are safeguarding concerns.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate).
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

4.5 Attendance Rewards & Interventions

Bushfield Road Infants will offer an environment in which pupils feel valued and welcome. The school's ethos demonstrates that pupils feel their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken. Early intervention often prevents more frequent absences.

Each week the class with the top attendance will be announced in the celebration assembly. The winning class will receive the attendance trophy and a star on the attendance display. The winning class at the end of the academic year will receive an extra playtime on the trim trail area. Each academic year a child with 100% attendance will be celebrated in assembly, with a certificate and a prize.

At Bushfield Road Infant School we will investigate and offer support to any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

4.6 Part-time timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a fulltime education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so;

it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

5. Attendance and the Law

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

From 19th August 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate.

The first time a penalty notice is issued for unauthorised leave of absence, or general school unauthorised absence the amount will be £160 per parent, per child paid within 28 days. This is reduced to £80 per parent, per child if paid within 21 days.

The second time a penalty notice is issued for unauthorised absence the amount will be: £160 per parent, per child to be paid within 28 days. (There is no reduction for early payment.)

A penalty notice will not be issued for a third offence and North LincoInshire Council will consider if the case will move to a court process directly. Parents should be aware that prosecution can result in fines up to £2,500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

Penalty notices can be issued by a head teacher, local authority officer or the police.

Penalty notices can be issued for a number of reasons, including:

- Truancy (this can also include lateness after the close of registers, this identifies as a U on the register)

- Absence from school, either when a parent continually fails to provide an explanation or the school considers the absence to be avoidable.

- 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

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

We will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

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6. Attendance monitoring

The attendance officer at our school monitors pupil absence on a daily basis. A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

The pupil's parent/carer is expected to ring the school each day their child is ill by leaving a message, explaining the reasons for the absence.

If a pupil's absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss reintegration as soon as possible.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

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.

Bushfield Road Infant School collects and stores attendance data to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

7. Deletions from the Register

At Bushfield Road Infant School we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. At Bushfield Road Infant School we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

We follow North Lincolnshire Council's Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and North Lincolnshire Council will be informed of the removal from roll as outlined above.

Bushfield Road Infant School will follow North Lincolnshire County Council's Children Missing from Education procedures when a pupil's whereabouts is unknown, the school will carry out joint enquiries with North Lincolnshire County Council to establish the whereabouts of the child.

8. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- child protection and safeguarding
- children missing in education
- medical needs
- admissions
- anti-bullying
- exclusion
- special educational needs
- behaviour

9. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE (August 2024)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- School attendance parental responsibility measures, DfE (January 2015)
- Children missing education, DfE (September 2016)
- Keeping children safe in education, DfE (September 2023)

- Working together to safeguard children, DfE (December 2023)

10. Appendices

The following pages contain appendices relevant to this policy.

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

Signature Headteacher Date:

Signature Chair of Governors Date:

Bushfield Road Infant School Appendix 1

Application Form

Leave of Absence during Term Time

Please read the Legal information on the reverse of this form.

School Name			
Name of pupil			
Class			
Address			
Dates required	First date	Last date	Total
Reason for absence			
Supporting information for the Leave of absence request. Please use the back if more information need.			

To be completed by the parent or carer with whom the child normally resides. Please do not make arrangements until you have confirmed with the school that the leave of absence is granted.

2 Please provide details of any other siblings. A separate application is require for each child. Please use the back of the form if needed for more children.			
name		school	
name		school	

3 I can confirm that I have read the legal information on this form and I am the parent/carer with whom the child listed in section 1 resides with.			
signed		Print name	
Date		relationship	

Office use only	Date application received	

Legal information.

In September 2013 there was an amendment to the Education (pupil Registration)(England) Regulations 2006 which prohibited the Head teacher of a school granting leave of absence for a pupil except where an application is made in advance, and the Head teacher considers there are exceptional circumstances relating to the request. If the Head teacher authorises a leave of request, it will be his/her decision to determine the length of time that the child can be away from school.

Should you wish to make a request, which must be prior to the proposed leave; please complete the application providing any additional evidence in support of the exceptional circumstances, together

with details of why the leave cannot be taken during any school holiday period. Each request with be considered on the base of the information provided. Leave of absence is not an entitlement and will not be granted for the sole purpose of a family holiday.

Please use this area for any other supporting details.

Appendix 2: Attendance Policy Quick Guide for Parents

Attendance Policy Quick Guide for Parents

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

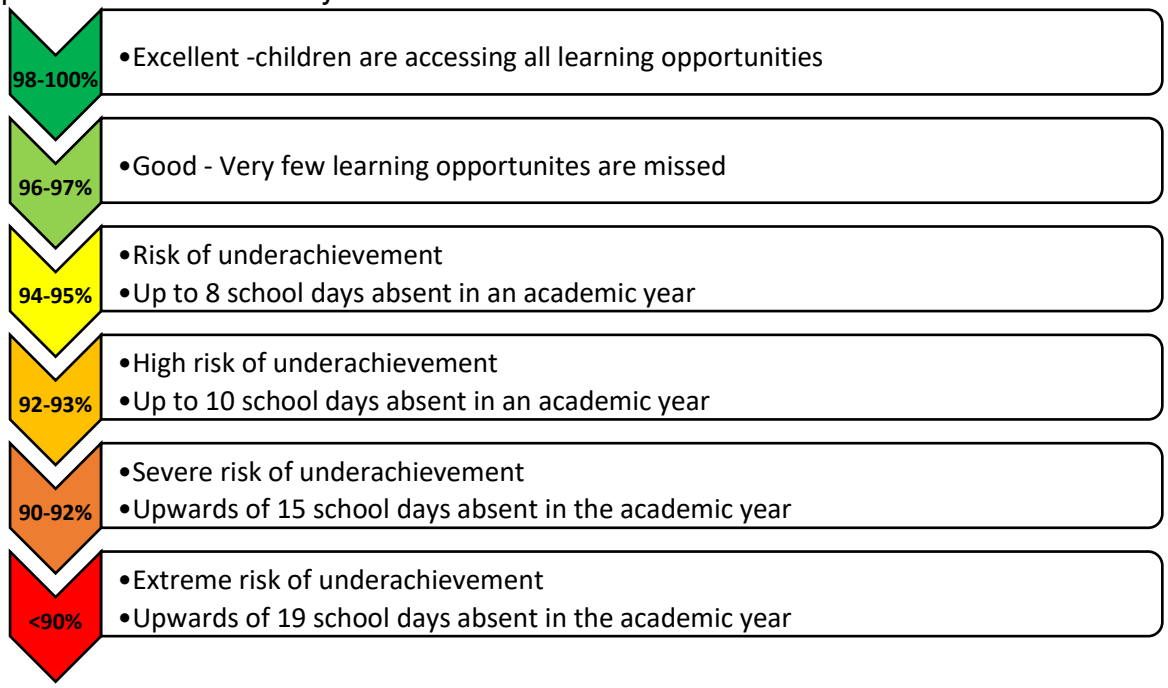
Name: Mrs K Stuart

Email address and telephone number: kellie.stuart@bushfieldinfants.co.uk

We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by 9.00am
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



'On the day' absences: what should I do if my child is not 'fit' to go into school?

On each day your child is unfit to come to school, please report this absence using the contact telephone number 01724 842829 or email parents@bushfieldinfants.co.uk to let us know. In the message you must leave your child's full name, year group and teacher and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via parents@bushfieldinfants.co.uk You will receive a letter in response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in class by 9.00am.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact Mrs K Stuart if you require any suport with ensuring your child's regular school attendance.

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Mrs T Bass	head@bushfieldinfants.co.uk 01724 842829
Reporting school absence	Mrs D James/Mrs E Dobb Clark	parents@bushfieldinfants.co.uk 01724 842829
Attendance Officer	Mrs K Stuart	kellie.stuart@bushfieldinfants.co.uk 01724 842829