
ATTENDANCE POLICY AND PROCEDURES

Parent Summary



Policy Author:	Graham Almond
Date of Policy:	1st September 2024
Date approved by Governors:	TBC
Next annual review date:	1st September 2025

At Burton End Primary Academy we want all pupils to aim for 100% attendance. We set expectations of excellent attendance for all and expect pupils to be in school every day that school is open unless they are too unwell to attend. This is really important so we can give your children the best education we can, and the education that they are entitled to.

Some pupils find it harder than others to attend school and we will work together with parents, carers, guardians, pupils and any relevant partners to remove any barriers getting in the way of pupils attending regularly. Pupils with medical conditions or other circumstances that may at times prevent regular attendance will be fully supported by our school, in partnership, where necessary, with any health or external professionals. Promoting and supporting excellent attendance is everybody's concern within our school and community.

The provision of a calm, orderly, safe, and supportive school where all pupils feel that they belong, and want to be, is of paramount importance to us. We will work together with you to explore and support any child who is finding it difficult to attend school regularly.

Key Attendance Contacts – Full List

School Attendance Officer: Carly Bowmer
Telephone number: 01440 702376 **Email:** admin@burtonendschool.co.uk

School Attendance Lead/ Champion Name: Graham Almond
Telephone number: 01440 702376 **Email:** admin@burtonendschool.co.uk

Please see the end of the document ([Appendix 1](#)) for a full list of our school's attendance contacts.

Why is attending school regularly so important?

Excellent attendance is important for pupils to feel part of the school community and develop a sense of belonging. This supports each pupil's all-round development, mental health, and well-being.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

If your child is unable to attend school you must contact the School Office via telephone (01440) 702376 or come to speak to someone at the School Office to inform them of the absence.

If we have not heard from a parent or carer regarding an absence we will, in the first instance telephone you. If we are unable to make contact with you we will conduct a Welfare Check at your home to find out the reason why your child is not in school and ensure they are safe.

How do we reward good and improving attendance

Each week the classes with the highest attendance in EYFS/KS1 and KS2 are awarded a 'Golden Star' to display on their classroom door. When the class reaches 6 golden stars (at any point during the year) they can decide on a class 'treat'. Each week is a fresh start for each class.

At the end of every half term we reward children who have achieved 100% attendance with a postcard that is sent home. There are six chances each year to be awarded a postcard. At the end of each half term we also recognise children whose attendance has significantly improved with a postcard that is sent home too.

Absence requests

The law does not grant parents the automatic right to take a child out of school during term time for any reason, including a holiday.

Only in very, very exceptional circumstances will absence requests be authorised.

It is our expectation that any planned absences will be requested by completing the Form for Leave of Absence Request Exceptional Circumstances

The Government and Local Authority's guidance on penalty fines for any unauthorised absence, which could lead to a fixed penalty fine (currently £160 per liable parent/carers, per child). See our Attendance Policy for more information on fixed penalty notices.

Unauthorised absence

An absence will be unauthorised if your child is absent from school without the permission of the school. Whilst as parents you can provide explanations for absence, it remains the school's decision whether to authorise an absence or not.

Unauthorised absences may include:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Absences for shopping, birthdays, day trips, errands
- Absences whereby parents state they are waiting at home for a washing machine to be mended, or a parcel to be delivered
- Long weekends and holidays in term time (unless in very, very exceptional circumstances as agreed in advance by the school)
- If a pupil is kept away from school longer than has been agreed -any additional absence will be unauthorised
- [Amend this list/Insert any others you may wish to here]

Unauthorised absences may result in the use of penalty notices or prosecution.

Support for school attendance

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

If you would support please contact the School Office who will signpost you to the relevant member of staff.

For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will use an individual health plan and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this. If you would like to discuss matters such as this please contact the School Office who will signpost you to the relevant member of staff.

If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.

If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being.

At Burton End Primary Academy we want your child to thrive, be able to achieve their potential and be happy. School attendance is foundational for academic success, personal development, and for future opportunities and at Burton End we want to support all our families to ensure that every pupil can make the most of their time at our school.

APPENDIX 1

Key Attendance Contacts – Full List

Below is a list of our key contacts for Attendance Support out our school. We will keep this document up-to-date and it will reflect staff changes when they happen. If you have printed this document, please see our school website for the most up-to-date version of this document.

School Attendance Officer: Carly Bowmer
Telephone number: 01440 702376 **Email:** admin@burtonendschool.co.uk

School Attendance Lead/ Champion Name: Graham Almond
Telephone number: 01440 702376 **Email:** admin@burtonendschool.co.uk

Community Wellbeing Champion: Helen Burton
Telephone number: 01440 702376 **Email:** admin@burtonendschool.co.uk

Governor for Attendance: TBC
Telephone number: TBC **Email:** TBC