

# Batchley First School

## Attendance Policy



Approved by:

Mrs Downes- Headteacher.

Review Date- November 2025

*At Batchley we are all VIPS- Valued, Inspired, Progressing, Secure*

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### 1. Aims/Statement of intent.

Batchley First School recognises the link between regular school attendance, including being on time, and educational progress and attainment.

Every pupil has the right to a full-time education, taking in account the needs of pupil's specific needs, we will work closely with parents/carers and outside agencies to give support where needed to ensure all pupil's attend school regularly and arrive on time. This may include the support from our family support worker, completing an early help assessment and referrals to other support when necessary.

We aim to work together with parents/carers to ensure that all children attend school both on time and every day by:

### AIMS

- *Encouraging all children to attend school regularly and on time.*
- *Build positive relationships with parents/carers to ensure pupils have support in place to attend every day.*
- *Reducing absence, including persistent absence and persistent lateness. Making sure that attendance is a priority for everyone including parents, pupils and staff.*
  - *To act early in addressing patterns of absence.*
  - *Identify and follow up all absences at the earliest opportunity.*

### 2. Legislation and guidance.

Attendance at school for children of compulsory school ages up to the age of 16, is a legal requirement.

This policy meets the requirements of the government guidance 2022 Working Together to Improve School Attendance from the Department for Education (DfE) and refers to the DfE's 2015 statutory guidance on School Attendance Parental Responsibility Measures. These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- Part 6 of The Education Act 1996
- Working together to improve attendance
- Education pupil registration Regulations 2006

- [Keeping Children Safe in Education 2023](#)

### **3. Roles and Responsibilities.**

All members of the school community have roles and responsibilities in promoting and ensuring good school attendance.

#### **Governing Board.**

The local Governing Body is responsible for:

- Promoting the importance of attendance across the school's policies and ethos.
  - Making sure school leaders fulfil expectations and statutory duties.
    - Regularly reviewing and challenge attendance data.
    - Monitoring attendance figures for the whole school.
- Holding the headteacher to account for the implementation of this policy.

#### **The Headteacher.**

The headteacher, Mrs Downes, is responsible for:

- The implementation of this policy.
- Monitoring school absence data and reporting it to governors.
- Monitoring the impact of any implemented attendance strategies.
- Referring to the local authority for legal action where necessary.

Mrs Downes can be contacted through the school office on 01527 62926 or the school email on [office@batchley.worcs.sch.uk](mailto:office@batchley.worcs.sch.uk).

#### **Designated Safeguarding Lead and Attendance Officer.**

- Leading attendance across the school.
- Monitoring attendance data across the school and at individual pupil level.
- Arranging calls and meetings with parents/carers to discuss attendance concerns.
  - Home visits.
- Working together with other agencies and local schools to tackle persistent and severe absence.
  - Delivering support and interventions for pupils and families.
  - Advising headteacher when to contact local authority.
- First day calling for children absent with no contact made by parents/carers.

Designated Safeguarding Lead Mrs Brough  
Attendance Officer Mrs Firth

Can both be contacted through the school office on 01527 62926 or via the office email on [office@batchley.worcs.sch.uk](mailto:office@batchley.worcs.sch.uk)

### **Senior Attendance Champion**

- The Senior Attendance Champion is expected to set a clear vision for improving and maintaining good attendance, establish and maintain effective systems for tackling absence and make sure they are followed by all staff and have a strong grasp of absence data to focus the collective efforts of the school. It is an ongoing responsibility, and the Senior Attendance Champion is also expected to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes.

**Our Senior Attendance Champion is Mrs Brough.**

### **Class Teacher.**

- Class teachers are responsible for recording attendance daily, using the correct code and submitting this information to the school office every morning by 9am and every afternoon by 1.20pm.
- Noting any barriers to attendance and reporting these to the designated attendance officer and/or designated safeguarding lead.

### **Role of Parents/Carers**

Parents have a legal duty to ensure that children of compulsory school age attend school on a regular and full- time basis.

#### ***We ask parents to:***

- >Establish good attendance habits by acting as a role model and showing children that attendance and punctuality is very important.*
- >Praise and reward good attendance including the small successes.*
- >Establish a good bedtime routine to provide children with enough sleep and make mornings less of a struggle.*
- >Contact school by phone by 9am to inform school of reason for absence. This needs to be done **EVERY** day of a child's absence.*
  - >Only grant days at home for genuine illness.*
  - >Not book holidays in school time.*
- >Contact school and talk to us if you are struggling and would like some support in getting your child to school every day on time.*
- > To inform school of any on-going medical needs when appropriate.*

### **Role of the pupil**

- >To attend school regularly and on time.
- > Be aware that attending school regularly provides them with important learning opportunities and personal development.

### **4. Recording attendance and the school day.**

- We will take our attendance registers at the start of the morning session and at the start of the afternoon session.

Main school gates open at 08:35am and close at 08:45am. The school bell will ring at 08.45am.

And the pupils are expected to be lined up outside their classroom door ready for teachers to welcome them in.

Pupils that arrive after this time will must be signed in at the school office and will receive a late (L) mark on the register.

Pupils that arrive after the registers close at 09.15am will be marked as absent using code U.

End of Day:

The school bell will ring to signal the end of the day.

Reception & Key Stage one ends at 15:15pm

Key Stage Two ends at 15:15pm

Pupils who are persistently collected late at the end of the school day will raise safeguarding issues.

### **5. Authorised absence and unauthorised absence.**

- Authorised absence is when the school has accepted the explanation offered as satisfactory for the absence or given approval in advance for such absence. E.g.: illness or medical appointments.
- Unauthorised absence is when the school has not received a reason for absence or has not approved a child's absence following a parent's request. E.g.: absences that haven't been explained, children who arrive at school too late to receive a mark, days off for birthdays, days out or holidays in term time which haven't been agreed.
- When a parent/carer informs the school that their child is unable to attend due to illness, or other circumstances, this may not automatically be authorised. Your child's current and previous school attendance will be taken into consideration.
- Keeping your child off school with minor ailments such as a headache or a cold is not acceptable. Repeated absence will require us to obtain medical evidence from your doctor's surgery. Please note the school is not asking any parent to incur a charge for such information and will not be liable for the cost.
- There is a clear connection between regular attendance and achievements. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.

- The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers, Batchley First School Governing Body and the Local Authority.

#### **TERM TIME ABSENCES-request for holidays.**

Headteachers are not able to grant leave for term-time holidays except for very exceptional circumstance. This would be considered on a strictly individual basis.

Where unauthorised holiday is taken, school may refer to the local authority where a penalty notice may be issued and a fine imposed.

Should you still wish to request leave you must:

1. Request and complete a Leave of Absence form and hand in to the school office in person.
2. The headteacher will consider the leave of absence request.
3. The headteacher will respond to the leave of absence request.

#### **Traveller Absence**

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In such situations the child will be dual registered at that school and this school will remain their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as all other peers. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

**Safeguarding: - Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility. Failure to attend school on a regular basis will be considered as a safeguarding matter.**

**Please see link to our safeguarding policy :**

**[Batchley Safeguarding Policy](#)**

## **6. Lateness.**

Punctuality is essential. Pupils who are consistently late are disrupting their own education and that of others. Lateness is considered to be an equally serious absence.

Lateness will be monitored weekly and appropriate action will be taken.

Lateness in collecting your child may also result in staff requesting a meeting to discuss the matter.

If you are struggling and would like some support with getting your child to school on time, please contact the attendance officer via the school office to arrange an informal meeting to discuss measures that can be put in place to help.

## **7. Persistent Absence**

- A pupil is defined as a 'Persistent Absentee' if they miss approximately 10% or more of all possible school sessions, regardless of whether the absence is authorised or unauthorised. Where absence escalates and attendance falls below 90% school and local authorities will work together with parents and pupils to identify and put in place targeted support to remove barriers to attendance and re-engage pupils.
- Any case that is seen to have reached the level of Persistent absence or is at risk of moving towards this mark is given priority and you will be informed of this immediately. Persistent absence pupils are tracked and monitored carefully and where appropriate legal action may be instigated.
- If a pupil has ongoing medical needs that school are aware of, we will work with parents to support attendance. Each pupil will be looked at as an individual and support put in place as and when needed. If your child should require medicine to be given during the school day, please refer to our medicine policy. A link can be found below.
  - [Batchley Medicine Policy](#)

## **8. Analysis of data.**

- The school will analyse attendance and absence data regularly to identify pupils/cohorts that require additional support with their attendance.
  - Look at historic and emerging patterns to develop strategies to address these.  
**We will use data to improve attendance by**
  - providing regular reports to teachers and other staff to facilitate discussions with parents/carers.
- Monitor and evaluate the impact of any interventions in order to modify and inform and future strategies.

## **9. The process for monitoring attendance and legal sanctions.**

➤ When a pupil is absent without reason we will:

1. Day 1 : Contact the pupil's parent/carer to ascertain a reason. If no contact can be made this may become a safeguarding concern. In certain circumstances, a safe and well check will be made. We will notify the social worker or other agencies where involvement is already in place.
2. Day 2: Contact parents/carers and other key contacts to ascertain reason. If no contact can be made, a safe and well check to the home will be made. The Designated Safeguarding Lead will be notified.
3. Day 3: If a child is absent from school for 3 consecutive days, we may conduct a well-being check.
4. If the absence still remains a concern, the police may be asked to conduct a safe and well check and other necessary organisations will be notified.
5. Parents/carers will be asked to attend a meeting to discuss concerns around attendance.
6. School will support parents where possible to identify and overcome any barriers to attendance.
7. School will monitor attendance for 15 days.
8. If attendance still remains a concern, parents/carers will be asked to attend a further meeting.
9. We will follow advice and guidance from the local authority for monitoring and escalating actions for persistent absences.
10. We may request medical evidence should the need arise.

### **➤ Legal Sanctions.**

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority.

The decision on whether or not to issue a fixed penalty notice may take into account:

- 2) The number of unauthorised absences occurring within an academic year.
- 2) The number of one-off incidences of irregular attendance.

**Section 23(1) of the Anti-Social Behaviour Act 2007 states that** “Penalty Notices may be issued to the parent of pupils who have unauthorised absence from school”.

#### **First Offence:**

- the amount of the penalty is £160 per parent/carer per child, if paid within 28 days.
  - Reduced to £80 per parent, per child if paid within 21 days.

#### **Second Offence ( within 3 years)**

- £160 per parent per child to be paid within 28 days.

#### **Third Offence and any further offences:**



- The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented to the Magistrate's Court under section S44441 Education Act 1996. Cases found guilty in the Magistrate's Court could result in a fine up to £2500 per parent per child, and will also hold a criminal record, for failing to secure regular attendance.

**Section 444(1) of the Education Act 1996 states that** "If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence".

The court may:

- fine each parent up to £2500 per child
- order payment of the prosecution costs
  - impose a Parenting Order
- impose an Education Supervision Order

#### 10. Celebrating and promoting regular attendance.

At Batchley First School we will celebrate regular attendance by:

1. Praising children verbally.
2. Issuing certificates for 100% attendance per half-term.
3. The class with the highest weekly attendance in each Key Stage will receive the attendance trophy.
4. Weekly attendance figures will be highlighted on the school's newsletter.
5. Every term, children with 100% attendance will be entered into a draw to receive a small reward.
6. We also celebrate those children with improved attendance, this may be verbal praise or a token gesture.
7. Ensure the policy is available to all parents and staff.
8. Communicate effectively with parents should their child's attendance become a concern.
9. Where possible, remove identified barriers to attendance.