



Bottesford Schools Federation Attendance Policy

Approved by: Miss R Busby Executive Headteacher **Date:** Summer 2026

Contents

1. Aims
2. Legislation and guidance
3. Roles and responsibilities
4. Recording attendance
5. Authorised and unauthorised absence
6. Strategies for promoting attendance
7. Attendance monitoring
8. Monitoring arrangements
9. Links with other policies

1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good and punctual attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Most parents/carers want their children to get on well in life. If children do not attend school regularly and punctually, they may not be able to keep up with school work. In the majority of cases, poor attendance has a direct impact on a child's development and attainment. Through mutual respect and clear communication we work consistently to promote positive patterns of behaviour and attendance.

All children of primary school age are expected to achieve the government's national expectation for primary schools, which is 96% attendance. The list below shows the approximate attendance figures:

1 day off in a 6 week period = 96.5% attendance
2 days off in a 6 week period = 93% attendance
3 days off in a 6 week period = 90% attendance
4 days off in a 6 week period = 86.5% attendance
10 days off in a school year = 85% attendance

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) 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](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing body

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

3.2 The Executive Headteacher

The Executive Headteacher (Miss Busby) is responsible for:

- Implementation of this policy at the federation
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary
- Supporting parent/carers with attendance matters, including organising meetings and contracts where attendance is a concern

3.3 The attendance officer

The school attendance officer (Mrs Casey):

- Monitors attendance data across the federation and at an individual pupil level
- Reports concerns about attendance to the Executive Headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls, support and meetings with parents to discuss attendance issues
- Advises the Executive Headteacher when to issue fixed-penalty notices

3.4 Class teachers & teaching assistants

Class teachers and teaching assistants are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office using Arbor.

Class teachers monitor and assess progress of pupils and raise concerns to the senior leadership team if there are concerns about attendance impacting upon pupil outcomes.

3.5 School admin/office staff

School admin/office staff are expected to take calls from parents about absence and record it on the school system.

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Infant site -Pupils must arrive in school between 08:40 and 08:50 on each school day.

Junior Site - Pupils must arrive in school between 08:45 and 08:55 on each school day.

The register for the first session will be taken at 08:50 at the infants and 08:55 at the juniors. The register for the second session will be taken at 12:45 for Red & Orange class and 13:00 for all other classes.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 09:30 or as soon as practically possible (see also section 7). Parent/carer must leave a voicemail on the infant school landline 01724 862483 or the junior school landline 01724 867906, send an email or a message via the Arbor app.

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 federation 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. Parents should email the school in advance of the appointment at office@bottesfordinfants.co.uk or admin.bottesfordjuniors@northlincs.gov.uk.

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

The playground gate (entry point) will close at 08:50 prompt at the infant site and 08:55 at the junior site. Any pupil who arrives after this time will need to use the front office entrance and will be registered as late.

A pupil who arrives late:

- Before the register has closed (09:20) will be marked as late, using the appropriate code
- After the register (09:20) has closed will be marked as absent, using the appropriate code

It is a legal requirement that every child is registered at both registrations – morning and afternoon. Phonics/spelling lessons commence immediately after registration and late arrivals cause disruption to the whole class and result in the pupil missing important daily phonics/spelling sessions.

Persistent late attendance may be recognised as failure to secure pupils regular attendance and may be referred to the Education Inclusion Service for consideration.

Minutes lost each day
5 mins

=

Days per school year
3 days

10 mins
15 mins
20 mins
30 mins

6.5 days
10 days
13 days
19 days

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason. We will send an email/app message after 09:30 to remind the parent/carer to notify school of the reason for absence. If a response is not received by 11:00 the attendance officer will phone the emergency contacts. If a response has still not been received a home visit/welfare check is highly likely by the second day of absence at the latest
- The school will follow procedures in the 'missing children in education policy' and 'safeguarding & child protection policy'
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

We will report attendance to parents twice a year (mid year/February and end of term reports in July). Parents can view live attendance for their child on the Arbor app.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Executive Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances' and less than 10 sessions (5 days). A leave of absence is granted at the Executive Headteacher's discretion. Parents/carers cannot demand leave of absence as an automatic right. The power to authorise/unauthorise a request belongs to the Executive Headteacher of the school.

Exceptional absence of leave requests are based on the following information:

- The pupils previous attendance record
- What are the exceptional circumstances of the request?
- Will the pupil miss important tests/assessments, phonics screening check or other examination dates?
- Was the request made on an official 'Leave of Absence' form at least 3 weeks in advance of the proposed request?
- Can the pupil catch up with the work missed?
- What is the proposed length of the absence request?
- The impact the absence could have on the child's well being once they return to school

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

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
- A family members wedding day or graduation day
- An exam, for example dancing

5.2 Reducing persistent absence

Where absence escalates and pupils miss 10% or more of school the Executive Headteacher will work together with the family to put additional targeted support in place to remove any barriers to attendance. The Executive Headteacher will regularly communicate with the parents/carers of pupils who are persistently or severely absent to discuss attendance and engagement at school. Letters, phone calls and formal meetings to set up a parent contract will be organised to improve attendance for persistent absenteeism.

External referrals will be made for families who need support to tackle the causes of absenteeism.

Legal intervention, such as an Education Supervision Order (ESO) or prosecution, will take place where voluntary support has not been successful or engaged with.

5.3 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.

From 19th August, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate.

The first time a penalty notice is issued for unauthorised leave of absence, or general school unauthorised absence the amount will be £160 per parent, per child paid within 28 days. This is reduced to £80 per parent, per child if paid within 21 days.

The second time a penalty notice is issued for unauthorised absence the amount will be: £160 per parent, per child to be paid within 28 days. (There is no reduction for early payment.)

A penalty notice will not be issued for a third offence and North Lincolnshire Council will consider if the case will move to a court process directly. Parents should be aware that prosecution can result in fines up to £2,500 and a criminal record.

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

Penalty notices can be issued for a number of reasons, including:

- Truancy (this can also include lateness after the close of registers, this identifies as a U on the register)
- Absence from school, either when a parent continually fails to provide an explanation or the school considers the absence to be avoidable.
- 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

6. Strategies for promoting attendance

Each week the house team with the top attendance will be announced in the RISE assembly. The winning team will receive 50 house points.

Each academic year a child with 100% attendance will be celebrated in assembly, with a certificate and a prize. Each term a child with 97% attendance will receive a certificate.

Consideration and adjustments will be made for pupils with disabilities so they can achieve good attendance proportionate to their medical needs.

7. Attendance monitoring

The attendance officer at our school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

The pupil's parent/carer is expected to ring the school each day their child is ill by leaving a message, explaining the reasons for the absence.

If a pupil's absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss reintegration as soon as possible.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

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.

Bottesford Schools Federation collects and stores attendance data to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

9. Breakfast club attendance

Parents/carers are requested to reserve a place at the breakfast club using Arbor. 24 hours notice must be given. A staff member indicates their arrival on the register.

If a child is on the register but doesn't arrive this will be followed up with the office staff. The office staff will also inform the parents/carers via Arbor if they haven't attended a session.

If Junior school children have permission to leave the breakfast club early, parents must complete the form to give permission. Staff will sign the junior children out no earlier than 08:30.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Children Missing in Education

This policy will be sent electronically to parents at the start of each academic year.