



**Brunswick House**  
Primary School



## **Attendance Policy**

**Ratified On: February 2020**  
**Next Review: February 2021**  
**By: Strategy**

## **Statement of Intent**

Brunswick House Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Head Teacher and Staff in partnership with parents have a duty to promote full attendance at Brunswick House Primary School.

## **Parental Responsibility**

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. Parents should notify the school by phoning the school office before 9.00am on 01622 752102 (a message can be left on the answer machine before 8.30am) or an email can be sent to [absence@brunswick-house.kent.sch.uk](mailto:absence@brunswick-house.kent.sch.uk). This is a safeguarding issue so that all parties know that your child is safe. Parents should regularly update the school and inform on when their child is returning.

If a child is absent for more than 1 day, then you should phone the office every day. If your child attends a medical appointment, it is necessary to send in a copy of the appointment card or with compliments slip that states your appointment time, when your child returns so that it can be placed on the child's file for any future reference.

Pupils are expected to arrive by 9.00am. All pupils that arrive late must report, with their parent to the school office where the reason for lateness is recorded.

## **The Role of the School Staff**

The Attendance Officer has overall responsibility for attendance.

Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006) Teachers mark pupils present, absent or late. The class teacher notifies the Headteacher of children whose attendance is causing concern.

It is the responsibility of the Attendance Officer to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence either by text or by a phone call.

- Where there has been no communication, letters are sent to parents requesting reasons for absence with a seven day reply deadline before the absence is unauthorised
- The appropriate attendance code is entered into the register (National Attendance Codes)
- Parents informed annually of child's attendance figure

### **Timeline of School Action for Poor Attendance**

Attendance is continually monitored during the academic year

- Attendance letters informing parents of poor attendance are sent termly.
- If attendance does not improve, parents are invited to a meeting in school with the Headteacher and the attendance officer.
- Parents may be referred to the attendance service or, a penalty notice referral may be made where the absences have not been authorised and the referral criteria has been met.

Please refer to Appendix 1 for guidance on the school referral pathway.

### **Children Missing in Education**

No child should be removed from the school roll without consultation between the Head Teacher and the PRU, Inclusion and Attendance Service. Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances: -

- If the whereabouts of the child is unknown and the school have failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

### **Registration**

School doors open at 8.45am until 9.00am. This allows sufficient time for all pupils to get into their classroom.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher by 9.15am and by 1.15pm (KS1) and 2.15pm (KS2). (Attendance code / and \ for pupils who are present).

All attendance records are documented using SIMs software, which is supported by the Local Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

### **Lateness**

Pupils arriving after 9.00am must enter school by the main entrance and report to reception where their name, reason and number of minutes late will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.15am, pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness will be discussed with parents at open evenings and may be referred to the Family Liaison Officer (FLO) and/or School Liaison Officer (SLO). Letters will be sent to parents if 5 or more episodes of lateness are recorded. Persistent lateness after the register closes can provide grounds for prosecution or Penalty Notice.

**Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council’s Education Penalty Notices Code of Conduct effective from April 2017.**

- Persistently late (Coded U) for 10 or more sessions after the register has been closed during any possible 100 school sessions for a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period, Penalty Notice(s) may be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue, Attendance Service may instigate court proceedings

**Authorising Absence**

Only the Head Teacher can authorise absence using a consistent approach. The Head Teacher is not obliged to accept a parent’s explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

Absence (leave) during term time can only be approved in “exceptional circumstances”. The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of sibling if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates.
- Medical/dental appointments of more than half a day without very good reasons
- Child’s/family birthday
- Shopping trip
- Family Holidays.

Persistent unauthorised absence may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child’s Registration Certificate, copies of all letters sent to parents and minutes of any meetings **MUST** be attached to the completed AS1 referral form with any other relevant information.

**Local Authority Action may include:-**

- Attendance Improvement Meeting
- Home visits

- Liaison with other agencies
- Fast Track to Prosecution

**Penalty Notices Proceedings for Poor Attendance - Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from April 2017**

**Attendance and Lateness**

If a new pupil has a history of poor attendance at their previous school, there will be a pre-start attendance meeting held. The school has a 'five-step' approach to monitoring absence and lateness. It will not always be appropriate to progress through all of these steps or even to carry them out in the order listed. Responsible staff will use discretion and discuss each case carefully.

**'Five Steps'**

1. Where there has been no contact from parents, first day calling for all pupils and FLO visits as appropriate.
2. Discussion with SLO or Attendance Service Staff to identify pupils with attendance below 90%, monitoring trends in pupil attendance and lateness, allocation of FLO support.
3. Invitation to meet with school staff
4. Initiate an Early Help Assessment
5. Referral to Attendance Service

Reasons for absence are recorded and retained by the school. When a referral to the Attendance Service is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings MUST be attached to the completed AS1 referral form with any other relevant information.

**Local Authority Action**

Where there is no improvement in a pupil's attendance and/or there is at least 10 sessions (5 days) unauthorised absence in a term (Autumn/Spring/Summer) the school will consider the following:

**School Liaison Officer Actions**

This may include:

- Attendance Improvement Meeting
- Home visits
- Sign posting to supportive agencies e.g. Child and Adolescent Mental Health Service, Social Services and Family Group Conference Service.
- Fast Track to Prosecution

**Penalty Notices for Poor Attendance**

- A Penalty Notice can only be issued in cases of persistent unauthorised absence or where an excluded child is found in a public place during school hours.

- **Absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions – these do not need to be consecutive.**
- The PRU, Inclusion and Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

Penalty Notices will be issued in the following circumstances:

- Truancy
- Parentally-condoned absences
- Persistent lateness after the register has closed
- Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority.

### **Leave of Absence**

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Head Teacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- due to religious observance
- due to failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance by the parent/main carer and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Where possible supporting documents should be submitted e.g. letter from employer, doctor etc). Requests should include reasons why the leave cannot be taken out of term time. Each case will be judged on its merits and the Headteacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

**Exceptional Circumstances** - Family holidays, for whatever reason, cannot be approved, even if the parent is unable to take time off work at any other time. An "exceptional circumstance" would have to be defined as an unavoidable cause eg, a one-off emergency situation which prevents the child from attending school.

Requests for holidays in term time will not be authorised.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the PRU, Inclusion and Attendance Service who may issue a Penalty Notice.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

### **Penalty Notice Proceedings for Unauthorised Leave**

- A Penalty Notice can only be issued in cases of persistent unauthorised absence or where an excluded child is found in a public place during school hours.
- Absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions – these do not need to be consecutive.
- The PRU, Inclusion and Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

## Appendix 1 REFERRAL PATHWAY

### Kent School Referral Pathway – Pupil Attendance

