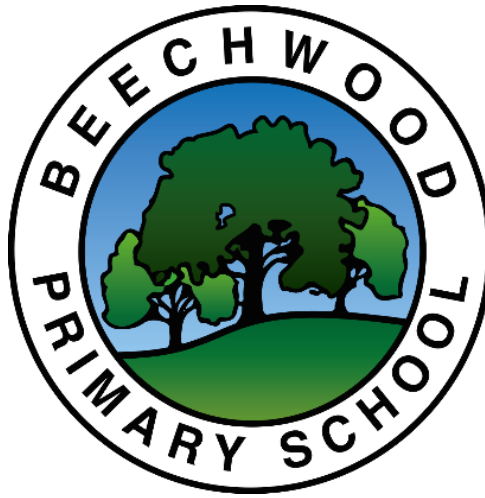




Beechwood Primary School

Attendance Policy 2025

Approved by Beechwood Governing Body: November
2025 Date for review: November 2026

Attendance Policy

SAFEGUARDING STATEMENT

At Beechwood Primary School we are committed to providing a caring, friendly, and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Beechwood. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual, or emotional abuse, neglect, and bullying. We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe. We perceive this to be part of our role in promoting core values.

“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.”
Keeping Children Safe in Education (September 2023)

Introduction

The Attendance Policy is part of our approach to safeguarding children and is part of broader suite of Safeguarding policies including the schools Child Protection Policy.

Regular and punctual school attendance creates positive outcomes for children. When children do not attend school, it impacts on their overall achievement and well-being. There is a clear link between poor attendance and poor outcomes. Under section 444 of the 1996 Education Act, it is the legal responsibility of the parent to ensure their children attend school. However, it is a collaborative responsibility of the parent, school, cluster, and other related partners to work together restoratively to ensure that all pupils are encouraged and supported to regularly attend school, providing our children with the skills to achieve the best potential future.

This policy has been written to adhere to the relevant legislation and guidelines from the Department for Education, as well as guidance from Leeds City Council – Children's Services. **Beechwood Primary School has an attendance target of 95. %**

Good attendance is important because:

- Statistics show a direct link between underachievement and absence below 95%
- Regular attenders make better progress both socially and academically
- Regular attenders find school routines, schoolwork, and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school and higher education, employment, or training

Our Aims

Working together we aim to:

- Maintain an attendance rate of a minimum of 95% for each pupil
- Maintain parents/ carers and pupil's awareness of the importance of regular attendance
- Maintain accurate time keeping

% Attendance expressed in number of days absent:

Attendance / absence is presented as a percentage figure, but it is helpful to equate this to the number of days missed:

Attendance	Description	Approx. days lost per academic year	Approx. weeks lost per academic year
98-100%	Excellent	0 to 4	Less than 1
96-98%	Good	5 to 9	1 to 2
93-95%	Satisfactory	10 to 13	2 to 3
90.1-93%	Unsatisfactory	14 to 28	3 to 6
90% or Below	Persistent Absence	More than 29	More than 6

Over a period of 5 years children with an average attendance of 85-90% will have missed half a school year of education while children with an average attendance of 80% will have missed a whole school year.

Department for Education guidelines class any child with attendance of 90% or below as persistently absent.

PARENT/CARER RESPONSIBILITY

If your child is absent, YOU Must

*

Notify school every day that your child is absent, providing a reason and where

appropriate:

Provide evidence of Medical/Dental appointments and prescribed medication. - this could be a copy of a prescription, appointment card or evidence from a pharmacist.

SCHOOL'S RESPONSIBILITY

If your child is absent, we must

- If you have not contacted school, the school will contact you by phone, e-mail, or a home

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visit. This is undertaken because schools have a duty to ensure your child's safety.

- If your child misses 10 sessions (5 days) in any 10-week period, school will consider this for early school leaving, unexplained absence, unauthorised absence, or unauthorised absence.

If absence falls below **90%**, we may refer the matter to Outside agencies and start the Fast Track process (see Stage B) and this will result in your child being placed in an Attendance Core Group to be monitored, which may result in Legal Prosecution

Authorised absence is defined as:

- Genuine illness.
- * Medical or Dental appointment (routine appointments **should** be arranged out of school time). Appointment card and/or letter will be requested to be seen by the school.
Bereavement – at Head teachers' discretion.
- Religious observance – no more than two days per academic year.
- * Approved leave in term time where there are exceptional circumstances, as agreed by the head teacher. Each request will be looked at on an individual basis and advice sought from Seacroft & Manston Attendance Improvement Officers.

Unauthorised absence is defined by:

- Holidays in term time where permission has **NOT** been given by the school
- Late, after registers have closed (a U code will be used). Registers close 30 minutes after your child's start time- please refer to the start and finish times.
- Unexplained absence. Any child whose absence is on-going and remains unexplained for 10 days will be referred to the local authority as a child missing education. (CME)
- Please make medical appointments outside of school hours. If this is not possible, your child should attend school around the appointment time. Medical evidence will be required for ALL appointments during school hours.
- Taking the rest of the day off, before **or** after a medical appointment.
- Staying at home to care for sick relatives.
- Birthdays, weddings, or anniversaries.



- Transport issues i.e. car broken down or missed the bus etc.
- Going shopping or having a haircut.
- Poor Weather conditions- unless the school is required to close.

Lateness

Schools are legally required to take a register of pupils first thing in the morning and first thing in the afternoon. The government advises that schools can keep the register open for up to 30 minutes, though the school can set a shorter period.

Beechwood Primary School will close their registers 30 minutes after your child's start time. Please refer to the start and finish times for each year group on our website.

If a pupil is late but the register is still open, they are marked as 'late.' If the register has already closed when a pupil arrives late and without a satisfactory explanation, it will be marked as an 'unauthorised late.' On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act and the new DfE's guidance on attendance. This may lead to legal action for not ensuring regular and punctual school attendance.

Being late to school has a significant impact on the amount of learning time lost over a school year. The table below gives you an indication of how much time is lost if regularly late.

Minutes late per day	Number of education days missed over a year
5 Minutes	3.4 days
10 Minutes	6.9 days
15 Minutes	10.3 days
20 Minutes	13.8 days

Rewards and Incentives

Attendance is given a high profile at Beechwood Primary School, and we promote good attendance with a variety of rewards and incentives. Pupils are presented with individual certificates every half term when attendance above 95% and 100% has been achieved. These children are recognised and celebrated in assembly.

Our school attendance rewards change on a termly basis to maintain motivation. There will be a draw at the end of each half term with lots of prizes to be won! Some of the previous prizes have been Leeds United Football Tickets, Family Ice Skating vouchers, Family Putt Stars (Golf) vouchers, Silent Disco, Ice Cream Van visit, Bubble Football and many more.

Attendance and Punctuality is promoted in our weekly Monday morning assemblies, the classes battle it out to win the school ambassador frames, and the winning classes are given a Pom-Pom for the class jars. The overall winner at the end of each term will pick a whole class treat. The ambassadors are 'Attendance Alia' and 'Punctuality Pedro.'

Nursery

As a school, we are aware that forming good attendance habits from an early age is **essential** to establish long lasting positive routines. As a result, we offer the same attendance incentives to our Nursery children.

Support

Our Attendance Officer monitors attendance daily and will liaise with families to ensure that children achieve maximum attendance. Where there are difficulties, parents/ carers are invited in for School Attendance Panel (SAP) meetings to try and identify any problems and help overcome any potential barriers. The Inclusion Team are also available to support families at the earliest opportunity and appointments can be made at the school office.

Exceptional circumstances

Parents **do not** have the right to remove their children from school during term time. Absence in term time will only be considered if parents / carers make a request to the school on the appropriate form giving exceptional reasons why the application for absence has been requested and provide information to support their application. Please note that the definition of 'exceptional' means 'very unusual.' Therefore, a second request for absence based on 'exceptional circumstances' is unlikely to be authorised.

The Head teacher will decide whether the absence will be authorised following the advice from the government and our local cluster/ authority. Parents / carers, who take their children out of school during term time without authorisation may be issued with a penalty fine and or legal prosecution.

COVID-19 symptoms or self-isolation

1. Routine testing for Covid-19 ended in April 2022
2. UK Health and Security Agency (UKHSA) guidance says that **it is not recommended** that children and young people are tested for COVID-19 unless directed by a health Professional.
3. If your child has been directed to test by a medical professional, the evidence should be given to school for their records.
4. Time taken off school to voluntarily self-isolate **will not** be authorised in line with the DfE (Department for Education) guidance.

School attendance, Safeguarding and Children Missing Education

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future (Keeping Children Safe in Education 2022 and Children Missing in Education Sept 2016).

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude, and any special educational needs they may have.

Children Missing Education (CME) are children of compulsory school age who are not on a school roll and who are not receiving a suitable education otherwise (e.g. privately, electively home educated (EHE) or in alternative provision). We follow the Leeds Local Authority guidelines for CME as such will make a CME referral as soon as possible, but no later than when the child has been missing from school for 20 days.

If there is no contact between school and the family and the child's whereabouts are unknown, this will be referred to the Local Authority, which may result in a child being removed from a school roll. This will only happen in circumstances where children do not return to school for ten days after an

authorised absence or are absent from school without authorisation for twenty consecutive school days.

Fast Track Initiative

Fast tracks place pupils on a structured programme with monitored periods giving the opportunity for improvement. Where unauthorised absence continues, parents will be invited to attend a formal School Attendance Panel to discuss the reasons for poor attendance and to examine any support needs. Parents may be issued with a penalty warning letter and subsequently a penalty notice for irregular school attendance if unauthorised absence persists.

Continuing Concerns around School Attendance

School will ask for medical evidence before authorising any further absences when your child has missed at least 5 days of absence due to illness/other.

If attendance continues to be a concern, then this will lead to a referral being made to the Seacroft & Manston Cluster attendance improvement officer. Parents/carers can be held to account for failing to ensure that their children attend school punctually and regularly. Leeds City Council, school attendance service carries out this statutory function on behalf of the local authority to uphold the right of children and young people to access their education.

Where necessary, statutory action can and will be taken under section 444 Education Act 1996 or Education Supervision Order under the Children's Act 1989. This may take the form of a penalty notice, prosecution of parents in the Magistrate Court resulting in a fine, or a statutory order.

/	PRESENT AM
\	PRESENT PM
B	ATTENDING ANY OTHER APPROVED EDUCATIONAL ACTIVITY
C	LEAVE OF ABSENCE EXCEPTIONAL CIRCUMSTANCES
C1	LEAVE OF ABSENCE- PERFORMANCE OR REGUALATED EMPLOYMENT ABROAD
C2	LEAVE OF ABSENCE- COMPULSORY SCHOOL AGE PUPIL SUBJECT TO PART TIME TIMETABLE
D	DUAL REGISTERED AT ANOTHER SCHOOL
E	SUSPENDED OR PERMANENTLY EXCLUDED WITH NO ALTERNATIVE PROVISION
G	HOLIDAY NOT GRANTED BY SCHOOL
I	ILLNESS (NOT MEDICAL OR DENTAL APPT)
J1	LEAVE OF ABSENCE FOR INTERBIEW
K	ATTENDING EDUCATION PROVISION ARANGED BY THE LA
L	LATE ARRIVAL BEFORE THE REGISTER IS CLOSED
M	LEAVE OF ABSENCE FOR MEDICAL OR DENTAL APPOINTMENT
N	NO REASON YET PROVIDED FOR ABSENCE
O	ABSENT IN OTHER OR UNKNOWN CIRCUMSTANCES
P	PARTICIPATING IN A SPORTING ACTIVITY
Q	UNABLE TO ATTEND SCHOOL BECAUSE OF LACK OF ACCESS ARRANGEMENTS
R	RELIGIOUS OBSERVANCE
S	LEAVE OF ABSENCE FOR STUDYING FOR PUBLIC EXAMINATON
T	PARENT TRAVELLING FOR OCCUPATIONAL PURPOSES
U	ARRIVED IN SCHOOL AFTER REGISTRATION CLOSED
V	ATTENDING AN EDUCATIONAL VISIT OR TRIP
W	ATTENDING WORK EXPERIENCE
X	NON-COMPULSORY SCHOOL AGE PUPIL NOT REQUIRED TO ATTEND SCHOOL
Y1	UABLE TO ATTEND DUE TO TRANSPORT NORMALLY PROVIDED NOT BEEN AVAILABLE
Y2	UNABLE TO ATTEND DUE TP WIDESPREAD TRAVEL DISRUPTION
Y3	UABLE TO ATTEND DUE TO PART OF THE SCHOOL PREMISES BEING CLOSED
Y4	UNABLE TO ATTEND DUE TO THE WHOLE SCHOOL SITE BEING UNEXPECTEDLY CLOSED

Y5	UNABLE TO ATTEND AS PUPIL IS IN CRIMINAL JUSTICE DETENTION
Y6	UNABLE TO ATTEND IN ACCORDANCE WITH PUBLIC HEALTH GUIDANCE OR LAW
Y7	UNABLE TO ATTEND BECAUSE OF ANY OTHER INAVOIDABLE CAUSE
Z	PROSPECTIVE PUPIL NOT ON ADMISSION REGISTER
#	PLANNED WHOLE SCHOOL CLOSURE
-	ALL SHOULD ATTEND NO MARK RECORDED



Leave of Absences Request

Name of Children:	First Name	Surname	Class
Leaving date:		Date due back in school:	
Length of absence applied for (number of school days only):			days
Siblings in other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend	First Name	Surname	School
Contact Details			
Parents: (e.g. Mother, Father, Grandparent, Carer):	First name:	First name:	
	Surname:	Surname:	

	Address: Postcode:	Address: Postcode:
	Email: Home phone number: Mobile: Alternative number while away:	Email: Home phone number: Mobile: Alternative number while away:
Reason for absence including full explanation (use a separate sheet of paper if necessary) The exceptional circumstances are...		
Point of departure (e.g. Airport, Coach, Train Station etc.):	Destination:	
Time of departure:	Flight numbers and name of airline:	

Emergency Contact Details (preferably someone who is staying in Leeds):	<u>*Provide copies of travel plans to support your request. *</u>
First Name:	If child is not leaving with parent(s) who is accompanying them?
Surname:	
Address:	Who will be caring/responsible for the child?
Postcode:	
Relationship to the child:	Why is/are the parent(s) not leaving with the child?
Contact Number:	
	Name:
	Relationship to child:
	Address: <u>Postcode:</u>

Statutory Declaration

Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.

Fines

- ✚ **First offence**- The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrate Court.
- ✚ **Second Offence** (within 3 years)- the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrate Court.
- ✚ **Third Offence** and Any Further Offences (within 3 years)- the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under 444 of the Education Act (1996) or other legal interventions considered. If you fail to make payment after 28 days, then the local authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure your child attends school regularly. A guilty verdict at court can lead to a fine of up to £2500, and a criminal record which can affect employment opportunities.
 - Under Section 444 of the Education Act 1996:
 - Section 444(1): Failing to ensure regular attendance without reasonable justification. Penalty: Fine up to £1,000.
 - Section 444(1A): Aggravated offence—knowingly allowing absence. Penalty: Fine up to £2,500, or up to 3 months imprisonment.

School places

I am aware that a referral will be made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised and my child hasn't returned to school on the agreed date. This can result in my child losing their school place.

I am also aware that there is a shortage of places in the area, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school, being a detriment to their education and causing implications to my own employment.

Parent's Full Name:

Parent's Signature:

Date:

Parent's Full Name:

Parent's Signature:

Date:

<u>School Section</u>	Is the requested absence during exams: Yes/ No			
Any previous request Yes/No				
Reason for refusal/Comments				
Authorised	Approved		for School days	
Unauthorised	Not approved		for School days	
Headteacher's Signature				
Date:				

SCHOOL ATTENDANCE RESPONSIBILITIES

DAILY ATTENDANCE RECORDING

Daily updating of electronic registration system
First day contact, detailed records to be kept
Prompt coding reason for absence
Challenge persistent lateness

IDENTIFICATION OF POOR ATTENDEES

LOW PRIORITY

Aware of genuine reason for absence
Genuine illness
Usual good pattern of attendance

HIGH PRIORITY

No genuine reason for absence
Unauthorised holiday (forward for Penalty Notice)
Identified patterns of absence
Broken weeks
Same pattern as sibling or friend

NO ACTION

Continue to monitor

TAKE ACTION

BASIC SCHOOL RESPONSIBILITY

Phone calls to parents/carers at different times of the day - record of all calls to be kept
Letter to parents expressing attendance concerns
Absence discussed with child on their return - record of conversations to be kept
Face to face contact (e.g. drop off/pick up), links with attainment, school ethos, pastoral care and restorative approaches- record to be kept

ATTENDANCE IMPROVES
Continue to monitor

ATTENDANCE DOES NOT IMPROVE

ESCALATED SCHOOL RESPONSIBILITY

Formal letter sent to parents/carers inviting them to school for meeting to discuss absences
Reasons for absences to be discussed and minuted
Parenting Contract/Common Internal Record/Early Help Assessment considered
Attendance target and review date to be set
Parents/carers advised of possible referral to Guidance & Support

ATTENDANCE IMPROVES
Continue to monitor

ATTENDANCE DOES NOT IMPROVE

BEGIN FAST TRACK PROCESS AND/OR REFER TO SEACROFT & MANTSON CLUSTER FOR FURTHER SUPPORT

Stage B - Fast Track Guide for Persistent Absentees

PLEASE NOTE - a pupil should be removed from the process (at any stage of this process) if there are other circumstances that would need to be dealt with by other means i.e. signposting to another agency

Identify cohort for Fast Track (individual Fast Tracks can also be processed) - 10 or more unauthorised sessions within the previous 12 weeks
(NOTE - Fast Tracks are not suitable for pupils with under 70% attendance as case work usually needs to be undertaken in such cases)
If required refer to Seacroft & Manston Cluster if family need additional support – **HOLD FAST TRACK PROCESS** until outcome of discussions with cluster

FAST TRACK LETTER 1 - SEE STAGE A OF FAST TRACK PROCESS
Review after 20 days

ATTENDANCE IMPROVES
continue to monitor

ATTENDANCE DOES NOT IMPROVE

Anyone with further unauthorised absences to be invited into school by letter (FAST TRACK LETTER 2) for a School Attendance Panel meeting (SAP)

SAP meeting held and minuted, whether the parent/carer attends or not (unless parent/carer has made prior contact)
Penalty Notice Warning (PNW) letter (FAST TRACK LETTER 3) to be handed to parent/carer. Where a parent/carer do not attend, the PNW letter will need to be posted or hand delivered. A home visit to be undertaken if family did not attend (A.S.A.P - the next day if possible)

Monitor for a further 20 school days

ATTENDANCE IMPROVES
Continue to monitor

ATTENDANCE DOES NOT IMPROVE

Anyone with further unauthorised absences to be referred for a penalty notice **IF** there are 10 unauthorised absences in the previous 12 weeks.

Complete Legal Transfer Form for Penalty Notice to be issued

REQUEST FOR CLUSTER SUPPORT SERVICES

ENSURE ALL SECTIONS ARE COMPLETED

Please indicate which of the following you are seeking:

Attendance Support	☐	Family Support	☐	1:1 Counselling Wellbeing	☐
4-11 Team	☐	Play Therapy	☐	EAIP Support	☐
Safeguarding Visit (School holidays only)				☐	

Child's Name:	DOB:	Gender:
Ethnicity:	Language spoken at home:	
Address including postcode:		
Name of school/children's centre:	GP Details:	
Attendance Rate:	Disability / SEN	

DETAILS OF OTHER CHILDREN AND YOUNG PEOPLE IN THE HOUSEHOLD

Name	Age	DOB	Gender	Relationship	Name of children centre / school / college / or if NEET previous school attended

UNIVERSAL – SUPPORT IN PLACE (please mark all appropriate boxes)

Individual Education Plan	☐
Individual Behaviour Plan	☐
Additional support staff in place	☐

Parent support given	
Other please state	

Universal Plus / Targeted Support

Previous (P) or current (C) involvement of other agencies with the child or family

	P	C		P	C
IGEN/Connexions			0-16 CAHMS		
Integrated Support and Psychology Service			Early Help Plan in place (number)		
Social Care			Sensory Service		
Voluntary Services			Medical		
Parenting support – STEPS, Webster Stratton, Incredible Years, ESCAPE			Therapeutic input		
Attendance at key stage 3 LSU			Youth Offending Team/YIP (please circle)		
Attendance at key stage 4 LSU			ASBO		
Attendance at PRU			Police		
FFI funded			Signpost/MST (Please circle)		
Educational Healthcare Plan (EHCP)			Off-site / Alternative provision		
SALT (Speech and Language Therapy)					
Other – please state					

DETAILS OF REQUESTING WORKER

Name:	Role:	Agency:
Contact Number:	Email Address:	
Date of Request:		
Please detail any assessments completed in last 12 months and any multi agency plans in place (including dates initiated and completed)		

HISTORY

Has this case been considered by any other panels across the city? (i.e. Hate Crime Panel, ASB Panel, Fair Access Panel, MARAC, Children Leeds/Intervention Panel). If so please give details of panel/s & dates

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PRESENTING ISSUES/CONCERNS Please indicate any of the following issues or concerns that apply

Attendance/absence		Personal/community safety issues (not deemed child protection)		Isolation/social skills/personal development	
Behaviour in school		Bullying issues		Barriers to learning	
Behaviour in community		Engagement in learning		Drugs/alcohol/substance misuse	
Parenting support/advice		Attainment – Language/literacy/numeracy		Health/lifestyle issues	
Emotional or mental health concerns		Resource issues		Lack of progress against key goals identified	
Child/young person's/family's circumstances have become more complex		Lack of engagement <i>(please give details below of attempts made to engage child/young person/family including dates)</i>		Victim(s) of domestic abuse	
Child/young person at risk of NEET		Child/young person at risk of LAC/edge of care		Child/young person at risk of custody	
Other (Please specify)					

Please give details of the reason for this referral: (This is to ensure that all the relevant information to make informed recommendations, please give as much detail as possible)

Known strengths and supports already available to the child/ren or within the family *e.g. supportive relatives, gifted and talented children, positive role models, involvement in clubs' activities, respite arrangements.*

Taking account of the above and based on your knowledge of the case, please identify what you think needs to happen to improve outcomes.

Views of Child/Young Person/Family

Are there any issues relating to risk that we need to be aware of in relation to working with the Family? (E.g. aggressive parents, pets, community problems etc.). **If so, please give details below.**

Name of parents/primary care givers:

Address:
(If different from above)

Postcode:

Telephone

Request for Service needs to have Parental/Student Consent

Parental/Student Consent:

Date of Consent:

Telephone Conversation

☐

Meeting

☐

- All requests for a Family Support Worker have to have parental consent.

