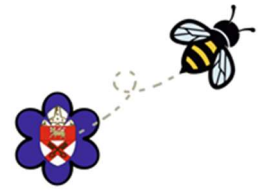




Celebrate



Collaborate



Pollinate



Burneston Church of England Voluntary Aided Primary School

Pupil Attendance Policy

Policy approved by the Governing Body	18 th March 2026
Review Date	Spring 2029

INTRODUCTION

Burneston CE VA Primary School recognises the importance of full attendance and aims to ensure that all pupils achieve and maintain high standards of attendance.

Regular attendance is a prerequisite to a good education and therefore is a priority for the school. Burneston CE VA Primary School is committed to providing a full and efficient educational experience for all pupils.

100% attendance is certainly possible, but in the event of your child being away from school it is essential that you, the parent/carer inform the school of the reasons for absence.

WHY?

- The Education Act 1996 requires parents and carers to ensure their child receives efficient full time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.
- Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Schools Governing Body, Local Authority (LA), and the Department for Education (DfE).
- Parents and carers must ensure that they are fully aware of the school's attendance policy as any absence will have a huge impact on your child's learning. Regular school attendance is essential and parents/carers, together with school staff all have a part to play in ensuring full potential is achieved.
- Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:
 - Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
 - Unauthorised Absence: is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.
- The latest statutory guidance for attendance (August 2024), does NOT recognise holidays: 'the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance'.
- There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.

- The achievement and maintenance of high levels of attendance is the shared responsibility of parents, carers, the school with its Governing Body and the Local Authority.

AIMS OF THE POLICY

To promote regular attendance and therefore offering all pupils equal access to learning.

OBJECTIVES OF THE POLICY

- Meet/exceed the Government attendance targets set for us. Our school aims for minimum attendance of 96% or above for our pupils.
- Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- Ensure pupils are in school for the maximum number of days.
- This policy is designed to help all concerned adults to enable children to attend school regularly and therefore be offered the most consistent access to learning as is possible.

SCHOOL RESPONSIBILITIES

- To communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance outcomes.
- Have appropriate registration processes in place.
- To follow up absences and lateness if parents/carers have not communicated with the school, initially with a first-day absence telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- To have systematic and consistent daily records which chart absence and lateness, and to use this data to target attendance improvements efforts to those pupils or cohorts needing it the most.
- To report to the DfE on attendance three times a year via the school census.

- To report to the Governing Body and Governor responsible for attendance on a half termly basis.
- To consistently administer the attendance procedure.
- To ensure that registers are taken twice daily, at the start of the morning and afternoon sessions.
- To promote good attendance.
- Senior Attendance Champion is the headteacher, Suzy Smart, who can be contacted on 01677423183, or admin@burneston.n-yorks.sch.uk
- **If a child is absent due to Covid work will be provided by the school from day two (See remote learning policy).**

PARENT RESPONSIBILITIES

- To have children in class ready for morning registration and teaching of the first lesson at 8.45 a.m each day.
- To inform school on **every** day of any absence, via the office email, dojo or phone call.
- To request leave as far in advance as possible.
- To make applications for leave in writing on the school's 'Leave Of Absence Form', stating the reason for the request.
- To work with the school, attendance officer and head teacher/Senior Attendance Champion, to improve lateness and attendance.
- To avoid medical and dental appointments during the school day, wherever possible.

THE PROCESS FOR MONITORING ATTENDANCE

- The Senior Attendance Officer will log instances of absence and lateness and discuss with governors. Where issues persist the following will be initiated:
 1. Where there are concerns about attendance and punctuality the school will make verbal contact with home.
 2. If the concerns persist the school will write to the parents/carers.

3. If the concerns persist the school will arrange a meeting with the parent/carer.
4. If the concerns persist the school will arrange a meeting with the parent/carer, a school representative and the Local Authority will be notified.
5. If the concerns persist the school will make a formal referral to the Local Authority Educational Prevention Service to deal with the on-going issues.

Should concerns persist the Prevention service will agree action (as above) and where necessary meet with the parents/carers. Please note that ultimately the Local Authority can take legal action. *See Appendix 1.*

ABSENCES DURING TERM TIME

From the 19th August 2024, penalty notices are issued at the following rate:

- The first fixed penalty notice issued to a parent in respect of a particular child will be charged at £160 if paid within 28 days, this will be reduced to £80 if paid within 21 days.
- A second fixed penalty notice issued to the same parent in respect of the same child will be charged at a flat rate of £160 if paid within 28 days.
- A third fixed penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first penalty notice.
- In a case where the national threshold is met for the third time (or subsequent times) alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office.

Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents/carers will be informed within 7 school days as to whether the request has been authorised or unauthorised.

There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.

LATENESS

Punctuality is an important life skill. It is also polite.

Children must be in class by 8.45 a.m. each day for morning registration. Children will be marked late if they arrive at school after registration has taken place (8.45am-9.10am). Registers close at 9.10am. If children arrive after this time then they must come into school via the main office, where they will be manually marked as present by a member of the school admin team. The school day ends at 3.15pm.

If the arrival at school is after the registers have closed at 9.10 am, the pupil will receive a 'U'. This equates to an absence (late after registers have closed) although we are aware that the pupil is on the school premises in accordance with health and safety.

If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents/carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping.

If lateness persists parents/carers will be invited to attend the school and discuss the problem with the Head Teacher.

SICKNESS

Please notify the school, before 8.45 am, on each day of the absence, via dojo, email or a phone call (01677 423183, admin@burneston.n-yorks.sch.uk).

We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

PROMOTING GOOD ATTENDANCE

We celebrate good attendance throughout our school by:

- Publishing school attendance in our regular newsletter.

THE ROLE OF THE EARLY HELP TEAM

Early Help services strive to support schools, parents and pupils with the aim of ensuring and promoting good attendance and punctuality. However, the Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states that “if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence.”

North Yorkshire County Council, may issue a Fixed Penalty Notice or prosecute parents when children do not attend school regularly.

A Fixed Penalty Notice, when requested by a Headteacher, can be issued as long as the following criteria apply:

- At least 10 sessions (equivalent to five school days) of unauthorised absence by the pupil during the current school term, or 20 sessions (ten school days) in the previous 4 months
- Other than in specific circumstances, the parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given 15 school days to effect improvement. Within the 15 day period, further unauthorised absence will trigger the issue of a notice without warning.
- No more than two Penalty Notices will be issued per pupil per academic year.

In exceptional circumstances the Local Authority reserves the right to:

- Issue a Penalty Notice for a first offence
- Issue a Penalty Notice without warning

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