

# Christ Church (Brondesbury) CE Primary School

## Attendance Policy



<b>Date Approved</b>	<b>21<sup>st</sup> March 2024</b>
<b>Date of next review</b>	<b>Spring 2025</b>
<b>Signature</b>	

Going for **GOLD** with faith

Christ Church (Brondesbury) CE Primary School

## School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a “family” by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God’s creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school’s vision is deeply rooted within the scripture passage:

**2 Corinthians 8:7**

*“But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too.”*

Our vision is embedded within the Christian values of:

**Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.**

Our vision is expressed by all as **“Going for GOLD with faith”**.

This is explained and explored below:

Vision	Demonstrated as
<b>G</b> ive learning your best	<ul style="list-style-type: none"><li>• Try your best at everything</li><li>• Follow the “give me five” rules</li></ul>
<b>O</b> wn your choices	<ul style="list-style-type: none"><li>• Be respectful and polite</li><li>• Be honest and take responsibility for your words and actions</li></ul>
<b>L</b> ove yourself, as God loves you	<ul style="list-style-type: none"><li>• Love yourself, for you are special</li><li>• Love your neighbours with all your heart</li></ul>
<b>D</b> ream big, work hard and pray	<ul style="list-style-type: none"><li>• Aim high</li><li>• Always be ready to learn</li><li>• With prayer, everything is possible</li></ul>

This policy reflects and supports our school vision in that through our expectations of attendance at Christ Church we strive to “...provide a supportive, safe, respectful and reflective environment in which all flourish” and to “provide the highest standards of learning for all” This is echoed in our Bible passage as we excel in our knowledge and in our Going for GOLD with faith as give learning our best, own our choices and dream big, work hard and pray.

## **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](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## **3. Roles and responsibilities**

### **3.1 The governing board**

The governing 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 Headteacher**

The Headteacher 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 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is The Headteacher and can be contacted via 0207 624 4967 or [admin@cchurch.brent.sch.uk](mailto:admin@cchurch.brent.sch.uk)

### **3.4 The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher/Inclusion Leader when to issue fixed-penalty notices

The attendance officer is Carol White and can be contacted via [carol.white@brent.gov.uk](mailto:carol.white@brent.gov.uk).

### **3.5 Class Teachers**

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office each morning by 9.15am and each afternoon by 1.30pm.

### **3.6 School Admin staff**

School Admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Inclusion Leader/ Headteacher in order to provide them with more detailed support on attendance

### **3.7 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day on time

## **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 once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- 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 8.45am on each school day.

The register for the first session will be taken 8.45am and will be kept open until 9.15am. The register for the second session will be taken 1.15pm and will be kept open until 1.30pm.

### **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 8.30am or as soon as practically possible by calling the school Admin staff (see also section 7).

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 as long as the pupil's parent/carer notifies the school in advance of the appointment.

Leave of absence must be applied for in advanced, using the school's request form and must be accompanied by a copy of the appointment notice (this could take the form of a printed picture/screenshot from a mobile telephone).

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

Families who persistently arrive late will be contacted by class teachers in the first instance to discuss strategies for getting to school on time. After 3 such contacts, a meeting will be arranged with a member of the school's Senior Leadership Team. If no improvements are made, a meeting will be scheduled with the Headteacher, who will refer the matter to the Education Welfare Officer.

#### 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 will send emails and text messages using the contacts on the pupil's file.
- In the case of Looked After Children, or those children known to Social Services, the school will contact the allocated Social Worker
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

#### 4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels termly at Parent Consultation Evenings and in the End of Year report.

### 5. Authorised and unauthorised absence

#### 5.1 Approval for term-time 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.

We define 'exceptional circumstances' as unexpected death in the family, or (proven) fatal illness, causing a family to have to gather immediately.

The school considers each application for term-time absence individually, taking into account 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.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to

be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

## **5.2 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.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

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

The decision on whether or not 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**

Christ Church School celebrates attendance in various ways:

- Each week, classes compete to win the “Attendance Cup”, which is given to the class with the highest attendance for that week. (The cup is held by the class for the week and this is celebrated with a class photograph on the school website, showing the attendance figure for that class.)
- At the end of each term, children are rewarded with a 100% attendance badge and certificate.
- At the end of the year, any child who has managed 100% attendance is placed into a draw and they are able to choose from a selection of school prizes at the annual celebration assembly.

## **7. Attendance monitoring**

### **7.1 Monitoring attendance**

The School will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE’s school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### **7.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3 Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

#### **7.4 Reducing persistent and 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 (and/or local authority) 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

In order to target unauthorised absence, the school will send letters to parents, following absence data analysis, showing the current attendance and absence rate for each child and asking for clarification of any dates which are outstanding as unauthorised. If these are not followed up, the school will arrange a meeting with the Headteacher and family and, where appropriate, the Education Welfare Officer.

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, annually by the Headteacher. At every review, the policy will be approved by the full governing board, (delegated to the Teaching & Learning Committee).

#### **9. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy



## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller	Pupil from a Traveller community is

	absence	travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## **Summary of procedures to promote good attendance/punctuality:**

The following tables show specific procedures to maintain and encourage excellent attendance at Christ Church C.E. School:

<b>Daily Procedures</b>	<b>By whom</b>	<b>Outcomes/Actions</b>
Parents ensure pupils arrive at school on time	Parents/carers	
Parents inform the school by 8.45am if their child is absent that day	Parents/carers	Office / Support Staff update registration codes
Pupils arriving late to school are registered at reception by Staff member	Staff member in charge of late registration	Absence mark on SIMS amended to late mark by Admin Staff
Teachers record attendance using the school's SIMS system at 8.50am and 1.15pm	Teachers / Supply staff	Staff to use a paper register if required
1 <sup>st</sup> day absence phone calls are made to discuss a child's unexplained absence on that day. HT/SLT informed of attendance/punctuality issues and parents contacted if required	Admin Staff HT	Admin Staff update attendance codes
Parents provide written note, including dates and reason for absence upon the child's return to school	Parents	Admin staff collect at reception / Teachers collect in class and pass on to Admin Staff for filing.
<b>Weekly Procedures</b>		
<b>Weekly Procedures</b>	<b>By whom</b>	<b>Outcomes/Actions</b>
Attendance / punctuality statistics produced by year group and school	Admin / Inclusion	Filed into attendance folder sheet to allow for monitoring and analysis
Attendance / punctuality statistics produced and shared in Celebration Worship, displayed around school	Admin	Parents are able to see which class(es) have been successful with their attendance and punctuality
Absence codes for individual pupils are updated using SIMS to show reason for absence	Admin	Information provided here is used to determine targeted interventions as appropriate
<b>Half termly and Termly Procedures</b>		
<b>Half termly and Termly Procedures</b>	<b>By whom</b>	<b>Outcomes/Actions</b>
Analyse attendance / punctuality data to monitor trends and progress	SLT	
Assemblies to promote attendance / punctuality and share term's data and progress	Admin / HT / AHTs	
Discussions as required in response to specific attendance / punctuality concerns of a particular cohort of pupils	SLT	
Individual attendance / punctuality discussed with pupils and families at parents' evenings	Class Teachers	Mentoring and advice on attendance / punctuality issues provided to families
Analyse attendance / punctuality data and information to identify cases of concern and develop appropriate intervention	Inclusion / HT	Targeted intervention for individual concerns
Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided	SLT	

for pupils and families		
Review success and impact of attendance / punctuality strategies for the term	SLT	Amend and refine interventions as appropriate

## **Extended Holidays:**

In line with Brent Local Authority, 'Leave in term Time Guidance' and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations, **holiday leave for pupils during term time is not authorised under any circumstances.** The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries, in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

Headteachers may now only grant leave in term time where the circumstances are exceptional.

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances, which have led you to request leave in term time for your child/ren, please complete the required form, which you can obtain from the school office. The Head Teacher will then make a decision, on whether or not the leave can be lawfully authorised.

## **Penalty Notices:**

**If a child is taken out of school without the Head Teacher's authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.**

### **Section 23(1) Anti-Social Behaviour Act 2007:**

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.

- If this is not paid within 21 days the amount rises to £120.
- If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

### **Section 444(1) Education Act 1996:**

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."

The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

**These prosecutions are criminal proceedings and could result in you having a**

**criminal record.**

Attendance Matters every day in school counts



**Related Policies**

This policy should be read in conjunction with the following policies:

- Christ Church Safeguarding and CP Policy
- Christ Church Safeguarding and CP – COVID-19 addendum
- Keeping Children Safe in Education - 2020