



The Bramptons Primary School

Pupil Attendance Policy

1.1 **Introduction**

- 1.2 All children of compulsory school age have the right to a high quality full-time education, regardless of age, aptitude, ability and any special needs he/she may have. Regular school attendance is essential if a child is to make the most of the educational opportunities available to them.
- 1.3 It is a legal requirement that all pupils of compulsory school age must attend **all** school sessions, other than in very limited exceptional circumstances. These include:-
- A child too ill to attend.
 - The school has authorised the absence beforehand.
- 1.4 The Bramptons Primary School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

2.0 **Statements of Expectations**

2.1 **We expect that all pupils will:-**

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day (ie PE Kit, reading books)

2.2 **We expect that Parents/Carers will:**

- **Take family holidays during school holiday periods.**
- Be aware of their legal responsibility to ensure their child/children attend school every day, other than in the exceptional circumstances described at paragraph 1.2.
- Keep absence from school and requests for absence at a minimum.
- Ensure that their child/children arrive at school on time and prepared for the school day.
- Be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATs or the start of the new term.
- Work closely with the school and, where necessary, the **Northamptonshire West Education Inclusion and Partnership Team (0300 126 1000 or west:eiptriage.ncc@westnorthants.gov.uk)** to resolve any problems that may impede a child's attendance.

2.3 **The School will:**

- Provide an environment that is conducive to creating happy, successful and confident learners.
- Meet the legal requirements set out by the Government.
- Support attendance wherever possible and promote good communication and co-operation between all parties involved.
- Give a high priority to punctuality and attendance.
- The school has a statutory responsibility to record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions. A register of attendance has to be taken once at the start of the morning session and once during the afternoon session. The register has to record whether a pupil is present, engaged in an approved educational activity off-site or absent. If a pupil is absent the register must record the reason for the absence and whether it was authorised or unauthorised.
- Consistently record authorised and unauthorised absences within the guidance of the 1996 Education Act.
- Develop procedures for the reintegration of long term absentees.
- Fulfil its statutory duty to refer excessive absence to the Education Inclusion and Partnership Team in line with the criteria set out below.
- Adequately provide for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum.

2.4 **The Local Authority**

- The Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children.
- Through the Educational Inclusion & Partnership Team the Local Authority, to fulfil their legal duty, provides support to schools and Parents/Carers.
- The Local Authority, as well as providing guidance and support, can take legal enforcement action against Parents/Carers for their child's poor attendance.

3.0 **Penalty Notice (PN) Scheme**

3.1 As an alternative to prosecution West Northamptonshire Council can issue a PN requiring the parent(s) to pay a fixed amount as a fine for their child's irregular attendance at school. It is issued per parent per child.

3.2 PNs can be issued when a pupil has a minimum of 10 school sessions (there are two sessions per school day) recorded as unauthorised in a 6 week period or when a pupil has a series of unauthorised absences leading to irregular attendance. This includes:-

- Any absence marked in the register as unauthorised.
- Persistent late arrival at school after the register has been taken and is recorded as an unauthorised absence.
- An absence in term time that has not been authorised by the Head Teacher. The Government has directed that Head Teachers can only grant leave in exceptional circumstances.
- PNs can also be used during the first 5 days of exclusion. Parents are made aware of the potential consequences by letter when a child is excluded from school.

3.3 If the school refers a period of absence that is longer than 15 consecutive school days, the West Northamptonshire Educational and Inclusion Partnership Team may

consider that a PN is not appropriate.

- 3.4 The PN is issued for £120.00 and 28 days are given for the penalty to be paid. If payment is made within 21 days the penalty drops to £60.00.

4.0 Lateness

- 4.1 The school day starts at 8.50am and once the children are in class the Teacher takes the register, recording who is present and who is absent.

- 4.2 Any pupils arriving late for school **must** enter the school through the front entrance and report to the school office before going to the classroom. The Office will record the child's late arrival in the register.

5.0 Authorised and Unauthorised

- 5.1 Absence will be authorised if the school is satisfied that :-

- The child is ill and unable to attend school.
- The child is absent on days set apart for religious observance in their particular faith.
- The child is absent with leave that has been granted due to exceptional circumstances .
- The child is attending a medical appointment that could not be arranged outside of school time.

- 5.2 Examples of exceptional circumstances in which absence could be approved include:-

- Family emergencies such as a bereavement or accident
- Specialist medical appointments
- Attendance at external examinations (i.e music exams)
- Visit to another school as part of the transition process

- 5.3 Examples of the kind of absences that **will not** be approved include:-

- **Holidays**
- Absence of siblings if one child is ill
- Confusion over term dates
- Oversleeping
- Parental illness – unless it is in an emergency situation
- Family/Friends birthdays
- Shopping trips

These lists are not exhaustive and the Head Teacher will consider each request on its individual circumstances.

- 5.4 Absence Request Forms are available from the School Office.

6.0 Reporting Absence

- 6.1 If a child is going to be absent from school Parents/Carers should contact the school by 9.15am on the first day of absence informing the school of the reason for absence.

- 6.2 **If a child is absent and the school has not been contacted by 9.30am, in line with safeguarding guidelines (1st Day Calling), the school office will telephone the parent/carer to seek an explanation for the absence and to ensure the child's safety.**

- 6.3 The process for locating children when contact cannot be established straight away is detailed in section 9.
- 6.4 If a parent/carer cannot be contact by phone or text straight away the school will follow the procedure set out in Appendix 2.
- 6.5 On the third day of absence the parent/carer should ring the school to provide an update on the child's illness and to advise when it is anticipated the child will return to school. If it is not possible to determine when this is likely to be, the school office will agree with the parent/carer when they should next contact the school to provide a progress report.
- 6.6 For more than three days of absence the school will require a letter explaining the reason for absence.
- 6.7 In cases of serious and/or long-term illness the Head Teacher will discuss with the best means of managing the absence and return to school with the child's parent/carer.
- 6.8 Appendix 1 provides guidance on how long children should be kept off school with specific conditions and illness. This information is provided by the Public Health Agency.
- 6.9 If a child is the subject of a Child Protection Order a contact protocol is put in place.

7.0 Medical Appointments

- 7.1 Every effort should be made to make medical appointments outside of school hours, however, the school accepts that this is not always possible.
- 7.2 Children should be away from school for as short a time as possible and should be returned to school as soon as possible after a medical appointment.
- 7.3 When children are collected from and returned to school the staff in the School Office will sign them in and out.

8.0 Encouraging Good Attendance

- 8.1 The school recognises the link between a child being happy at school and their attendance. The school will always work to ensure the wellbeing of the children and will work with parents/carers to address any school related issues that may be affecting attendance.
- 8.2 To encourage good attendance those children with 100% attendance are recognised at the end of each term and the school year. Also, each week the year(s) group with 100% attendance receives a certificate, and the year with the most certificates at the end of term receives a reward.

9.0 Attendance Levels and Action Taken

- 9.1 All children at The Bramptons should strive to achieve 100% attendance. However, the school does recognise that for some children this, due to medical conditions or exceptional circumstances, is not possible.
- 9.2 The table below details the criteria in terms of percentage that the school uses to assess overall attendance, and the action taken at each level.

96%+	Excellent – You have reached the expected level. Well done.	
92 - 95%	Requires Improvement - Strive to build on this.	Work with Parents/Carers to continue to promote full attendance to move to 96%+ A letter will be sent where necessary.
85-91%	Poor – Absence is now affecting attainment and progress at school.	School will contact Parent/Carers directly to seek ways of working together to improve attendance.
Below 85%	Unacceptable – Absence is causing serious concern. It is affecting attainment and progress and is disrupting the child’s learning.	Meetings between home and school to share strategies for improvement will be called. If improvement is not achieved a referral is made to the Educational Inclusion & Partnership Team.

9.3 If the Head Teacher decides that a child’s absence is to be referred to the Educational Inclusion & Partnership Team a letter will be sent to their Parents/Carers before the referral is made.

9.4 Non-attendance is an important issue that is treated seriously. The school acknowledges that each case is different and no one standard response will be appropriate in every case. However, early intervention is always essential to prevent the situation worsening.

9.5 Consideration will be given to all factors affecting attendance before deciding which intervention strategies to apply.

10.0 **Attendance Monitoring**

10.1 On a regular basis the school produces attendance reports which are considered by the Head Teacher who will take action if necessary as detailed at 8.2 above. Attendance is reported to each Full Governing Body Meeting.

11.0 **Safeguarding and Children Missing Education (CME)**

11.1 It is imperative that the school knows that the children that attend The Bramptons are safe. Poor attendance can sometimes be an indicator of a wider safeguarding concern that may affect a child’s welfare and/or safety. Therefore, the school will work closely with parents/carers where attendance requires improvement or is poor, to establish if there are any underlying issues and to provide any support that may be needed.

11.2 When a child does not come into school in the morning and contact cannot be made with a Parent/carer the school will follow the Safeguarding Children Missing Education Process to establish where they are and that they are safe. This process is described in Appendix 2.

11.3 When children leave The Bramptons before the end of KS2 the parent/carer will be required to complete a “Leaving Details - Pupil Information Form” (Appendix 3).

12.0 **Related Policies**

Safeguarding Policy

13.0 Equality Implications

There are none associated with this report.

INFECTION CONTROL IN SCHOOLS

The table below shows how long a child should be kept away from school with specific illnesses, diseases and conditions. This is based on the guidance from the Public Health Agency. Those marked with * are notifiable and should be reported to Public Health England.

	Period to be kept away from school
Rashes & Skin Infections	
Athlete's Foot	None
Chickenpox *	Until all spots have healed over
Cold Sores	None
German Measles * (Rubella)	4 days from onset of rash
Hand, Foot and Mouth	None
Impetigo	Until lesions are crusted and healed or 48 hrs after starting antibiotics
Measles*	4 days from onset of rash
Molluscum Contagiosum	None
Ringworm	Not usually required
Roseola (infantum)	None
Scabies	Child can return after first treatment
Scarlet Fever *	Can return 24 hours after starting antibiotics
Slapped Cheek	None
Shingles	Exclude only if the rash is weeping & cannot be covered.
Warts & Verrucae	None
Diarrhoea & Vomiting Illness	
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea and/or vomiting
E Coli 0157 VTEC*	48 hours from last episode of diarrhoea
Typhoid* and paratyphoid*	48 hours from last episode of diarrhoea
Shigella (dysentery)*	48 hours from last episode of diarrhoea
Cryptosporidiosis*	48 hours from last episode of diarrhoea
Respiratory Infections	
Flu (Influenza)	Until Recovered
Tuberculosis*	Consult the Public Health Agency
Whooping Cough*	48 hours from commencement of antibiotics or 21 days from onset of illness if no antibiotic treatment.
Other Infections	
Conjunctivitis	None
Diphtheria*	Exclusion essential – consult the Public Health Agency
Glandular Fever	None
Head Lice	None

Hepatitis A*	7 days from onset of jaundice (or 7 days after symptoms onset if no jaundice)
Hepatitis B*,C,HIV/Aids	None
Meningitis*/Septicaemia	Until recovered
Meningitis* due to other bacteria	Until recovered
Meningitis viral*	None
MRSA	None
Mumps*	5 days from onset of swelling
Threadworms	None
Tonsillitis	None

Safeguarding Children Missing Education Process

Day One: The School identifies that a child is not in school. A Staff member telephones the child's home to seek a reason for absence and reassurance from a Parent/Carer that the child is safe at home.

Result of Call	Action
There is no answer at the home or on mobile numbers	Send a text and keep calling back. If, after two hours, there is no contact undertake the risk assessment attached.
The Parent/Carer answered the call, the child is safe with them.	Establish a reason for the child's absence
The person answering the phone is not the Parent/Carer and the school is not reassured that the child is at home or safe.	The School DSL should be consulted on a risk assessment and the degree of vulnerability of the child.
The Parent/Carer answered the call but the child is not with them or safe and the parent is concerned.	<p>The school should advise the Parent/Carer to:</p> <ul style="list-style-type: none"> • Contact the local Police to inform them that the child is missing. • Contact all people and places the child is known to tell them the child is missing and ask if they can help find them. This may be by providing information that may shed light on their whereabouts or actually help searching. • Contact the family GP and Accident & Emergency Centre in case he/she has sustained an injury and been taken there for treatment. • Report back to the school if the child is found or remains missing.

On Day One, if the judgement by the DSL (taking the Risk Assessment into account) is that there is a reason to believe the child is at risk of harm the school will contact the Police and/or Children's Social Care IMMEDIATELY.

If, on Day One, there is no reason to believe the child is at risk of harm the school will continue to make enquiries as detailed below. On the 10th Day (or once all of the checks are completed), the Head Teacher will advise the Education Inclusion & Partnership Team that the child is missing.

Day Two - a follow up phone call must be made to establish contact with a Parent/Carer.

Day Three – Write to or Email the Parent/Carer in plain English asking them to contact the school immediately. If English is not their first language send the letter in a language that is accessible to them. Give them three working days to make contact.

Day Six - Arrange a home visit making sure all the necessary risk assessments are in place.

At Day 10 (or when the checks are completed, whichever is earlier) if the child has not been seen and the Parent/Carer has not made contact the child must be reported as Missing from Education.

Pupil Information Form

Child's Name		D.O.B	
Date Leaving School		Today's Date	
New School Name			
New School Address		Postcode	

If the child is moving to a new address please complete the section below.

New Home Address		New Home Telephone	
Will the child be living with the Parents/Carers at the new address? (Please tick Y/N, if no state who the child will be living with at the new address)		YES	No(details)
Is this move temporary? (Please tick Y/N, if Y please indicate below the date you will leaving the New Home Address above and the address you will be going to from there)		YES	No
Date Leaving	New Address		

Parent/Carers Name	Please print name	Date
Parent /Carers signature	Please sign	

School Use only

Form received by	Please print name	Date
Signature	Please sign	