



Attendance Policy

St John's and St Peter's C of E Primary

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St John's and St Peter's CE Academy is a welcoming school family that seeks to serve the Ladywood community by equipping its children and families for success.

By placing God's love in action at the heart of everything we do, we hope to see our children flourish, our culture transformed, and our community thrive.

Through high-quality education and an enriching curriculum, we will equip every child with the knowledge and skills they need to overcome challenges and therefore achieve their full potential.

Our hope is that every child at St John's and St Peter's CE Academy can uniquely contribute to the community and make it a place they are proud to call home.

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

- [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#)
- [Support First school attendance framework and guidance | Birmingham City Council](#)
- [BCC Education Prosecution Policy 2024 | Birmingham City Council](#)
- [Leave of absence \(legal\) process | Birmingham City Council](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Legal Definitions:

'Parent' - Education Act 1996

- A 'parent' in relation to any child or young person, includes any person:-
 - o who is not a parent but who has parental responsibility for the child, or
 - o who has care of the child.
- This also includes absent parents who must have regular contact and an ability to influence the child including his/her attendance. Parental partners should be included (whether or not they are married or the natural parent of the child) as they have 'care of' the child. If a pupil lives with a grandparent or older sibling as their main carer they can also be included.

Compulsory (statutory) school age

o If a child becomes 5 years old between 1st September and 31st

December, they are of compulsory school age on 1st January.

o If a child becomes 5 years old between 1st January and 31st March, they are of compulsory school age on 1st April.

o If a child becomes 5 years old between 1st April and 31st August, they are of compulsory school age on 1st September.

▪ A child ceases to be of compulsory school age on the last Friday in June in the academic year in which the child turns 16.

Authorised absence

▪ Authorised absence means that the school has accepted the reason given by the parent for the absence. Leave in term time cannot be authorised retrospectively. Only Headteachers can legally authorise absence.

Unauthorised absence

▪ Unauthorised absence occurs when schools either disagree with the reasons given by the parent for an absence or no reason has been provided. Only unauthorised absences can be used for the purposes of legal intervention.

3. Roles and responsibilities

3.1 The Local Academy Board

The Local Academy Board is responsible for:

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

3.2 The Executive Headteacher

The EHT is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

3.3 Senior Leadership Team

The Senior Leader Team is responsible for:

Senior Leaders will:

- have an identified member of SLT responsible for attendance – Pastoral Care Manager
- set clear and challenging attendance targets as part of school self- review
- ensure that all school personnel, pupils and parents are aware of this policy
- monitor trends and arrange for letters to be sent when required
- provide target intervention and support for families whose children have been highlighted as having poor attendance
- utilise the support of available specialists in relation to attendance if required
- have a system in place for parents to report a child's absence report to the Governing Board attendance figures and trends
- promote the importance of good attendance through devotion
- celebrate and reward good attendance during devotions
- be responsible for making a referral to the Local Authority when/if required
- monitor individual, class, and year group attendance

3.4 Class teachers

Teachers will:

- set a good example of punctuality and good attendance.
- ensure that registers are taken at the appropriate times, are accurate and up to date.
- take appropriate action when pupils are late.
- monitor class and individual attendance patterns.
- inform SLT/ Headteacher of any concerns about attendance or where attendance is impacting on a pupils' achievements.
- discuss individual pupil attendance at parent-teacher consultations.
- praise pupils for good punctuality and good attendance.

3.5 School office staff

School office staff will:

- make first day calling for children absent without explanation.
- call all numbers on the contact list in order until receiving an answer.
- leave a voice message if there is a voicemail option.
- notify the attendance officer if an overseas ring tone is noted.
- call the contact list at least twice.
- issue first day contact methods i.e. email if there is no other response.
- monitor late entrants into school and adjust attendance codes accordingly along with the time of arrival.
- record medical appointments on Arbor and state whether medical evidence has been seen if required.
- monitor register coding and alert staff of inconsistencies.
- Update attendance officer if they have concerns about a child.

3.7 Parents/carers

The school always tries to work in partnership with parents. If pupils are not in school it is the parents' responsibility to inform the school on the first day of absence. If a pupil is absent, and no message has been received, the school will try to contact the parents to discover the reason as soon as possible.

If there is a specific problem with attendance caused by factors within school, this can usually be resolved quickly and informally between parents and school. If the problem is caused by domestic circumstances the school can assist parents by engaging the support of other external agencies

In addition to this we ask parents to:

- ensure their child attends school regularly and is properly equipped and in a fit state to learn every day that school is open.
- ensure that their children are punctual at the start of the school day.
- notify the school of any absences by 9.30am. All absences will be recorded as 'O' unauthorised until an explanation or evidence is provided. The onus is on the parent to inform the school and provide appropriate evidence if required.
- book medical and dental appointments outside of the school day whenever possible.
- provide explanation of absences on the first day a pupil returns to school if this has not already been done.
- provide the school with up-to-date contact details and telephone numbers for every adult with parental responsibility. If contact details change then we must be informed of new details within 24 hours.
- complete a 'Leave of Absence' request form for any time required off school that is not due to illness or medical appointments i.e. exceptional circumstances. This must be made in writing (using the application form available from the school office) to the Headteacher 15 days in advance of the proposed start date of the absence. The circumstances you consider 'exceptional' must be detailed
- collect their children on time.
- avoid taking holidays in term time.
- avoid requesting non-urgent leave of absence.
- work with the school to improve matters if attendance becomes a problem.
- keep school fully informed on all matters that might affect attendance and their child in school.

3.8 Pupils

Pupils are expected to:

- attend school regularly and promptly.
- arrive at school on time.
- attend morning and afternoon registration promptly.
- understand the value of good attendance.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and also at the start the second session, after lunch. It will mark whether every pupil is:

- Present or absent.
- Attending an approved off-site educational activity.
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.50am on each school day.

The register for the first session will be taken at 9.00am and will be kept open. The register for the second session will be taken at 1.00pm.

Pupils are marked late if they arrive more than 15 minutes after these times (L). Registers are officially closed half an hour after these times and pupils are then marked as 'Unauthorised absence' (U) if they arrive later during the session, unless an acceptable authorised reason is given.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am or as soon as practically possible by calling the school office staff on 0121 675 1398 (see also section 7). The office staff will then inform the class teacher and update Arbor.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment.

Parents will be asked to read and complete a leave of absence form available from the main office. The Attendance Officer will liaise with the Headteacher and a decision will be made as to whether the absence will be authorised. The office staff will liaise with the parent regarding the decision.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

If a child is late, the school gate has been locked but the registers are still open, they must come into school through the main office where a member of the office staff will make a note of their name and their year group. This will be recorded so that consistent lateness can be monitored.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit. If the family cannot be reached, then the school will contact Education Legal Intervention Team or Children's Advice and Support Service (CASS). The police will be called if we think there is an immediate risk to the child. The police or social care, depending on the circumstances of the family.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- If absence continues, the school will consider involving an education welfare officer and will gain advice from the legal intervention team.
- If absence continues and with have no contact with any of the emergency contacts or response to home visits a referral to the Children Missing in Education (CME) will be made.
- Children Missing in Education (CME) - knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about others safeguarding issues, including the criminal exploitation of children. This is why we will always follow up with parents/carers when pupils are not at school.

4.6 Reporting to parents/carers

- A letter from the Pastoral Manager/Attendance Officer to be sent outlining the importance of good attendance.
- A letter of concern informing parents/carers of their child's attendance
- If attendance does not improve an informal meeting between parents and the Pastoral Manager. In this meeting parents and/or carer will be asked to sign a Parenting contract.
 - A Parenting Contract is a voluntary agreement between a parent and/or carer, the school and the Local Authority (LA), in order to improve the attendance of children and young people. This intervention identifies clear actions, with all parties named being accountable for their roles and responsibilities. This may be used in evidence and presented to the Magistrates Court, should it be deemed that an offence has been committed under Section 4441a of the Education Act 1996. (appendix 2)

- The family will be offered Early Help. This will consist of an Early Help Assessment which help identify the support required. [What is Early Help Assessment?](#) | [What is the Early Help Assessment?](#) | [Birmingham Children's Trust \(birminghamchildrenstrust.co.uk\)](#)
- Formal letter requesting a meeting with the Attendance Officer and the Designated Senior Lead for Attendance.
- Formal Attendance Review Meeting. A formal attendance contract will be agreed
- Legal action will be taken in extreme cases.

5. Authorised and unauthorised absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The Headteacher may require evidence to support any request for leave of absence.

Unacceptable reasons for leave of absence

It is not acceptable to assume your child can have days out of school for the following events;

- Moving House
- Funerals
- New babies
- Other child in family is sick and parent cannot get other child to school
- Parent on holiday and child staying with a relative – relative cannot bring child to school– it is expected that other arrangements are made with family members/neighbours/friends to bring your child to school
- Parent sick on a long-term basis and cannot get child to school – it is expected that other arrangements are made with family members/neighbours/friends to bring your child to school
- Inclement weather i.e. severe snow – if you live within a 1 mile radius of the school, unless there is a babe in arms in the household, or you live in a remote setting, you are expected to get your child to school

Other unauthorised reasons are:

- Buying new school shoes/summer uniform because parents forgot to do it in the holidays
- Parent/Carer/sibling being sick/illness
- Going on holiday early to avoid traffic/holidays are cheaper in term time
- Waiting in for the builder's/Gas man/delivery driver to arrive
- 'Only Year 11 matters'
- Withdrawing your child from school when alternative arrangements have been made to address the reasons they are unable to attend or take part in a specific lesson or event

Religious Observance

'Religious Observance' requests will usually be granted for a maximum of three days during a year for, "a day exclusively set apart for religious observance by the religious body to which the parent belongs" (Pupil Registration Regulations 2006). These days should relate to significant festivals in the relevant faith calendar.

Again, the school will decide whether or not to authorise requests and cases will be considered on their individual merits. Parents/Carers will be informed of the school's decision as soon as possible.

Female Genital Mutilation (FGM)

All staff are trained and made aware about possible reasons for extended absence from school. One of these could be Female genital mutilation (FGM), which is a form of child abuse common to some African, Asian, and Middle Eastern communities in the UK. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. Victims are usually aged between four and ten, primary school age. It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003.

Any information or concern that a child is at immediate risk of or has undergone FGM or forced marriage will result in a child protection referral under school procedures to the Designated Senior Person in the first instance and then to Children's Social Care Services and/or the Child Protection Team, West Midlands Police Service. Records of all incidents will be kept following the same procedure as for all other child protection concerns in school in line with current policy.

Please note that teachers and members of staff with teaching responsibilities have a specific legal duty to act with regards to concerns about female genital mutilation and must personally report to the police a disclosure that FGM has been carried out, in addition to liaising with the DSL/Children's social care.

Re-entry strategies for long term absentees:

When long-term non-attenders return to school the staff attempt to make them feel welcome back at school without drawing attention to the prolonged absence. The pupils are placed back in their class and given their individual programmes of work to continue.

If there are specific reasons where this is not felt to be appropriate, separate arrangements would be made. This would be considered on an individual need's basis.

Leave in term time

If there are exceptional circumstances, an application form should be completed and submitted to the school at least two weeks before they are due to leave (appendix 3). Parents must allow the school time to consider the application before booking flights or leaving the country.

The headteacher will take into account the following circumstances:

- the pupil's current absence record
- the number of previous similar requests
- the year group the pupil is in o proximity of major tests/exams
- the time of the academic year proposed o the duration of the absence and its impact on continuity of learning

If the leave of absence is not authorised and parents/cares take their children on unauthorised leave , the 'Leave of Absence (Legal) Process' may be started.

5.1 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give you:

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a fine (sometimes known as a 'penalty notice')

You can be given one or more of these but the council does not have to do this before prosecuting you.

Parenting Order

This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

Education Supervision Order

If the council thinks you need support getting your child to go to school but you're not co-operating, they can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

School Attendance Order

You'll get a School Attendance Order if the local council thinks your child is not getting an education.

You have 15 days to provide evidence that you've registered your child with the school listed in the order or that you're giving them [home education](#). If you do not, you could be prosecuted or given a fine.

Fine

Your local council can give each parent a fine of £80, which rises to £160 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

- A whole school approach.
- A culture that it is 'cool' to be school.
- Building secure relationships with our families
- An enjoyable broad curriculum.
- Class Dojo points are rewarded.
- Meet Lucca at the gate
- End of term awards

7. Attendance monitoring

- Attendance and absence are monitored daily by the school office and the Pastoral Care Manger. The Attendance Officer analyses the data on a weekly basis and identifies pupils/families that may need additional support.
- Cohort data is monitored and analysed half termly the Designated Senior Lead for Attendance. They look at any historic and emerging patterns and absence and then develop strategies to address these patterns. These interventions are carefully evaluated for impact.
- Attendance data at cohort level is presented to governors at each Local Academy Board meeting, along with any strategies currently employed to manage specific attendance.

7.1 Reducing persistent or severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance through Early Help
- Use

Specific strategies to be used:

- Text to be sent to the parent of any child who is below the national average.
- Informal meeting between parents and the Pastoral Manager.
- Letter from the Pastoral Manager to be sent outlining the importance of good attendance.
- Formal letter requesting a meeting with the Designated Senior Lead for Attendance.
- School Attendance Review Meeting.
- Legal action will be taken in extreme cases.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Designated Senior Lead for Attendance. At every review, the policy will be approved by the full governing board.

9. Links to other policies

This policy links to the following policies:

- Safeguarding Policy
- Behaviour Policy

Appendix 1: attendance codes



SCHOOL ATTENDANCE CODES - DESCRIPTIONS AND MEANINGS

School Attendance (Pupil Registration) (England) Regulations 2024

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity
K	LA arranged provision at a place other than a school	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	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	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	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	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectedly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned closure)	Not counted in possible attendances

KEY

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



Attendance Contract

Date/time of meeting:	
Venue:	

Pupil name:	
Date of birth:	
Address:	
School:	

Present at meeting:	
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Action agreed
<p>EXAMPLES OF ACTION AGREED:</p> <ul style="list-style-type: none"> • Pupil will arrive at school by 8.30 a.m. every day. • Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return. • Parent will provide medical evidence for every sickness absence pupil may incur. • Are any issues preventing pupil from attending regularly? If so, school staff will be informed.

Attendance target:	100%
Timescale for improvement:	

Date for review meeting:	
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I confirm that this Attendance Action Plan was agreed by all present.

Signed:

..... Parent/carer

..... Pupil

..... School Representative

..... Other Agency

Appendix 3 – Leave in term time request



Leave from learning request

From the 1st September 2013 leave in term time was made illegal due to the amendment in the 2006 regulations. The Headteacher will no longer be able to authorise any term time absence unless there are exceptional circumstances. At St John's & St Peter's CE academy we work very hard to help your child learn and achieve well. To do this, we need you to help us in many ways. The most important way to help support your child is to ensure that he or she attends school and is punctual.

Pupil's Name D.O.B Class

Pupil's Name D.O.B Class

Pupil's Name D.O.B Class

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....

Dates of absence

From To No of school days

Address where we will be staying

I/We understand that if leave is agreed:

- If travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

Parent/Carer Name DOB Signature Date	Parent/Carer Name DOB Signature Date
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Request agreed/denied

Reason.....

Signed..... Date.....