



ODST
Oxford Diocesan
Schools Trust

Bampton CE Primary School and Nursery

Learning together with Respect, Friendship and Perseverance



School Vision Statement

We endeavour to enable all individuals in our school community to learn together, grow in respect, tolerance and understanding of the world in which we live and embrace Christian values, to be the best that we can be.

Title of Policy	Attendance Policy
Date Adopted by the Governing Body	July 2020
Review Date	July 2023
Signed by the Chair of Governors	

Our Christian vision for Bampton CE Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. Guided by our Christian values, we are driven by our desire to offer the best possible education for our pupils in partnership with parents, ODST, Burford Partnership of schools, the Church and the local community.

Introduction

“Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The government expects:

• Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;***
- Ensure every pupil has access to full-time education to which they are entitled; and,***
- act early to address patterns of absence.***
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.***
- All pupils to be punctual to their lessons.”*** (Taken from DFE School attendance November 2016)

At Bampton CE Primary School and Nursery, we passionately believe that every day at school counts. Staff strive to provide the best possible education for all pupils and therefore pupils need to be in school to be able to make the most of all learning opportunities. Regular attendance at school is linked with positive educational outcomes and also sets up positive working habits for later in life.

The County Attendance Team still holds a statutory duty to ensure the regular attendance of pupils in Oxfordshire through appropriate referral to the team.

The DFE expect schools to monitor, seek to improve and maintain high attendance figures. Our whole school target is to maintain an attendance rate of no less than 95% each year.

School Times

The school gates are opened at 8.40am and children are to make their way straight into class.

The nursery classroom is opened at 8.40am with the session starting at 8.45am and finishing at 11:45am.

Children will have an early morning learning activity ready to engage in and the registers are taken at 8:50am.

The main school day finishes at 3.15pm and children will be released promptly.

Children should be collected on time unless they are attending an after-school club. In the unlikely event that a child is not collected at the end of the school day and we cannot contact parents/carers or other listed emergency contacts, social services will be contacted. (see non-collection of children policy)

School Day and School Year

Academies are able to determine their own term dates. Each year must consist of 190 school days with each day divided, by a break, into two sessions and therefore there are 380 sessions per year.

At Bampton CE Primary and Nursery School we set our term dates in line with Oxfordshire County Council. We aim to establish INSET days in line with our Burford Partnership of schools in order to provide consistency for our families who have children attending other Oxfordshire or partnership schools.

Attendance and the law

Section 7 of the Education Act 1996 places a duty on parents, carers or those with parental responsibility, to ensure that their child of compulsory school age receives a suitable education either by regular attendance at school or by home educating their child.

A child is of compulsory school age the first term after their 5th birthday. Therefore:

- Children who turn 5 between 1st January and 31st March will be of compulsory school age at the beginning of the school term after 1st April.
- Children who turn 5 between 1st April and 31st August will be of compulsory school age at the beginning of the school term after 1st September.
- Children who turn 5 between 1st September and 31st December will be of compulsory school age at the beginning of the school term after 1st January.

Admissions and Attendance Registers

All schools are required to hold admissions registers to record details of children on roll. A school can only remove a child's name from the school roll in set circumstances as set out in Regulation 8 of Education (Pupil Registration) (England) Regulations 2006.

The school has to inform the local authority under Regulation 12(3) Education (Pupil Registration) (England) Regulations 2006 of any pupil who is going to be removed from the admissions register where:

- The child will be home educated
- The child has moved away and no longer attends school
- The child has a medical condition and is certified as unlikely to be in a fit state of health to attend school
- The child is in custody for more than 4 months and it is not reasonably believed he/she will return to school
- The child has been permanently excluded.

Attendance registers must be maintained to record daily attendance at school. The morning and afternoon are recorded as separate sessions and therefore each school day consists of two sessions.

Attendance registers are taken at the start of the morning and again at the start of the afternoon, including in the Early Years where children may not yet be compulsory school age and may only be booked to attend particular sessions. While attendance at school or nursery, if a child is below statutory school age, is not compulsory we request that parents report reasons for absence which are recorded on the attendance registers. Absence from sessions still result in lost learning time and during these crucial early years this can impact on children's readiness to access the Key Stage One Curriculum as they start Year 1.

The attendance registers are checked by the school office staff at the beginning of each school day and any unexplained absence is followed up by a phone call before 9.30am.

A child arriving after 8.50 am will be recorded as late and the number of minutes late recorded. If a child arrives after 9:15am they will be recorded as late after registration closes. Lateness is monitored as frequent lateness also results in important lost learning time.

Absence

Schools have to regularly inform the local authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission.

Schools are also under a safeguarding duty, under section 175 of the Education Act 2002 to investigate any unexplained absences.

If the pupil does not attend school they will be recorded as absent: this can be authorised or unauthorised.

Bampton CE Primary School and Nursery will authorise an absence if:

- The child is too ill to attend and the school accepts this as valid. If the child is off for long periods the school may ask for proof from the doctor.
- The parent has got the advance permission of the school e.g. for a family funeral, wedding or religious observation.
- The child has been excluded.
- The child has a medical or dental appointment which can't take place out of school hours.
- The child is being educated off-site.

Bampton CE Primary School and Nursery will **not** authorise an absence for:

- Any request for leave during assessment periods
- Holidays taken in term time

Although the headteacher has the discretion to authorise up to 10 days leave under exceptional circumstances this is very rare as school holidays already provide 13 weeks holiday each year. Parents/carers must put their request in writing to the school at least a month before and clarify the exceptional circumstances. If parents/carers go on a holiday without the authorisation of the head teacher then they may be liable to pay a fine and/or be prosecuted for non-attendance. This does not apply to pupils of non – compulsory school age.

“Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.” (Taken from DFE School attendance November 2016)

Children at Risk of Missing Education

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

At Bampton CE Primary School and Nursery, we submit the required paperwork to the Oxfordshire County Council Attendance Team informing them of children who are admitted, or leave, our school.

Use of Reduced Timetable

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.

In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

At Bampton CE Primary School and Nursery, we only use reduced timetable in agreement with parents/carers and on the advice of external support agencies such as Behaviour Support or SEND Teams. All paperwork required by Oxfordshire County Council is submitted as requested.

Monitoring attendance

At the end of each half term the headteacher reviews attendance figures and the reasons stated for absence. Some children may have poor attendance due to frequent illness, long term sickness or hospitalisation. The school will seek to work with parents and carers to overcome barriers to attendance and schooling (see Managing Medical Conditions in School Policy).

At the headteacher's discretion, and based on attendance information available, the following actions may be triggered:

- Frequent lateness or significant minutes late will receive an awareness letter (appendix A)
- Attendance of 95% will be monitored through the following half term to see if high levels of absence continue
- Attendance fallen below 95% will trigger an awareness letter (appendix B)
- Attendance fallen below 90% will trigger a letter of concern (appendix C) and target to improve
- Attendance fallen below 85% will trigger a request for a meeting with parents/carers (appendix D)
- Attendance falling below 80% **may** trigger a response from the local authority (appendix E)

A copy of the child's attendance register will be enclosed for parents/carers information

Parents and Carers who are finding it difficult to get their child to attend school can ask for help from the local authority and/or school. Parents/carers can agree a plan with school/Local authority to help improve their child's attendance. This can result in drawing up a "parenting contract". A Parenting Contract is a voluntary agreement between parents/carers and the local authority or school governing body to encourage school attendance. The agreement is not legally binding as such but can be used as evidence if the local authority later pursues prosecution. The local authority or governing body should fund any support needed to implement the parenting contract e.g. a requirement to attend parenting classes.

If attendance fails to improve local authorities can take further action to ensure children regularly attend school. For more information regarding school attendance please use the links below:

<http://childlawadvice.org.uk/information-pages/school-attendance-and-absence/>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf

Appendix A

Dear Parents/Carers of _____

Awareness of Late Attendance

Our termly attendance report has identified your child as being frequently late:

Dates	Frequency

School starts at 8.45am and teachers plan teaching and learning activities, or small group interventions, to take place during this registration time. In line with DFE guidance, we expect children to be punctual to school and ready to start learning.

If you are experiencing difficulties in getting to school on time we are keen to work with you to support a prompt start in the morning, please contact your child's class teacher or the headteacher.

Yours faithfully

Carol Phillips
Headteacher

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The government expects:

- Schools and local authorities to:*
 - Promote good attendance and reduce absence, including persistent absence;*
 - Ensure every pupil has access to full-time education to which they are entitled; and,*
 - act early to address patterns of absence.*
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.*
- All pupils to be punctual to their lessons. (Taken from DFE School attendance November 2016)*

Appendix B

Dear Parents/Carers of _____

Awareness of Low Attendance

Our termly attendance report has identified your child's attendance is below 95%:

Dates	Attendance Percentage and Number of Days

We are aware that some/all of these absences are due to illness, and therefore authorised, however in line with government recommendations we are taking this opportunity to flag up the drop in your child's attendance figure.

I look forward to seeing a return to full attendance next term.

Yours faithfully

Carol Phillips
Headteacher

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Appendix C

Dear Parents/Carers of _____

Concern over Low Attendance

Our termly attendance report has identified your child's attendance is below 90%:

Dates	Attendance

We note that some/all of these absences are due to illness, and therefore authorised, however in line with government recommendations we are taking this opportunity to raise a concern over your child's attendance.

We are keen to work in partnership with you to improve this attendance figure. If you would like some support with improving your child's attendance please contact your child's class teacher, the school office or the headteacher.

Attendance will continue to be monitored for improvement through next term.

Yours faithfully

Carol Phillips
Headteacher

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- *All pupils to be punctual to their lessons. (Taken from DFE School attendance November 2016)*

Appendix D

Dear Parents/Carers of _____

Actions to Address Low Attendance

Our termly attendance report has identified your child's attendance has fallen below 85%:

Dates	Attendance

We are keen to work in partnership with you to improve this attendance figure and prevent any further action being taken.

We are aware that some/all of these absences are be due to illness, and therefore authorised, however in line with government recommendations we are taking this opportunity to request a meeting with you to explore the option of setting up a parent contract for attendance.

Please contact the school office to make an appointment with the headteacher at your earliest convenience.

Yours faithfully

Carol Phillips
Headteacher

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Appendix E

The County Attendance Team Case Process Flow Chart

School's Responsibility Pre Referral	
<p>If a pupils' attendance is less than 90%, the school identifies the reason for absence. If a cause for concern, contact parents by phone, letter, or invite parents to a Parenting Contract Meeting to identify any support required.</p> <p>Consider a home visit and start the CAF process, to be completed asap.</p> <p>Set achievable attendance target with parents and pupil.</p> <p>If the absence is due to illness over 10 days or in a regular pattern, seek written permission from the parents to contact GP for confirmation that pupil is too ill to attend.</p> <p>Set review date not more than 20 days later. Consider Penalty Notice if appropriate.</p>	
Review attendance, up to 20 days later.	
↓	Attendance target not met
<p>School to set up a Multi-agency planning meeting or TAC, inviting parents, pupil, Hub, and other agencies who may be working with the family to attend. This meeting will draw up an attendance action plan and will identify what support the pupil/parents may require to improve attendance. Set review date not more than 20 days later.</p>	
↓	Attendance action plan fails to improve attendance
<p>Referral to The County Attendance Team by completing in full the appropriate form.</p> <p>A referral will only be accepted if the pupil has at least 20% unauthorised absence and legal action is required to ensure regular attendance at school.</p> <p>Referrals will also be accepted when pupils are thought to be illegally employed.</p> <p>A referral will only be accepted when all steps above have been attempted and evidence provided.</p>	