



ATTENDANCE POLICY

Ben Rhydding Primary School

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i. School Ethos and Introduction

Our aim at Ben Rhydding Primary School, is to create an environment where children can excel in their learning, contribute to their community and become independent and empathetic young people. We want our school culture to be underpinned by caring relationships between staff, pupils and parents; working in partnership to build our learning community. The vision for our school is to develop a curriculum which is both challenging and inclusive, that promotes deep thinking yet supports all learners to succeed. We aim to build an environment where everyone's learning, from pupils to teachers, is valued and where we take time to reflect, evaluate and celebrate what we do.

Introduction

For a child to reach their full educational achievement, a high level of school attendance is essential. It has been shown that children with the highest attendance at the end of KS2 and KS4 have higher rates of attendance (Working Together to Improve School Attendance 2022). Furthermore, the approach to attendance is an integral part of the school's demonstration of their wider ethos and values. To maintain the vital work that schools do in developing pupils learning attitudes, character and attainment and reflecting the wider importance of schools in the community, attendance at school must be at the forefront of a school's priorities.

Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance. School attendance is subject to education laws and this policy is written within that context.

This policy will aim to:

- Demonstrate a strong attendance ethos that improves the overall attendance of pupils and reduces the number of persistently absent pupils.
- Develop a framework which identifies roles and responsibilities of the whole school community and listens to parents as part of this process.
- Highlight a clear structure for promoting good attendance and tackling absence.
- Promote effective but considered, non-bureaucratic systems for monitoring attendance.
- Encourage the use of attendance data and other information to improve school and pupil performance.
- Promote the general importance and legal requirements of good attendance to pupils and their parents/carers.
- Enable early intervention when an individual pupil's absence gives cause for concern.
- Install clear support systems for vulnerable pupils.
- Reward and celebrate good and improved attendance as a whole school and individually where appropriate.
- Promote effective partnerships with external support agencies and the Local Authority.

ii. School Target, Review of Policy and Linked Policies

The school's Governing Body will establish whole school attendance and persistent absentee targets each year at the autumn term full body meeting. These targets will be shared with the wider school community through staff training and regular communications such as newsletters.

Ben Rhydding Primary School supports the national target of 97% for pupil attendance because we know that good attendance is the key to effective schooling and unlocking the true potential of each and every child.

100%	Excellent
Above 97%	Expected
Above 95% but below 97%	Satisfactory
Above 90%, but below 95%	A cause for concern
Below 90%	A serious cause for concern

If your child's attendance is...	Then your child has been absent...	Which equates to this many weeks...	And this much learning...	Over 5 years, this equates to...
95%	9 days	2 weeks	50 lessons	0.25 Year
90%	19 days	4 weeks	100 lessons	0.5 Year
80%	38 days	8 weeks	200 lessons	1 Year
70%	57 days	11.5 weeks	288 lessons	1.25 Year

For each academic year, Ben Rhydding Primary School's Governing Body has set a minimum target of 97% attendance. Throughout the school year we will monitor absences and punctuality to highlight where improvements can be made.

This policy is linked to the following policies:

- **Child Protection and Safeguarding Policy**
- **SEND Policy**
- **Positive Behaviour Policy**

iii. Why is School Attendance more important than ever before?

A Changing Landscape

Since Covid in 2019, evidence suggests that there has been a widespread shift in parental attitudes to attendance at school which will require a huge, multi-service effort to change. The old adage, that 'every day matters' is no longer the prevalent view among parents. This breakdown in the relationship to school appears to be across all socioeconomic groups; for example, term time holidays are now socially acceptable across all groups of parents. Other factors that have influenced attendance include the lack of mental health and SEND provision and cost of living crisis. Sanctions, such as Penalty Fines, do not seem to affect behaviour change in parents. This is why seeing attendance in the round and as a multi-faceted societal issue is important in addressing the problem.

Extract from Working Together to Improve Attendance Sep 2022

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn. Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partner.

iv. Legal Framework and the Local Context

The Legal Framework

The publication 'Working Together to Improve Attendance' 2024, is a statutory document which highlights the importance of regular attendance at school and provides a national framework schools must abide by. This includes national thresholds for attendance at school and agreed sanctions if these are not met. This includes reference within the Keeping Children Safe in Education Guidance 2025, as being aware of patterns of attendance is an important consideration in considering any possible safeguarding concerns.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The Education (Pupil Registration) (England) Regulations 2006 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.
- Unable to attend due to exceptional circumstances.

Section 444 of the Education Act 1996, states that if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his/her parent is guilty of an offence.

Parenting Contracts (Anti-Social Behaviour Act 2003)

A parenting contract is a voluntary agreement between school and the parent/carer. It can also be extended to include the child and any other agencies offering support to the family and is intended to offer support to families and resolve any difficulties leading to improved attendance.

Penalty Notices (Anti-Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A pupil is absent from school for the purpose of a holiday in term time and the absence has not been authorised.
- A pupil has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve.

The procedure for issuing Penalty Notices will be in accordance with the Local Authority's Penalty Notice Code of Conduct.

Types of Absence

There are two types of absence:

- **Authorised** (where the school approves the pupil's absence e.g., absence due to sickness, religious observance, funerals);
- **Unauthorised** (where the school will not approve absence e.g., holidays during term time, taking children out without permission i.e., birthdays, shopping, parents/carers or siblings attending medical appointments).

Only the school, and not parents / carers, can decide whether or not to authorise an absence. This is written down in the Education Registration Regulations 2006. We will let you know if we are not authorising your child's absence.

The local authority holds no statutory authority to interfere with recording of school register marks. In the event of needing advice on register marks the school will liaise with the Attendance Support Officer. Further explanations of register marks can be seen in Appendix

v. National and Local Guidelines and Code of Conduct

Bradford is part of 24 Priority Education Improvement Areas and part of the UK Levelling Up Agenda. One of the targets in these areas is to accelerate progress to 90% of pupils achieving expected standard in Reading, Writing and Maths by 2030. Currently Bradford Authority has double the rate of absences due to unauthorised leave during term time compared to the national average and tackling attendance in schools is vital to ensuring Bradford as an area improve educational standards and improves the life chances of young people.

Attendance Charter

Bradford Council have now produced an Attendance Charter, signed up by many schools across Bradford, including Ben Rhydding. The aim of the charter is to develop more consistency in the approach to attendance across the area. As part of the commitment, Ben Rhydding Primary School commits to:

- Electing a senior leader as an Attendance Champion.
- Having a clear attendance policy.
- Appoint a member of staff responsible for the day to day management of attendance.
- Track pupil attendance on a weekly basis.
- Offer an engaging curriculum for all pupils.
- Engage and involve parents in developing attendance approaches.
- Close register 30 minutes after the start of the school day.
- Headteachers not authorise any requests for leave in term time unless exceptional circumstances.
- If a child's attendance declines over a term or had six sessions (3 days of absence) schools will contact parents to hold a review of a child's attendance.
- If a child has two sickness absences in a half term or has a sickness absence of 3 consecutive days or if the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness.
- Follow the Bradford Staged Approach to Poor Attendance.
- Be aware of emerging issues that may impact children and families.

Attendance Support Officers

From Sep 2023, Bradford Council have an Attendance Team in place aligned to Education safeguarding Bradford and family hubs. Ben Rhydding has an allocated Attendance Support Officer for Keighley and Shipley Ward and this officer, in liaison with the school, contact parents on behalf of the council, should their absences become a cause for concern.

vi. Quality First Attendance: Strategies to promote good attendance

Positive Behaviour, Community Wellness and Ethic of Everyone

At Ben Rhydding we promote positive behaviour, in line with our eight learning values, provide a safe and secure environment where all children can thrive and be valued. We endeavour to create an environment where all children feel part of a strong, nurturing community, where they have a voice and everyone can learn, contribute and grow their potential. This 'community wellness' is actively evaluated and promoted. We recognise that if a child is absent from school, it not only affects the individual child, but resources are diverted from other children when that child returns and tries to catch up with the curriculum. In short, the absence of any individual child from school affects the whole school community in some way.

An Engaging Curriculum Offer and World Centred Education

At Ben Rhydding we endeavour to provide a diverse, challenging and engaging curriculum which prepares our pupils to develop their interests and understanding of themselves in relation to the world. We offer opportunities for pupils to have their voice heard, deepen their thinking, received quality feedback and give them a real context for their learning. This is communicated through our Curriculum Intent. The curriculum is like a story, and we actively promote children having the right to be able to take part in this story, so they understand how each lesson fits into a bigger picture. It is our belief that all children are more likely to attend regularly if the curriculum is engaging and provides them opportunities to contribute to our school community. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all children.

Communicate and Consult with Parents on School Attendance

Rather than provide individual rewards for attendance, we celebrate the whole school attendance progress and communicate this to parents. We analyse and track patterns in data which allows us to understand how we can introduce initiatives targeted to help improve attendance. We also take time to consult with parents on their viewpoints and understand the context around absence so we can further help families support their children to attend school.

Supporting children with SEND

At Ben Rhydding, we understand that all children have different needs in accessing the curriculum and the school day and some children and families need more support to ensure attending school is a positive experience. Our SEND Attendance Procedure (see Appendix Fig III) indicates how the school will support children and families in these circumstances. Our SENCO and the Attendance Team work together to support children in these cases.

Conversational Model of School Leave

Our conversational model of school leave provides the expectation that parents will speak with the Headteacher prior to requesting leave through a form. This provides a more personalised interaction. The Headteacher will listen to the parents' views and then inform parents, via letter, of their decision as to whether to authorise or not authorise the absence.

vii. Attendance Procedures

Absence procedure for Ben Rhydding Primary School Attendance Team

If a child is absent from school, the following will be initiated by the School Attendance Team:

- A call will be made to all pupils who are not in school after close of register at 9.15 am. Pupils arriving before 9.15am will get a Late Mark and after this time it will be U (unauthorized).
- If there is no contact made from the pupil's parent/carer, a telephone call home will be made in the morning.
- The Attendance Team will telephone home if a pupil leaves the school without permission.

In certain circumstances the Attendance Team may also:

- Visit the home of the pupil.
- Invite parents/carers to discuss the situation in school.
- Invite parents/carers into school for an Attendance Panel Meeting.
- Invite parents/carers into school to discuss and offer a Parenting Contract.
- Request a Penalty Notice and/or send a legal proceeding warning letter.
- Refer the matter to an appropriate external agency.

The school follows the staged intervention process as per local authority guidance which is found on Bradford Schools Online. Please see Appendix 5.

Expected absence procedure for parent/carer

A parent/carer has a legal responsibility to ensure that their child attends school regularly. Failure to do so could result in legal action being taken.

If a child is unavoidably absent from school parents/carers are expected to:

- Contact school by telephone call or text before close of register at 9.15 am on the first day of absence and all subsequent days after this, identifying the reason for absence and the expected date of return.
- NHS guidance on illness can be found at <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- A telephone call will be required in all circumstances.
- If no reason is provided, the Attendance Team will call parents with the possibility of being referred to the local Attendance Improvement Officer.

Late arrival at school

At Ben Rhydding Primary School all pupils are expected to arrive on time for every day of the school year.

The school day begins at precisely 8.45 am and we advise all parents/carers to ensure their child is on site prior to this. The school register will be taken at 8.55 am. All pupils arriving after this time will be expected to report to the main office where their arrival will be recorded as late in the register.

The school morning register will officially close at 9.15am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session.

All pupils who arrive late, or after the close of registration, will be asked to provide an explanation for their lateness, and, where necessary, parents/carers will be contacted in respect of the late arrival. Repeated arrival after the close of registration will result in a referral to the school's Attendance Team and may also result in a request for a Penalty Notice or legal proceedings to be considered.

viii. Categorising Absence

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents/carers should advise the school by telephone on the first day of absence and provide the school with an expected date of return.

A full list of codes can be found in Appendix 2

Illness

Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness.

Medical / Dental Appointments

Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents/carers should show the appointment card to school to confirm the appointment.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or part time timetable agreed as part of a reintegration package.

Leave of absence

Parents/carers are strongly advised to avoid taking their children on holiday during term time. Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday. Leave of absence will not be granted unless there are 'exceptional circumstances' to support the request. Each request will be considered carefully by the headteacher.

Parents/carers wishing to apply for leave of absence during term time are strongly encouraged to make an appointment to meet with the Headteacher after submitting their Leave of Absence request via the E-Form link provided by Bradford Council. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**. In such cases the school may request that a Penalty Notice is issued.

Religious Observance

Ben Rhydding Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside holiday periods or weekends. Consideration will be given to authorising absence or special leave for religious observance. Parents/carers are requested to give advance notice to Ben Rhydding Primary School if they intend their child to be absent.

It is reasonable that no more than one day be designated for any individual occasion of religious observance or festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised. In such cases the school may request that a Penalty Notice is issued.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200

attendances (i.e. 200 half days) in a year. This is only when the family is engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

Traveller children will be recorded as attending an approved educational activity or dual registered when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer-based distance learning that is time evidenced.

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The pupil has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- The death of a pupil.
- A pupil has transferred between schools.
- A pupil is withdrawn to be educated outside the school system.
- Failures to return from an extended holiday after both the school and the local authority have tried to locate the pupil.
- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- 20 days of continuous unauthorised absence have occurred, and both the local authority and school have tried to locate the pupil.
- A pupil has left the school but it is not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

Ben Rhydding will routinely share data regarding Attendance and are legally required to share information from their registers with the local authority including:

Every time a pupil is to be added or deleted from admission register; this must take place before deletion and where it is an admission it must be no longer than 5 working days after.

The name and address of any pupil not attending school for 10 or more days without it being authorised should be shared.

The school will follow the Local Authority's Children Missing Education Protocol when a pupil's whereabouts is unknown.

ix. Roles and Responsibilities

School Leadership Responsibilities:

- Actively promote the importance and value of excellent attendance to pupils and their parent/carers
- Form positive relationships with children and parent/carers
- Follow the Conversational Based Model for Leave and Quality First Attendance Model
- Ensure that there is a whole school approach which reinforces excellent school attendance. For example, good teaching and learning experiences that encourage children to attend and achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
- Ensure that staff are aware of the Attendance Policy and are able to address attendance issues.
- Ensure that the Registration Regulations, England, 2016 and other attendance related legislation is complied with.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Department for Education as required and on time.
- Ensure that systems to report, record and monitor the attendance of all pupils.
- 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.
- Ensure that all the above priorities are shared with and reinforced by all relevant school staff.
- Develop a multi-agency response to improve attendance and support children and their families.
- Use the standard documents to support a move to legal proceedings should that be necessary.

Teaching Staff Responsibilities:

- Actively promote the importance and value of excellent attendance to children and their parent/carers
- Form positive relationships with children and parent/carers.
- Welcome and value the attendance of all pupils to lessons.
- Ensure all children are accurately registered.
- Identify pupil absence to lessons and take appropriate action.
- Identify any absence trends or concerns and will raise these with the appropriate members of staff.
- Work with identified children, setting targets to improve attendance and monitoring progress towards those targets.
- Discuss attendance with parents/carers at Parents' Evenings.
- Ensure all unexplained absences are investigated and resolved.

Parent Responsibilities:

- Talking to their child about school life and taking an interest in their child's educational progress.
- Parents should talk to the school if they have any concerns about their child at school or at home so school can best support the family.
- Avoiding unnecessary absence such as holidays in term time.
- Contacting Ben Rhydding Primary School when their child is absent and providing a reason for the absence.
- Ensuring their child attends punctually every day.
- Engaging with intervention strategies provided by Ben Rhydding Primary School if their child's attendance becomes highlighted as a cause for concern.

x. Tracking and analysing data

The attendance lead will regular analyse:

- Individual cases of authorized absence
- Individual cases of unauthorized absence
- Each class attendance for the previous week
- Whole School Attendance for the previous week
- Persistent Absence (below 90%) and those who dropped below (95%)

On a half termly basis the team analyse:

- Individual pupils who drop below 95% (issuing a Stage 1 letter)
- Individuals pupils who have dropped below 90% (issuing a Stage 2 letter)

In each case, statistics are analysed in reference to attendance, the general wellbeing of the pupil and family, academic progress and any medical needs to provide a context around the child.

Attendance statistics and patterns are reported termly to the Full Governing Body. We will also share our data with DFE Wonde which is a national database of school attendance. This is a statutory reporting duty.

xi. Strategy for reducing unauthorised and persistent absence

Holidays in term time

- The Education Pupil Registration Regulations 2013 removed all reference to “family holidays”.
- In April 2017 the Supreme Court upheld the ban on parent / carers taking their children out of school for family holidays during term time. Delivering the verdict, Lady Hale said “Unauthorised absences have a disruptive effect, not only on the education of the individual child but also on the work of other pupils ... If one pupil can be taken out whenever it suits the parent/carers, then so can others ... Any education system expects people to keep to the rules. Not to do so is unfair to those obedient parent/ carers who do keep to the rules, whatever the costs or inconvenience to themselves.”
- This means that the school will not authorise a child to take holidays during term time and parent/carers do not have the legal right to take children out of school for holidays.
- Parents/carers are strongly urged not to take pupils out of school for holidays during term time as there is no entitlement for them to be taken out of school for such a reason. Any holidays are expected to be taken as part of the 175 days available outside term time.

Reducing requests for Leave during Term Time

Ben Rhydding Primary School acknowledges all absences result in lost learning and directly affect a child’s education and children will find it hard to catch up. This in turn will also have a considerable impact on the wider class, with teachers having to reshape learning to accommodate gaps for the individual child, taking valuable resources away from the remainder of the class. Thus, unauthorised absence has unintended consequences on all pupils. As such, applications for leave of absence in term time will only be authorised in exceptional circumstances and ultimately at the discretion of the headteacher.

What are exceptional circumstances?

The decision to authorise absence is at the head teacher’s discretion based on their assessment of the situation. Circumstances vary from school to school and so there can be no absolute rules on this subject. Exceptional circumstances are one off events which are unavoidable: examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance. Each case will be considered individually by the Headteacher.

What happens if parents take children out of school on unauthorised leave?

It is recognised that a pupil who takes 10 days holiday in term time will only be able to achieve a maximum of 94.7% attendance for the full academic year. The national target is 97% and the expected attendance for a pupil.

The law stipulates that the cost of a holiday is not reasonable grounds for claiming it as an exceptional circumstance. In line with the Bradford Code of Conduct for Attendance if a child has more than 3 days unauthorised then schools should pursue a Penalty Fine of £80 per day, requested for each parent, and for each child. If not paid within 21 days this fine doubles to £160.

Bradford Authority Leave of Absence E-Form and Conversational Based Model for School Leave

In line with the local authority Code of Conduct but with a model that is befitting of our good whole school attendance, we have developed a flow diagram of outcomes for taking unauthorised leave. With the aim of ensuring good, open communication with parents and transparency regarding the process, the following steps have been introduced:

1. Parents will think carefully about the appropriateness of the absence prior to then submitting a Leave of Absence request through the Bradford Authority E-Form.
2. We ask parents to arrange to speak to the headteacher in the first instance so they can understand the nature of the leave and the implications should the leave be taken as well as giving the headteacher a clear idea of the reason for the request; this can be done by appointment or by phone.
3. When a decision is made regarding the request for absence, the Headteacher will either approve or decline the absence. A copy of this decision will automatically be received by the parent.
4. If a parent persists with the holiday then further action by the school is required up until six weeks after the leave is taken.
5. Further action can include issuing a Penalty Fine and if the leave is of two or more periods totaling 10 days or more or 20 consecutive school days then Bradford will utilize the option to start legal proceedings at the magistrates court instead of Penalty Fines meaning Parents could face a fine of up to £2500 per parent.

What happens if parents receive a Penalty Fine?

If an absence is considered unauthorized the school should demonstrate that parents' individual circumstances have been considered and the Headteacher does not believe exceptional circumstances exist.

The Headteacher will submit a request for a Penalty Fine through the Penalty Fine Portal. This online portal, administered by Bradford Council, asks for evidence from the Headteacher of the absence.

Upon receipt of the relevant information the Penalty Fine is issued to both parents by Bradford Council, unless there are unresolved issues with the information provided. The Penalty Fine should then be paid by the parents.

If a child is absent for a period of time and it later becomes apparent this was unauthorized leave of absence a penalty notice can still be requested from Bradford Council.

Persistent Absence

A child becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason i.e. it drops below 90%. Absence at this level is causing considerable damage to a child's educational prospects and schools and local authorities are expected to work together to remove barriers and support the family who may be facing difficulties preventing their child attending school.

All pupils who are PA, or are considered to be on track to becoming PA, will be referred to the school's Attendance Team and may also be referred to appropriate external agencies for targeted support including the Attendance Officer for Keighley and Ilkley Ward or the Attendance Support Team at Bradford.

If parents fail to engage with support and their child continues to have unsatisfactory attendance, Penalty Notices may be used as an early intervention as research suggest in these cases it can be an effective tool to change behaviour. These can be applied for when a pupil has 6 or more sessions (3 days) in 6 weeks and their attendance has not been below 80% in the last 12 weeks.

If attendance drops below 80% the school will employ the Stage 2 of the Staged Intervention Approach to Attendance which involves letters, reviews and Attendance Panel Meetings, Home Visits and ultimately if no improvement referral to the Education Safeguarding Team.

Safeguarding and Welfare Checks

3 days of unauthorized absence will mean a welfare check from the school attendance team which will be carried out in pairs. Should the headteacher deem it appropriate a visit to the home will be carried out sooner. If there is a failure to establish contact with parents, police may be informed.

Reducing Persistent Absence

Weekly attendance tracking highlights any children at risk of dropping below 95%; if children at this level every term a Stage 1 letter is sent notifying parents. The attendance lead will also analyse if there are any mitigating factors such as health, family circumstances or SEND and signpost to other services where needed. If there is no improvement the attendance lead will phone the family individually to assess any barriers. These children will also be tracked in the Attendance Folder and the office will be made aware these children are at risk with attendance.

If the termly attendance is at risk of dropping or has dropped below 90%, the SLT will arrange a meeting with the family to offer support. If attendance remains low, the Attendance Officer for Ilkley and Keighley will contact the family to offer support and remind them of the importance of attendance. If felt necessary, Early Help support may be sought to help support the family.

Medical Evidence

Where a child has an ongoing medical condition, which is impacting on their attendance at school, it is the parent/carers responsibility to provide medical evidence. In exceptional circumstances, the school will ask for medical evidence to be provided directly from the GP, with consent of parents/carers.

Evidence for illness marks

In the majority of cases parents' notification of illness is accepted without question and schools should not routinely request parents to provide medical evidence. If a school has a genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

Absence due to Mental Health

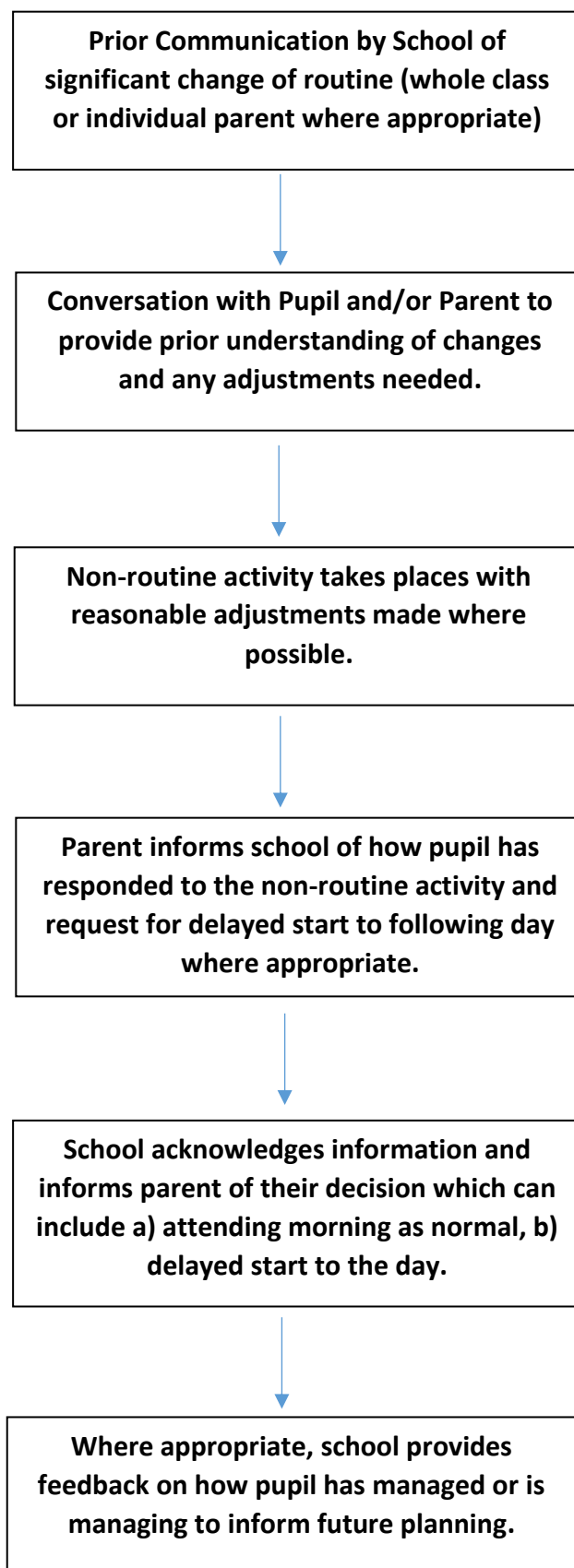
There is no need to routinely ask for medical evidence to support recording an absence as authorised for mental health reasons. GP's are unlikely to be able to provide such evidence for one off absences related to mental health. In longer

term/repeated absence seeking, medical advice may be appropriate to enable the child to attend more regularly and where the illness is preventing the child for attending for extended periods.

EBSA

Emotional Based School Avoidance describes children who find it difficult to attend school due to emotional fear or anxiety. The Attendance Lead will be trained in dealing with EBSA and will seek to act quickly to support children who experience anxiety about attending school or leaving home and adopt a whole school approach to identify early signs of children who experience anxiety to prevent EBSA developing for pupils. Where appropriate school will signpost parents to support for EBSA.

Appendix 1 - SEND Attendance Support



Appendix 2-Attendance Codes

SCHOOL ATTENDANCE CODES - DESCRIPTIONS AND MEANINGS

More detailed information can be found on the Working Together to Improve School Attendance Guidance (August 2024), pages 77 to 92

Code	Description	Meaning	New for Aug 2024
/	Present for school morning session	Present	
\	Present for school afternoon session	Present	
L	Late arrival before the register closed (within 30mins of school start time)	Present	
B	Attending any other approved educational activity – not to be used for Virtual learning (not dual registration) Schools must also record the nature of the educational activity	Approved educational activity	
K	Attending education provision arranged by the local authority Schools must also record the nature of the educational activity	Approved educational activity	X
P	Participating in sports activity	Approved educational activity	
V	Attending an educational visit or trip	Approved educational activity	
W	Attending work experience	Approved educational activity	
C	Leave absence for exceptional circumstance (not covered by another appropriate code/description)	Authorised absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence	X
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence	X
E	Suspended or permanently excluded and no alternative provision	Authorised absence	
I	Illness (not medical or dental etc. appointment)	Authorised absence	
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence	X
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence	
R	Religious observance	Authorised absence	
S	Leave of absence for the purpose of studying for a public examination	Authorised absence	
T	Traveling with parent for occupational purposes	Authorised absence	
G	Family holiday not agreed or days in excess of agreement	Unauthorised absence	
N	No reason yet provided for absence	Unauthorised absence	

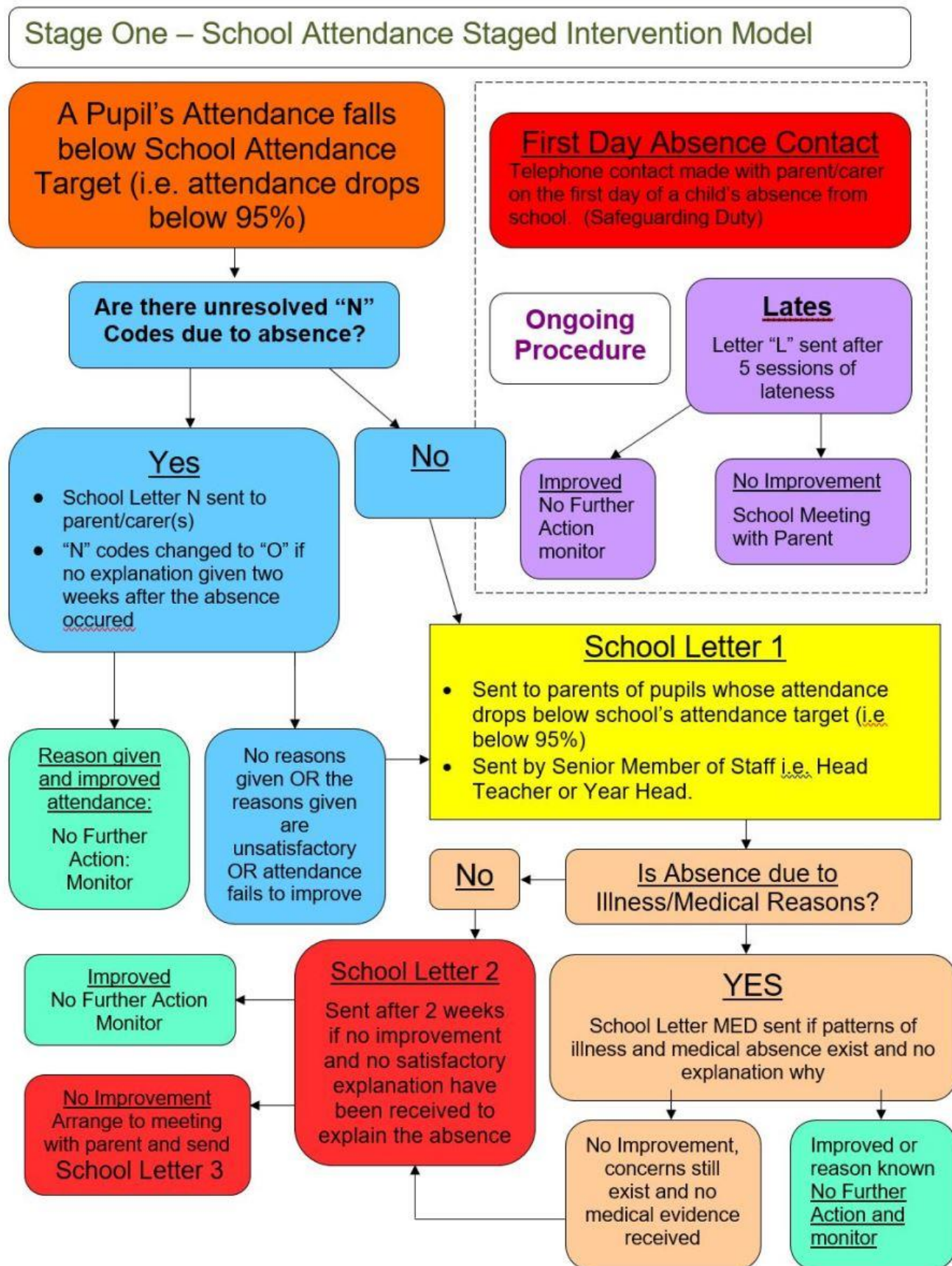
O	Absent in other or unknown circumstances (not covered by any other code/description)	Unauthorised absence	
U	Arrived in school after registration closed (after 30mins of school start time)	Unauthorised absence	
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances	
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances	X
X	Non-compulsory school age pupil not required to attend	Not counted in possible attendances	
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances	X
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances	X
Y3	School premises partially closed	Not counted in possible attendances	X
Y4	Whole school site unexpectedly closed	Not counted in possible attendances	X
Y5	Pupil in criminal justice detention	Not counted in possible attendances	X
Y6	Unable to travel or attend due to public health guidance or law on transmission of disease	Not counted in possible attendances	X
Y7	Unable to attend due to unavoidable cause Schools must also record the nature of the unavoidable cause	Not counted in possible attendances	X
Z	Pupil's name entered in advance of start date, not yet on roll	Not counted in possible attendances	
#	Planned whole school closure – no session to take place	Not counted in possible attendances	

Retired codes no longer in use after 19th August 2024

Code	Description	Meaning
H	Family Holiday (agreed)	Authorised absence due to agreed family holiday
J	Interview	Unable to attend due to exceptional circumstances – not counted in possible attendance
Y	Unable to attend due to an exceptional circumstance	Unable to attend due to exceptional circumstances – not counted in possible attendance

Key	Present
	Approved Education Activity (Present)
	Authorised absence
	Unauthorised absence
	Not counted in possible attendances

Appendix 3 – The Bradford Graduated Approach



Appendix 3 - Triangulated Model of Support

Community Wellness

- Emotional Intelligence
 - Staff Wellbeing
- Restorative Relationships,
- Clear Positive Behaviour Policy
 - Learning values

Inclusion Meetings (Every 2 Weeks)

Early Identification of Support including those on SEND register and Vulnerable groups.

Pupil Progress and PASS Assessments

Identification and baseline of children and emotional profile/wellbeing

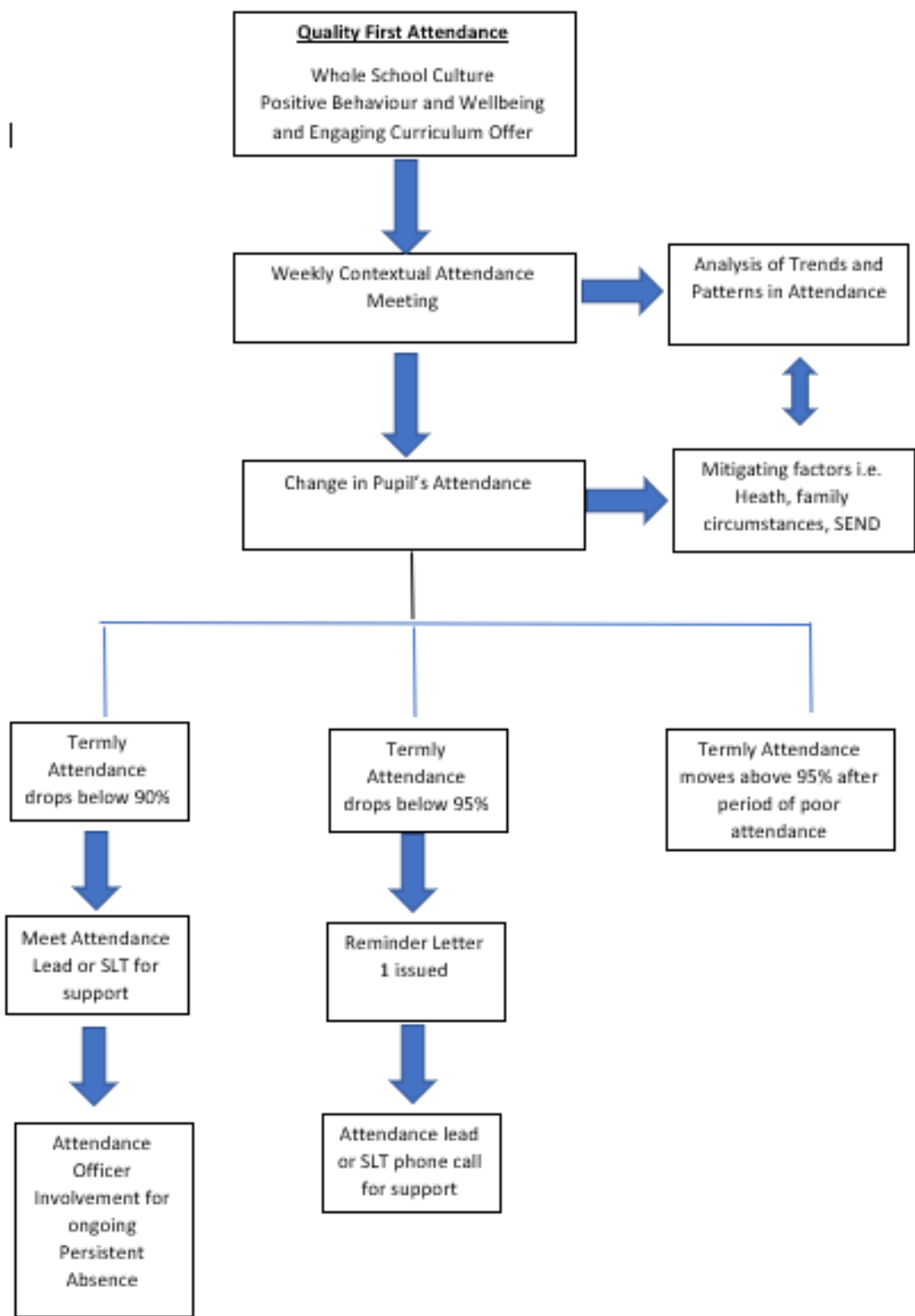
Safeguarding Reviews

Termly Safeguarding review with Safeguarding Governors

Attendance Tracking

Weekly attendance tracking of 95% and below and exploring context around absences and identify pupils persistently absent.

Appendix 4 - Quality First Model of Attendance



Appendix 5 – Conversational Based Model of Attendance

