Beamont Primary School

Attendance Policy

Ratified: March 2025

Next Review Date: March 2026

Policy Title:	Attendance Policy
School:	Beamont Primary Academy
Linked Policies:	This policy should be read alongside the following school policies: • Safeguarding policy • SEN policy • Behaviour Policy
Other Guidance Reading References & Research:	This policy is based on the recommendations of the non-statutory guidance "Working together to improve school attendance" in place form September 2022 and written with due regard to guidance documents and legislation as detailed in Appendix 2 where you will also find reading references.
Written By:	WPAT and Chris Jones
Staff Approval Date:	25.03.25
LGC Ratification Date:	25.03.26
Review Date:	This policy is reviewed annually
Read by staff: Signed and dated	

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1. Organisation and facilities

1.1. Securing good attendance is not seen in isolation. Warrington Primary Academy Trust's (WPAT's) effective practices for improvement involve close interaction with curriculum planning, positive behaviour, bullying prevention, safeguarding, special educational needs and medical needs support, mental health and wellbeing, and effective use of resources. WPATs foundation for securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

2. Rationale

2.1. WPAT promotes the benefits of good attendance for all pupils. It sets and expects high standards of attendance for every pupil, communicates those expectations both clearly and consistently to pupils and parents/carers and systematically analyses their data to identify patterns to target their improvement efforts. We are committed to working together with children and parents/carers to promote 100% attendance wherever possible.

2.2. For some pupils the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, WPAT and partners will work with pupils and parents/carers to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

2.3. Improving and supporting attendance is the responsibility of everyone in school. We believe that good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

3. Policy aims (based on DfE guidance and best practice)

3.1. We will ensure:

- a culture of good attendance that reflects WPAT's guiding principle and core values and that is embedded and enacted in everything we do.
- a named Trustee/Governor responsible for the attendance portfolio will be in place and knowledgeable about school attendance.
- strong school leadership, where leaders are highly visible and ambitious attendance goals are set.
- attendance and punctuality are set as a priority for all those associated with the school including Trustees, Governors, pupils, parents/carers and teachers.
- an improved overall percentage of pupils at school.
- accurate admissions and attendance registers in place in all schools.
- there is a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- a first day response in all schools as part of their robust daily response to absence.
- there is a dedicated senior leader responsible for attendance and championing and improving attendance.
- there is a Trust and school Data Manager who will provide training on attendance data management, supporting early identification and risk reduction for schools.

- there are monitoring reports for the Trust, Governor Committees, and schools.
- all school staff receive annual attendance training, and that attendance is part of school induction protocols.
- the Trust has a Strategic Lead for attendance who works with schools to improve attendance and is point of contact for advice and support.
- the WPAT Education Inclusion Hub supports the sharing of good practice for attendance across the Trust.
- each school has a Welfare Team in place and resources to support families at risk of poor attendance.
- work takes place with families to address the reasons for absence including in school barriers.
- vulnerable pupil groups including LAC, receive targeted and bespoke support plans.
- processes for engagement with Local Authority EWO Fast Track Prosecution services are in place.
- engagement with multi-agency professionals, early help assessment, whole family support, including special educational needs professionals.
- access to school resources in the first instance where there are out of school barriers for families.
- Children's Social Care are involved where there are safeguarding concerns and build support into attendance planning.

4. Expected attendance and legalities

4.1. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

4.2. Where parents/carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

5. Roles and responsibilities

5.1. Senior Leadership

- The Headteacher has overall responsibility for attendance in school. Each school within WPAT has a senior leader responsible for attendance. They will be the first point of contact should parents/carers have any concerns about their child's absence. The Senior Leader responsible for attendance in Beamont Primary Academy is Karen Morris.
- Responsibilities of the senior leader include championing and improving attendance in school, offering a clear vision for attendance improvement, evaluating and monitoring expectations and processes, oversight of data analysis, and communicating messages to pupils and parents/carers.

6. First day response and daily absence

6.1. School requires first day contact for a child's absence. The procedures for when first day contact is not received are recorded in the attendance protocols.

6.2. All other absences will be marked as unauthorised unless prior arrangement has been agreed with the Headteacher.

6.3. With regards to unexpected absence during term time, parents/carers should contact school daily during any absence. They should do this by telephone (01925 630143) or email (beamont.office@wpat.uk).

7. Managing absence

7.1. Attendance is reviewed by the school attendance officer.

7.2. Where absence persists and voluntary support is not working or is not being engaged, school will work together with families to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

7.3. The school is supported by The Attendance Service at the Local Authority and will seek advice and representation from this service to assist in the monitoring of poor attendees. The service will formulate a plan of action with the school to improve pupil attendance and if necessary, can instigate legal proceeding through the fast-track process. Where all other avenues have been exhausted and support is not working or not being engaged with, attendance will be enforced through statutory intervention to protect the pupil's right to an education.

8. Recording attendance and authorising absence

8.1. Reasons for non-attendance should always be provided by parents/carers. If this is not the case the school will continue to contact parent/carer until a reason has been given.

8.2. WPAT have agreed with the Local Authority that the school will not authorise absence except for medical or illness or faith-based holiday. WPAT follows Local Authority guidelines and will not authorise any absence due to holiday unless exceptional circumstances can be proven. Appendix 1

8.3. School can request that any absence due to illness be verified with a doctor's appointment card or medical note if necessary. Detailed guidelines have been formulated and will be provided upon request.

8.4. Fixed codes for absence and attendance are used consistently throughout the school and are shared with parents/carers. Appendix 3

9. Requesting authorised absence

9.1. All other planned absences will be marked as unauthorised unless prior arrangement has been agreed with the Headteacher. Leave of absence forms can be found in the protocols.

10. Promoting and incentivising good attendance

10.1. WPAT aims to build strong relationships with families, listen to and

understand barriers to attendance and work with families to remove them. They will be provided with support, advice and guidance where required. We will establish an effective and efficient system of communication with pupils, parents/carers and appropriate agencies to provide mutual information, advice and support. We are committed to working together with children and parents/carers to promote 100% attendance wherever possible.

10.2. WPAT visibly demonstrate the benefits of good attendance throughout school life. This may include in displays, assemblies or through curriculum content. This will be done sensitively and without discrimination and may also include praising and rewarding improvements in attendance at whole school, key stage, year group, class and individual level. Praise and rewards systems can be found in the protocols.

10.3. When a pupil has not attended school for a significant period, we will recognise the needs of the individual pupil and carefully plan re-integration.

11. The use of data/tracking and monitoring of attendance

11.1. The Department for Education, Local Authority and WPAT require schools to monitor and report the attendance levels of every pupil. One of the reasons for this is the strong statistical link between attendance and attainment. The higher a pupil's attendance, the higher their levels of achievement. WPAT seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their true potential.

11.2. WPAT will rigorously and proactively use attendance data to identify poor patterns of attendance at individual and cohort level as soon as possible so that all parties can work together to resolve them before they become entrenched.

11.3. WPAT's Data Manager will provide monitoring reports for Trust, Governor Committees, and schools.

12. Strong Partnerships and working together

12.1. WPAT will work collaboratively with external partners to identify and address the root causes of absence and remove barriers to attendance, at home, in school or more broadly. This work may include Early Help assessment, whole family planning and special educational needs assessment. It may also include working with Children's Social Care where there are safeguarding concerns. This support will be built into attendance planning.

12.2. Information will be shared with other schools in the area, Local Authorities, and other partners when absence is at risk of becoming persistent or severe.

12.3. Developing strong relationships and families will result in reduction in persistent and severe absence. These relationships will ensure families are supported to gain access to wider support services and will be provided with support to remove the barriers to attendance. When appropriate support will be formalised in conjunction with the local authority.

13. Training

13.1. All teaching and non-teaching staff will know the importance of good attendance, are consistent in their communication with pupils and parents/carers

and receive the training and professional development they need. To ensure this happens all school staff will have received annual attendance training.

13.2. Information regarding attendance is part of school staff induction protocols.

13.3. The WPAT Education Inclusion Hub will support the sharing of good practice for attendance across the Trust.

14. Attendance protocols which form part of this policy

14.1. Beamont Primary Academy has the following protocols to support the implementation of this policy. The protocols are intended to support staff and parents/carers by providing guidance in procedures and are based on DfE best practice:

Number	School Protocols
1	The school day and registration
2	Absence managing procedure
3	Daily absence procedure
4	Tiered approach to attendance support
5	Praise and rewards systems
6	Leave of absence forms

Protocol 1 - The School Day and Registration

- The school day begins at 8.40 am for Years 1, 2, 3, 4, 5 and 6. 8.50 for Reception and 8:45 for our Nursery children.
- Registration takes place as soon after start time as is possible, and within ten minutes at the latest.
- A child will be marked late after registration, if their class teacher is unaware that they are in the building.
- The register will be left open in extreme bad weather, or if the child has been delayed by another member of staff on the premises.
- Registers must be completed by 9.00 am and will be officially “closed” at 9.20 am.
- Children who arrive after their class has come in off the playground must sign their child in at the main office, this will be noted as a late (L). Children arriving after 9.20am should sign their child in at the main office but the child will lose a mark for the morning session. This absence will be marked as unauthorized (U)

Protocol 2 - Absence Managing Procedure

Every 6 weeks and the following procedure is followed:

- Notice to improve letters will be sent to parents/carers.
- Notice to improve punctuality will be sent to parents/carers.
- Praise for improvement letters will be sent to parents/carers.

- Depending on identified patterns and need, parent/ carer would be invited in to an informal meeting before next step.
- If attendance has not improved within 6 weeks (on average), the child will be referred to the Attendance Service at Warrington Authority who will write to parent/carers.
- If attendance has still not improved within 6 weeks parents/carers will be invited to a formal meeting with the school and the Attendance Service.
- A plan of action will be put in place to improve attendance which could result in prosecution if there is no significant improvement in attendance.

Protocol 3 – Daily Absence Procedures

All late arrivals recorded on Inventry* and details added to Arbor to complete the morning register by 9.20am.	*Class teachers/ office/ support staff*	Record on Arbor
All messages regarding pupil absence entered into Arbor by 9.20am at the latest.		
Office staff member making calls is to list all absent children with no given reason, and once reasons for absence are established, this list is signed off by a member of SLT/ safeguarding team.	*Office team*	Record on Arbor
Telephone call made to first contact on child's list. Reason for absence recorded on Arbor.	*Office team*	
If no response from primary contact, telephone calls made to all contacts on list.*	*Office team*	
SLT member to review all available information and to decide if any further potential contacts known (given all information available in school).	*SLT/ safeguarding team with Office*	
Vulnerable list children identified and Social worker/relevant lead professional notified.	*SLT/ safeguarding team*	Record on CPOMS/ update registers if child's reason for absence is known
Home visit made by 2 members of staff – attendance/ safeguarding team member plus another. If reason for absence is established, update records and reminder to carer of duty to inform school.		
If child is unaccounted for, given all range of hard and soft data available regarding the family (CPOMS, Arbor, etc.), police welfare check requested via 101.	*SLT/ safeguarding team*	
Cases identified for discussion/ referral to Attendnance Officer, Local Authority	*SLT/ attendance team*	

**School will attempt to hold at least 2 contacts per child*

Protocol 4 – Tiered Approach to Attendance

Warrington Multi-Academy Trust Attendance Strategy
"Children First, Resilience, Pioneering"

ref Summary responsibiliriesfor Attendance DFE Moy 2022

Universal

Attendance policy on MAT Website

Develop attendance culture

Accurate admissions and attendance registers in place in all schools

All schools first day response as part of their robust daily response to absence

All schools have a dedicated senior leader responsible for attendance and championing and improving attendance

All school staff have received annual attendance training and attendance is referenced in school induction protocols

Governance named Trustee / Governor responsible for attendance portfolio in post

Trust Data Manager provides training on attendance data management supporting early identification and risk for schools

Data manager provides monitoring reports for Trusl and school governances and reports al school and Trust level

Trusl has an attendance strategic lead who works with schools to improve attendance and is point of contact for advice and support

Trust Education Inclusion Hub that supports sharing of good practice for attendance across the Trust

Termly challenge CEO discussion, and signpost or provide access to services for pupils who are persistently or severely absent

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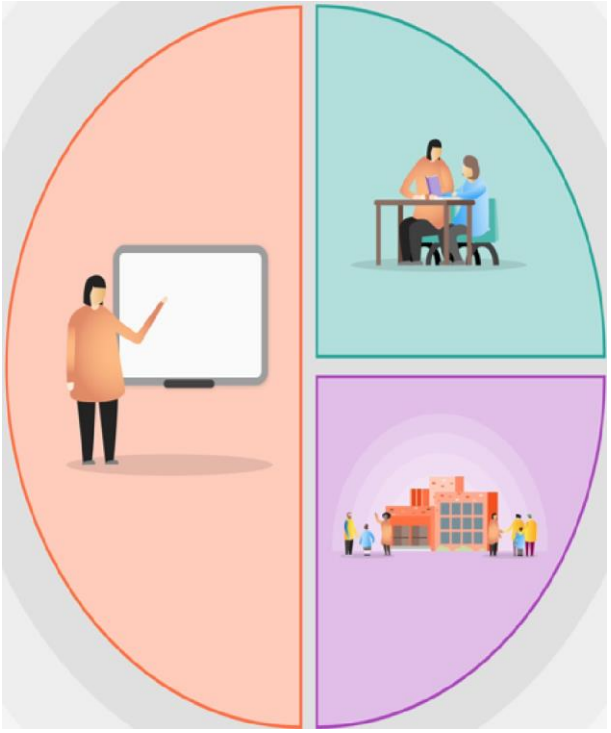

2 Targeted

School Welfare Teams support families at risk of poor attendance

Data management teams at school level are proactive in the use of data to identify pupils at nsk of poor attendance

Work takes place with families to address the reasons for absence including in-school barriers. Where there is a lack of parental engagement formal conversations identify the potential for legal intervention in the future

Attendance data reviews lead to targeted bespoke support packages for schools where required

Targeted support for vulnerable pupil groups includinq LAC

3 Specialist

Local Authority EWO Fast Track Prosecution service is in place

Early Help assessments take place. Additional specialist support 1s sourced including a whole family plan and use of SEND statutory processes

Active collaboration with multi-agency services and professionals. Becoming the lead practitioner when appropriate.

Where there are out of school barriers access school support and resource can be accessed

Where there are safeguarding concerns intensive support through statutory children's social care is built into attendance plans

Protocol 5 – Praise and reward systems

Beamont Primary will promote good attendance and punctuality and keep both a high profile across the school. We have employed a wide range of strategies to do this, including, but not limited to:

- Pupils automatically receive up to 5 e-praise points for being on time each week (one per day);
- Pupils automatically receive 10 e-praise points for being in school every day for a week.
- Attendance certificates – awarded regularly;
- Weekly newsletter – class attendance data shared with parents/carers weekly;
- Mentions on school Facebook page;
- Celebration assembly – every Friday afternoon, best attending class for EYFS/KS1 and KS2 receive the attendance trophy and their class teacher arranges additional playtime for all children in the class the following week;
- School attendance board is displayed near to the main office;
- School staff are expected to promote good attendance and punctuality with their classes regularly and should be excellent role models in this;
- Parent/ Carer consultation meetings – information will be shared regularly with parents/carers about attendance and punctuality.

Protocol 6 – Leave of absence forms

Pupil LEAVE OF ABSENCE REQUEST FORM

The Working Together to Improve School Attendance Guidance 2024, and School Attendance (Pupil Registration) (England) Regulations 2024 identifies that Head Teachers cannot routinely authorise a leave of absence unless there are exceptional circumstances.

A request for absence should be made in advance of the proposed leave of absence.

PUPIL DETAILS:

NAME(S):	**DATE OF BIRTH(S):**
Class:	

Dates of requested absence: **Date of return to academy:** **Total days absence:**
Reason for leave of absence request (Please include as much information to support request – additional papers can be attached as necessary.)

All adults with parental responsibility in the household (under section 576 of the Education Act 1996, this includes anyone with parental responsibility or cares for a child or young person of compulsory school age, whether or not they are the natural parent of the child.)

Surnames & Full forenames of all with parental responsibility:

DoB for all with parental responsibility:

Home Address Details:

Contact Telephone Details:

I/We understand that keeping my/our child(ren) off school if the leave of absence is not granted will result in the absence being recorded as unauthorized on the school register. This may result in a penalty notice being issued by the local authority for non-attendance of my/our child(ren)at school. This means it will be issued for all recognized as a parent under section 576 of the 1996 Education Act as detailed above.

I/We understand that a penalty notice will be issued to each parent with parental responsibility and the resulting fine will be £80 each person for each child, rising to £160 each person for each child if not paid within 21 days.

I/We understand that if the penalty notice is not paid in the specified time frame that I/We are at risk of prosecution under section 444(1) of the Education Act 1996.

Parent/Carer Name(s):

Relationship to Child(ren):

School Office Use

Date request submitted:

% of current attendance:

Child(ren) Name(s):

Seen by: Agreement:

Date:

Letter sent to family to advise of outcome:

Date sent:

APPENDIX 1

WPAT Pupil attendance and planned absence (Appendix to policy).

Definition of “exceptional circumstances” for term time holiday authorisation.

Legislative Framework:
It is a parent’s duty under Section 7 of the Education Act 1996, to ensure that their child of “compulsory school age” is to receive “an efficient, full time education”. A child is of compulsory school age from age five. A child should attend school from the start of term commencing on or after his / her fifth birthday. We, at WPAT, encourage good attendance from the day a child joins one of our schools.

Parents/carers of registered pupils have a legal duty under Section 444 of the Education Act 1996 to ensure that children of compulsory school age attend school on a regular and fulltime basis. Permitting unauthorised absence from school is an offence and parents/carers may be reported to the Trust, and other authorities, if problems cannot be resolved by agreement with the school. School policies describe the required levels of attendance and punctuality for good progress to be made at school.

The government expects schools to:

- Promote good attendance and reduce absence.
- Ensure that every child has access to full time education to which they are entitled; and,
- Act early to address patterns of absence.

The government also expects:

- Parents/carers to perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly.

The Education (Pupil Registration) (England) (Amendments) Regulations 2013 have amended Regulation 7 of the 2006 regulations to prohibit the Headteacher of a school from granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating the request. WPAT and its Headteachers believe it is necessary to define what we consider to be “exceptional circumstances” to give further structure to the decision to decline authorisation of absence.

WPAT have four permitted areas of “exceptional circumstance”:

1. The death or terminal illness of an immediate family member, where immediate is defined as the parents/carers and siblings of the child in school.
2. Absence recommended by a health professional.
3. Religious observance.
4. Allowances made for the families of service personnel on active duty.

In addition, we apply a further “threshold test” to the fundamental definition of “exceptional”. We believe that the circumstances must be, rare, significant, and unavoidable to qualify.

Where the Headteacher is satisfied that there are exceptional circumstances to warrant the request for leave of absence but has additional concerns about the timing of the absence, or the pupil’s attendance record, they may request a meeting with the parent / carer; the absence may not be authorised without attendance at this meeting.

If you require any further information or clarification, please refer your request to the school Headteacher via the school office.

APPENDIX 2:

This policy is guided by Warrington Borough Council and Department for Education guidance and best practice

The policy has been written with due regard to the following:

DfE Guidance Documents

- Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities - Published Sept 2022
- Summary table of responsibilities for school attendance Guidance for maintained schools, academies, independent schools, and local authorities – Published September 2022

Legislation

- Section 175 of the Education Act 2002
- Section 7 and 444 of the Education Act 1996
- The Education (Pupil Registration) (England) (Amendments) Regulations 2013
- The Equality Act 2010
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education 2023 (KCSIE)

Reading References & Research

- http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance
- http://www.education.gov.uk/schools/guidanceandadvice/f00221879/advice-on-school-attendance
- https://www.gov.uk/school-attendance-absence/overview

APPENDIX 3:

Breakdown of available codes

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
J	Interview	At a job interview, or interviewing with another educational establishment.
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Only exceptional circumstances warrant an authorised leave of absence.
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
H	Family Holiday (Agreed)	A leave of absence for a family holiday is granted entirely at the head teacher's discretion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.

The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y	Unable to attend due to exceptional circumstances	The school is closed due to an unavoidable cause or the student is unable to travel to the school. It can also be used where the pupil is in custody (for less than four months). This code is collected for statistical purposes but does not contribute to your attendance figures.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.