



The BAWB Federation

Bainbridge, Askrigg, and West Burton Primary Schools

*Rooted in the message of The Good Samaritan, we provide an aspirational education for all.
We flourish academically, spiritually, and socially, enriching our communities.*

Executive Headteacher: Miss Charlotte L. Harper

BAWB Federation Attendance Policy (pupil)

Date of review:	October 2023
Reviewed by:	Vicky Collins
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Governing Board Committee:	Resources
Link Governor (if appropriate):	Sue Ryding
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Date next due for review:	October 2024

Equality Statement:

At The BAWB Federation we work hard to ensure that the culture and ethos are such that, whatever the abilities and needs of members of the school community, everyone is equally valued and people treat one another with respect. Our schools provide pupils and staff with the opportunity to experience, understand and value diversity. In the operation of this policy, we will endeavour to ensure that all members of our school community receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.

Distinctive Christian Vision

This policy has been written and/or adopted with our distinctive Christian ethos in mind:

Rooted in the message of the Good Samaritan, we provide an aspirational education for all. We flourish academically, spiritually, and socially.

Matthew 22v 37-39 (NEB): Love the lord your God with all your heart, with all your soul, and with all your mind. Love your neighbour as yourself.



Rationale

At the BAWB Federation we expect all children on roll to attend everyday, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 1995 the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

Attendance Targets

The school's attendance target is at least 97%. School's attendance records and figures are monitored by the governing body.

Definitions

Authorised absence:

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian, for example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the headteacher can authorise an absence. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence:

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Implementation of Policy

Procedure to follow if a child is absent

1. When a child is absent unexpectedly, the class teacher will record the absence in the register
2. The school office checks the electronic registers no later than 9.15am and will endeavour to contact a parent or guardian on the first day of absence
3. The school office checks the registers weekly and this is monitored by the headteacher. The headteacher may explore the attendance of individuals directly with parents.
4. If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child

Requests for 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 circumstances where a parent may legitimately request leave of absence for a child to attend, for example, a special event. We expect parents to contact the school at least a week in advance, but normally this request will be granted.

Holiday Requests

Working Together To Improve School Attendance (from May 2022), states:

Granting leaves of absence

28. Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

29. If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.

30. As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

See Also appendix 1

Long-term Absence

When children have an illness which means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Repeated Unauthorised Absence

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school to discuss the problem. If the situation does not improve, the school will then write to the parents and follow the LA attendance procedures. Where there is a safeguarding concern, the school will refer the family to the multi-Agency Screening Team (MAST) for support from other agencies.

Monitoring and Review

It is the responsibility of the governors to monitor overall attendance, and they will request a termly report from the headteacher. The governing body also has responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be. The schools will keep accurate attendance records on file for a minimum period of three years. The rates of attendance will be reported on the school website, and in the annual governor's report. Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this should be reported to the headteacher, who will contact the parents or guardian.

Please see appendix 2 for a copy of attendance information shared on our school website.



**APPLICATION FOR PUPIL LEAVE OF ABSENCE IN
EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least **6 weeks** before the first date of the period of leave being requested.

Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

No parent/carer can demand leave of absence as of right.

The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment.
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation / company.
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.
- A one-off never to be repeated occasion that can only take place at the time requested.

Please note: Headteachers would not be expected to class any term time holiday as exceptional.

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil out of school during term time means that children miss important school time – both educationally and for other school activities. Before completing this application parents/carers are asked to consider the effect on their child's continuity of education. Please ensure that your application fits one of the above criteria before applying and that you attach sufficient supporting documentary evidence if required/requested.

Please ensure you have read and understand the new regulations (**The Education (Pupil Registration) (England) Amendment Regulations 2013** and **The Education (Penalty Notices) (England) (Amendment) Regulations 2013**) which can be found at www.education.gov.uk before applying to take your child out of school during term time.

APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

Name of pupil(s):		Class(es):	
Address:			
Telephone No:		Date of application:	
I request permission for my child to be absent from school:			
From:		To:	
		Total no. of school days:	
Reason for application Your application must fit one of the following criteria (please tick and detail reasons below). Please use an additional sheet if required and attach it to your application.			
<input type="checkbox"/> Service personnel returning from active deployment			
<input type="checkbox"/> Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation / company.			
<input type="checkbox"/> Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.			
<input type="checkbox"/> When a family needs to spend time together to support each other during or after a crisis.			
<input type="checkbox"/> A one-off never to be repeated occasion that can only take place at the time requested.			
<i>Please detail your circumstance in this box</i>			

Signature of parent / carer:	<input type="checkbox"/> I certify that I have read and understood the new regulations (The Education (Pupil Registration) (England) Amendment Regulations 2013 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013).	<i>Signature in this box</i>
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For School Use Only			
Application seen by headteacher (signature):		Date:	
Decision Reached:			
Reason:			
Date reply returned to parent:			

BAWB Federation: Attendance information from School Website

Official Opening Hours

08:30	Pupils welcome to arrive at school (playgrounds supervised)
08:45	Official start of school day for pupils in reception upwards
09:00	Official start of school day for nursery pupils, though they are welcome to arrive earlier with siblings
12:00	Lunch
13:00	End of lunch
15:30	Official end of school day

In a typical week, this amounts to 33.75 hours per week.

Absence Reporting Procedures

Parents/carers are requested to inform school of their child's absence at their earliest convenience (01969 650331). If we have not heard from parents/carers before 09:00, the administration team will make contact.

If your child's illness lasts for more than one day, you must phone school daily and inform us why your child is still absent. If your child's illness lasts longer than 48hrs and you have not already done so, we advise you to seek medical attention.

Parental illness is NOT a good reason for children not attending school. Children must attend school every day unless they personally are ill.

Lateness

- Pupils arriving at school after 08:50 but before 09:15 will be marked as late (before close of register) – does not apply to nursery pupils
- Pupils arriving at school after 09:15 will be marked as late (after close of register) – applies to all pupils (this is the same as an unauthorised absence)

Scroll to the bottom of the page to read about persistent lateness.

School Attendance

The staff of The BAWB Federation is committed, in partnership with parents/carers, children, governors, the diocese, and our Local Authority, to building schools which serve the community and of which the community is proud. We believe that in order to achieve our 'aspirational education for all', good attendance is essential. Full and regular attendance at school is crucial for a child's future life chances and establishes a positive work ethic early in life. To this end, we will do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

Pupils are expected to achieve 100% attendance, but when absence is unavoidable, parents/carers will be required to inform the school at the earliest opportunity.

Every Day Counts

We want every child to achieve their full potential and we know that parents share this goal. There is a clear link between good attendance and educational achievement. If your child is not in school, on time, as often as possible they will be missing out on many important parts of their education.

Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day as they:

- learn better
- make friends
- are happier
- have a brighter future.

The Government regards 95% as the minimum satisfactory attendance for a school pupil. <90% is defined as 'persistent absence'. Days off school add up to lost learning. Please don't let your children miss out on the education they deserve.

How Does Your Child's Attendance Compare?

Attendance (over a full year)	Equates to this number of days absent	Which is approximately this number of weeks absent	Which means approximately this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

We monitor attendance closely and contact parents to inform them and offer support where attendance has dropped and causes concern.

We are always happy to work with families to support and improve attendance.

Family emergencies need careful consideration. It is not always in the best interests of the pupil to miss school for family emergencies that are being dealt with by adult family members. School and school friendships and relationships can provide pupils with stability and care during difficult times. The routine of school can provide a safe and familiar background to life during times of upheaval.

Medical Appointments

If your child has a medical appointment, please notify school (via the office staff) with a copy of your child's letter or appointment card. We will take a copy for our records. If the appointment letter or card is not submitted, your child's absence will be recorded as unauthorised.

Absence and our Safeguarding Duties

If your child is absent from school, you do not inform school and we cannot make contact, a member of the leadership team will visit your home to check all is well and to determine why your child is absent from school. If you are not present, you will be left a letter asking you to contact school. It is very important that you contact school and inform us why your child is absent. If we do not hear from you, we will be concerned and may make a referral to Children's Services.

It is a parent/carer's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence. If your child's level of absence is a concern, school will offer advice and support to improve attendance.

Leave in Term Time

Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Unauthorised absence of this nature may be subject to a fine. The head teacher will determine the number of school days a child can be away from school if the leave is granted. Please observe these regulations. They have been re-written with the education of your child at their heart. Should there be any exceptional circumstances, please make an appointment to discuss them with the Head Teacher before making any bookings.

Click [here](#) to download an application form which should be completed by the parent/carer and returned to the school as far in advance as possible and at least 6 weeks before the first date of the period of leave being requested.

Parents/carers must obtain the schools permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.

Persistent Lateness

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the local authority if late arrival is not resolved.

Poor punctuality can lead to your child...

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

Persistent lateness is monitored by the school and if there is no improvement, parents will be invited into school to meet with the Headteacher.