

# **Promoting Good Attendance:**

## **A model policy for Bury schools**

This model policy is based on the DfE's ['Working together to improve attendance'](#) guidance (February 2024). The policy will need to be personalised to reflect each school's culture and procedures to promote positive attendance.

### **Version 3**

### **September 2024**



**Radcliffe Hall**  
CE/Methodist Primary School

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# **Policy for Promoting Good Attendance**

**Date: April 2025**

**Signed:** *Elizabeth McCosh*

**Date of Review: April 2026**

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# 1. Introduction

- 1.1 At Radcliffe Hall CE/Methodist Primary School we expect all pupils to:
  - Attend every school day
  - Attend school punctually
  - Attend school prepared for the day
- 1.2 We believe that attending school, on time, is key to enabling children to make the most of the opportunities we offer to prepare them for their future.
- 1.3 We will work in partnership with our families to identify the reasons for poor attendance, supporting them in addressing any barriers to attendance for their child.
- 1.4 Promoting good attendance is a matter for the whole school community. This policy sets out our expectations and our approach. Our approach is in line with the Department for Education's guidance (February 2024) [Working together to improve school attendance \(applies from 19 August 2024\)](#)
- 1.5 This policy takes into account the Human Rights Act 1998, the Equalities Act 2010 and the 1996 Education Act.
- 1.6 Our approach to securing good attendance is based on the principle of support first. In line with Ofsted's research, our approach can be summarised as 'Listen, understand, empathise and support – but do not tolerate.'
- 1.7 Every pupil should be able to learn in an enjoyable and safe environment and be protected from harm. Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers.
- 1.8 In the case of specific illnesses that require pupils to be kept off school, parents should follow public health advice to ensure the wellbeing of the whole school community. These illnesses are Chickenpox, Diarrhoea and Vomiting, Impetigo, Measles, Mumps, Scabies, Scarlet Fever and Whooping Cough – see '[How long should you keep your child off school – checklist poster](#)'.
- 1.9 This policy will be applied consistently and fairly. In applying this policy, we will take into account the needs of individual pupils.
- 1.10 This policy is supported by other school policies and procedures e.g., admissions, safeguarding and child protection, anti-bullying, behaviour and inclusive practice.

## 2. Expectations

- 2.1 It is our responsibility to maintain a culture that promotes good attendance which is supported by consistently applied systems.
- 2.2 Our dedicated senior leader with overall responsibility for championing and improving attendance is Mrs Elizabeth Cook, Headteacher (HT).
- 2.3 Other staff in school who support attendance on a day to day basis are Mrs Rochelle Shepherd, Senior Administrator; Mrs Sue Headley, Administrator; and Miss Joanne Boardman, Family Support Worker.
- 2.4 Staff who can provide support on attendance are Miss Joanne Boardman, Family Support Worker (FSW).
- 2.5 Parents/ carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, by regular attendance at school or otherwise.
- 2.6 We are committed to working with parents to promote positive attendance. We expect all our **parents** to:
- Maintain effective routines at home to support good attendance
  - Contact the school as soon as possible if your child is absent to let us know the reason for the absence and the expected date of return. This should be followed up with a written explanation via email or note as soon as possible.
  - Avoid unnecessary absences. For example, pre-planned medical/ dental appointments should take place outside of school hours.
  - Inform us of any change in circumstances that may impact on your child's attendance.
  - Support us by being involved in your child's education, acknowledging the value of education and the importance of children receiving the same messages from home and school
  - Work with us to address any barriers to attendance for your child including attending all meetings requested to discuss attendance issues.
- 2.6.1 We expect all our **pupils** to:
- Be aware of when they should attend school

- Attend all lessons on time and be ready to learn
- Speak to a member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Communicate with parents/ carers to encourage a written explanation to be shared with school to explain any absence that has happened or is foreseen
- Follow the school procedure if they arrive late

### 3 Daily routines

- 3.1 At Radcliffe Hall CE/Methodist Primary School Mrs Cook, HT or Mrs Megan Cuthbert, Deputy Headteacher (DHT) meet and greet our pupils at the school gate. This begins at 8:40am each day. Pupils then wait in the playground until classrooms are open. Pupils are also able to attend our funded breakfast club (part of the government pilot) from 8:15am each day where they will be greeted by Mrs Ann Wade, pastoral worker; Mrs Jenny Begum, before school club worker; and Mrs Joanne Boardman, FSW. The school also has a paid for breakfast club available from 7:30am each morning.
- 3.2 Attendance registers are taken at the start of each morning session of each school day and once during each afternoon session.
- 3.3 Our school day begins at 8:45am. The morning register will open and be taken at 8:55am. Any pupil arriving after 8:55am is required to report to the main school office to sign in and provide a reason for lateness
- 3.4 If arrival is before 9:25am then the pupil will be recorded as late (Late **before** the close of register)
- 3.5 The school register will officially close at 9:25am. Any pupil arriving on or after this time will be marked as having an unauthorised absence for the morning session (Late **after** the close of register)
- 3.6 Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in further action being taken to support improved attendance
- 3.7 Our afternoon session begins at 12:55pm with a register taken at 1:00pm.
- 3.8 Our normal school day ends at 3:30pm.

## 4 Reporting Absence

- 4.1 If a child is absent from school, parents should contact the school office on 0161 724 4928 on the first day of absence providing a reason for the absence and the expected date of return.
- 4.2 If the absence continues, parents should contact the school office on 0161 724 4928 **each day of absence** to identify the reason for absence and the expected date of return.
- 4.3 Where absence is recorded as unexplained, a reason for the absence must be obtained, in writing, by no later than 5 school days after the session.
- 4.4 If a child is absent, and we have had no contact from the parent to provide a reason for the absence, we will:
- Activate first day calling procedures after the register is closed at 9:25am.
  - If the phone is not answer then a text will be sent to the parent asking them to provide a reason for their child's absence.
  - If there remains no contact then a further telephone call will be made later that morning to the parent and, if no response, a call will be made to the pupil's other emergency contacts
  - If we cannot contact a parent and are concerned about the pupil then, a home visit may be carried out by Mrs Cook, HT; Miss Boardman, FSW; or Mrs Cuthbert, DHT. If the family is supported by a social worker then the social worker will be informed of the absence.
- 4.5 If we have concerns around a pupil's safety, we may also visit the home of the pupil or request a welfare check to be made by the police.
- 4.6 We will telephone home if a pupil leaves school without permission.

## 5. Requesting leave of absence

- 5.1 The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away

from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason
- If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation will not constitute an exceptional circumstance.

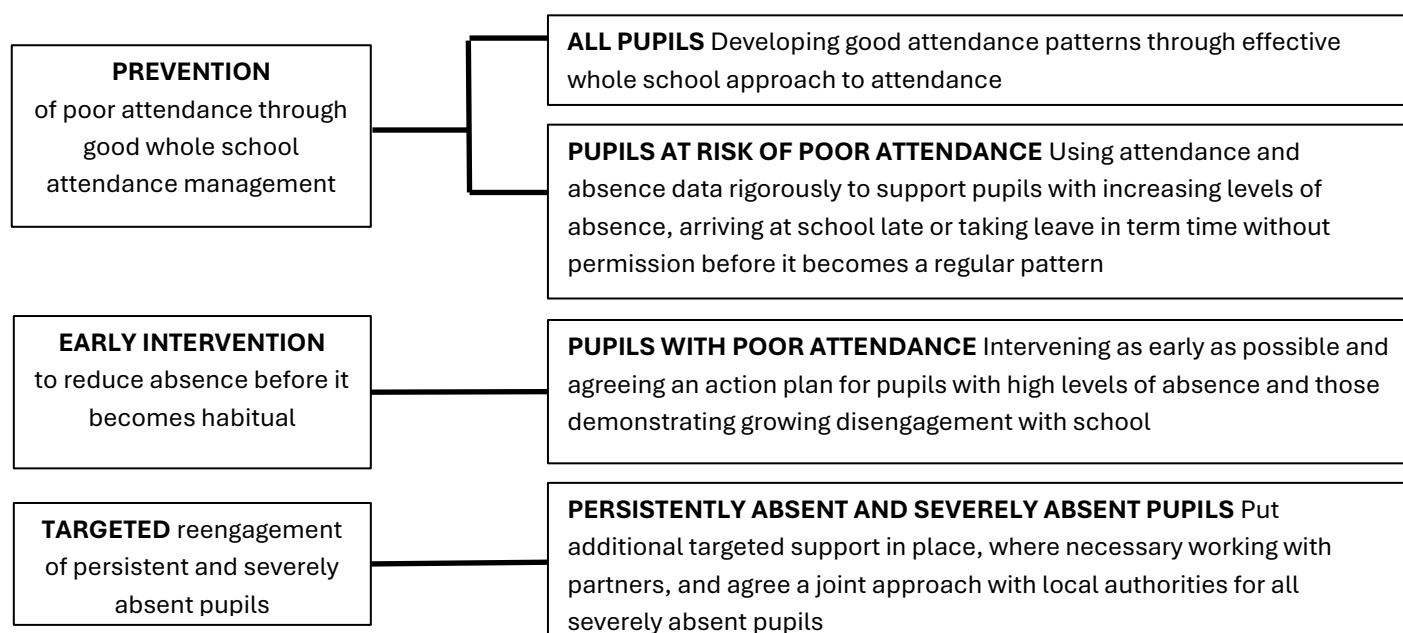
## 6 Managing Attendance

- 6.1 We will regularly inform parents about their child's attendance, highlighting any amount of time missed and the impact on learning. This will be communicated to parents at parents/carers' meetings in Autumn and Spring term and will be communicate via written report in the summer term.
- 6.2 We value and recognise the importance of good attendance. We use the following to promote and celebrate good attendance:
- Weekly class certificates with attendance figures shared
  - Weekly attendance monopoly with a range of prizes for the classes
  - 100% class attendance award
  - Termly rewards for 99%+ attendance
  - Whole school academic year rewards 99%+
  -

School trips and events will be considered a privilege. Where attendance drops below 90 percent, these privileges may be taken away. The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

- 6.3 We will regularly analyse attendance data to identify pupils who have consistently high attendance, those who have shown improvements in their attendance and to identify pupils who may be vulnerable (see 6.4 below). We will also analyse specific groups, classes, year groups to inform our strategy in promoting good attendance.
- 6.4 Our approach to attendance management is based on prevention, early intervention and targeted support. We will regularly analyse attendance data to identify pupils who

are at risk of poor attendance, have poor attendance or are identified as being either persistently absent or severely absent.



6.5 Our strategy for using data to target our work on attendance, including reducing persistent absence (pupils who are absent for 10% or more sessions) and severe absence (pupils who are absent for 50% or more sessions) is based on the table below:

0 – 4 days missed across the school year	98 – 100% attendance	<b>PREVENTION</b> Whole school approach/ celebrating good attendance	No attendance concerns
5 – 9 days missed across the school year	95– 97.9% attendance	<b>PREVENTION</b> Pupils at risk of poor attendance	First day response Speak to individual in school Rewards and sanctions Letter to parents indicating impact of poor
10– 19 days missed across the school year	90.1 –94.9% attendance	<b>EARLY INTERVENTION</b> Pupils with poor attendance	Consider Team Around the Family (TAF) Consider referral to other support Medical Planning meeting Attendance Panel Penalty Notice Penalty Notice Referral at 10 UA absence
20 or more days missed across the school year	90% or below attendance	<b>PERSISTENTLY ABSENT</b> 10% or more absence <b>SEVERELY ABSENT</b> 50% or more absence	Consider Family Assessment if not already completed May lead to prosecution under s444(1A) Consider Safeguarding procedures.

- 6.6 We will regularly analyse attendance data to identify pupils or cohorts of pupils that need support. We will focus staff efforts on developing targeted actions for those cases.
- 6.7 If we have concerns about a pupil's attendance and/ or their punctuality then we will work in partnership with parents to support improvements. This may involve a meeting in school to support the family in identifying, and addressing, the barriers to attending school and/ or attending school on time.
- 6.8 We recognise that poor attendance can be an indication of difficulties and trauma in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help us to identify any additional support that may be needed. It is expected that the child and their family work collaboratively with us to identify the most appropriate support.
- 6.9 We recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

- 6.10 We will hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable to discuss attendance at, and engagement with, school. This will include pupils who are classed as being persistently absent (10% or more absence), those who are severely absent (50% or more absence), those with patterns of absence and pupils who show an unexpected or unexplained dip in attendance.
- 6.11 Working with parents, we will identify pupils who need support from wider partners and will make the necessary referrals as quickly as possible. With parental consent, this may include exploring Early Help support through the completion of the 'Story So Far' assessment.
- 6.12 We will support pupils back into school following a lengthy or unavoidable period of absence to build confidence and bridge gaps.
- 6.13 If we have any concerns about the welfare and wellbeing of a pupil then, in line with our safeguarding policy and procedures, we will make any necessary referrals.
- 6.14 If we have been unable to contact the family, and have not seen the pupil, then we will inform the Local Authority so that joint enquiries can be made to establish the whereabouts of the child through Children Missing Education procedures

## 7. Voluntary support, formal support and statutory action

- 7.1 We will implement a range of strategies to support improved attendance. These may include:
- A recognised whole school approach that celebrates achievement in school
  - Reward systems for positive behaviours
  - Discussion with parents and pupils
  - Discussion with the Virtual School where the child is looked after and/ or has a social worker
  - Working with attendance professionals, internal and/ or external to the school
  - Attendance panels
  - Attendance support plans
  - Attendance report cards
  - Attendance Contracts

- Referrals to support agencies
- Pupil Voice Activities
- Friendship groups
- Personal, social and health education
- Anxiety-based school avoidance resources
- Trauma-informed approaches
- Early help referral options
- Family learning
- Reward systems
- Time limited part-time timetables
- Additional learning support
- Behaviour support
- Inclusion resources
- Reintegration support packages

7.2 Support offered to families, both internally and externally, will be child-centred, trauma informed and inclusive; planned in discussion and agreement with both parents and pupils.

7.3 Our approach to attendance management is based on the principles of prevention, early intervention and targeted support. At all stages we aim to work in partnership with parents/ carers to address any barriers to attendance and/ or punctuality together. Where support is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.

7.4 We will work with Bury local authority to use the full range of legal interventions available to us to protect our pupils' right to an education. These are:

- Attendance contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices (see section 8)

7.5 Decisions on which intervention to take will be made on a case-by-case basis after considering the individual circumstances of the family.

## 8 Fixed penalty notices

8.1 School and the local authority will have regard to our safeguarding duties as set out in the statutory guidance Keeping Children Safe in Education 2024.

- 8.2 Fixed penalty notices will be served on parents as an alternative to prosecution where parents have failed to ensure that their child regularly attends the school. Fixed penalty notices will be used where the pupil's absence has not been authorised by the school and the absence constitutes an offence. Fixed penalty notices can be issued to each parent liable for the attendance offence/s, which should usually be the parent or parents with day to day responsibility for the pupil's attendance.
- 8.3 We will only use a fixed penalty notice, in line with the Working Together to Improve School Attendance National Framework (February 2024), where support to secure regular attendance has not been successful. Fixed penalty notices will be issued for unauthorised holiday in term time.
- 8.4 Fixed penalty notices can be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion the days that the child must not be present in a public place.

**Note:** This policy meets the requirements of the department for education's [Working together to improve school attendance \(applies from 19 August 2024\)](#) and referenced the statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties governing 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 School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2007 (and 2024 amendment)

This policy should be read alongside Keeping Children Safe in Education 2024, our school's child protection and safeguarding policy and our school's behaviour policy