



**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.*

<b>Title of Policy</b>	<b>Attendance Policy</b>
<b>Date Adopted by the Governing Body</b>	<b>July 2022</b>
<b>Review Date</b>	<b>July 2024</b>
<b>Signed by the Chair of Governors</b>	

***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**

### **The law on school attendance and right to a full-time education**

9. 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.

10. Where parents 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

*From Working Together to Improve School Attendance May 2022*

### **All Schools are expected to:**

- Develop and maintain a whole school culture that promotes the benefits of high attendance
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow up absence
- Monitor pupils' attendance through their daily register, analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place to address poor or irregular attendance.
- Build strong relationship with families, listen to and understand barriers to attendance and work with families to remove them
- Share information and work collaboratively with other schools in the area, the local authority and other partners when absence is at risk of becoming persistent (below 90%) or severe (below 50%)
- Have a designated leader with responsibility for improving attendance. At Bampton CE Primary School and Nursery this is the Headteacher. The office staff will oversee day to day attendance and reporting absence.

At Bampton CE Primary School and Nursery, we passionately believe that every day at school counts and that good patterns of attendance start in the Early Years. Staff plan sequences of lessons which build skills and knowledge for effective teaching and learning. They work hard to provide the best possible education for all pupils and therefore pupils need to be in school benefit and make good progress. Evidence shows that regular attendance at school is linked with stronger educational outcomes. It also sets up positive working habits for later in life.

High levels of attendance and engagement in learning will be promoted regularly in school newsletters and at parent information events. Patterns and trends will be analysed and used to identify individuals, groups or cohorts where attendance levels or punctuality are unsatisfactory.

The County Attendance Team still holds a statutory duty to ensure the regular attendance of pupils in Oxfordshire through appropriate referral to the team. School attendance data is reported to Oxfordshire County Council and to the DfE.

## **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 register closes at 9:00am after which pupils will be marked absent.

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 and support taking holidays outside of term time.

## **Attendance and the law**

### **Recording information in the school's admission register**

ODST Schools will regularly encourage parents to inform them of any changes whenever they occur. Where a parent notifies a school that a pupil will live at another address, all ODST schools are required to record in the admission register:

- the full name of the parent with whom the pupil will live;
- the new address; and
- the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

- the name of the new school; and
- the date when the pupil first attended or is due to start attending that school.

## **Sharing information with the local authority**

ODST Schools will notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point. This duty does not apply at standard transition points – where the pupil has completed the school's final year. Where an ODST school notifies a local authority that a pupil's name is to be removed from the admission register, the school will provide the local authority with:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).

ODST schools will notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. ODST Schools will provide the local authority with all the information held within the admission register about the pupil.

## **Providing information on standard transitions**

In a small number of cases, pupils removed from the admission register in one school could be a standard transition but their transfer to another school would be a non-standard transition and vice-versa. For example, a pupil leaving a primary school at the end of Year 2 is a non-standard transition, but their transfer to a junior school at the beginning of Year 3 is a standard transition. In such cases, only the school where the non-standard transition occurs will notify the local authority.

## **Making reasonable enquiries**

When the whereabouts of a child is unclear or unknown, it is reasonable to expect that an ODST school will complete and record one or more of the following actions:

- contact the parent, relatives and neighbours using known contact details;
- check local databases within the local authority;
- check Key to Success or school2school (s2s) systems;
- follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC;
- check with UK Visas and Immigration (UKVI) and/or the Border Force;

- check with agencies known to be involved with family;
- check with local authority and school from which child moved originally, if known;
- check with any local authority and school to which a child may have moved;
- check with the local authority where the child lives, if different from where the school is;

in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS); and home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives.

### **Using Common Transfer Files to transfer pupil information**

The Department provides a secure internet system – school2school – to allow schools to transfer pupil information to another school when the child moves. ODST schools will use Common Transfer File (CTF) information when a pupil leaves to attend another school. Where a pupil transfers to a new school in Scotland or Northern Ireland the previous school in England is still required to send a CTF. 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.

### **Admissions and Attendance Registers**

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.

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.

If a child arrives after 9:00am they will be recorded as late after registration closes. Lateness is monitored as frequent lateness also results in important lost learning time.

## **Absence**

If a child needs to be unexpectedly absent from school, such as through sickness, parents must contact the school office to inform them of the reason for the absence. Telephone the school office on 01993 850371 and leave a message on the Reporting Your Child Absent line before the start of the school day. If a child is absent and no reason is given a same day follow up call will be made before 9:30am.

### **Granting leaves of absence**

28. Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

29. If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.

30. As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday

### ***From Working Together to Improve School Attendance May 2022***

Schools have to 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.

Parents wanting to request a leave of absence must do so using the Leave of Absence form available from the school office and submit this at least two weeks in advance of the requested date for leave.

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

## **Children at Risk of Missing Education**

### **Children at particular risk of missing education**

There are many circumstances where a child may become missing from education:

- Pupils at risk of harm/neglect – Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow local child protection procedures. The Department's statutory guidance Keeping children safe in education provides further advice for schools and colleges on safeguarding children.
- Children of Gypsy, Roma and Traveller (GRT) families<sup>2</sup> – It is important that schools inform the local authority when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary so that they can attempt to facilitate continuity of the child's education.
- Children of Service Personnel – Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. Schools and local authorities should contact the MoD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on planning to ensure continuity of education for those children when the family moves.
- Missing children and runaways – Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education.
- Children and young people supervised by the Youth Justice System – Children who have offended or are at risk of doing so are also at risk of disengaging from education.
- Children who cease to attend a school – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child.
- Children of new migrant families – children of new migrant families may not have yet settled into a fixed address or may have arrived into a local authority area without the authority becoming aware, therefore increasing the risk of the child 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.

### **Using Common Transfer Files to transfer pupil information**

The Department provides a secure internet system – school2school – to allow schools to transfer pupil information to another school when the child moves. ODST schools will use Common Transfer File (CTF) information when a pupil leaves to attend another school. Where a pupil transfers to a new school in Scotland or Northern Ireland the previous school in England is still required to send a CTF.

### **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 will receive an awareness letter (appendix A)
- Attendance of 95% or below will trigger an awareness letter (appendix B) and provide opportunity for a conversation around barriers to attendance and reasons for absence.
- Attendance fallen below 90% will trigger a letter of concern (appendix C) and seek to engage parents in a formal parenting contract. School will seek further support from Oxfordshire Attendance Team.

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.

**(See Appendix E for more information on Parent Contracts)**

The Headteacher will engage in termly targeting Support Meetings with the Local authority to discuss attendance and absence data. If attendance fails to improve local authorities can take further action to ensure children regularly attend school. School will work closely with OCC to provide support to improve attendance through Parenting Orders and Education Supervision Orders as a more positive approach than Penalty Notices and Prosecutions.

Bampton CE primary School and Nursery has facilitated the sharing of attendance data with the Department for Education.

Attendance data is reported termly to the full governing body as part of the Headteacher's report to Governors. Patterns of absence and those at risk of persistent or severe absence are explored.

Our school wide attendance target is 95% or greater.

### **Monitoring & Evaluation**

The Local Governing Body and headteacher will monitor the operation and effectiveness of the school's attendance policy and deal with any queries relating to it. This policy is reviewed on a bi-annual basis or when changes to legislation occur.

# Appendix A

Dear Parents/Carers of \_\_\_\_\_

## Awareness of Late Attendance

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

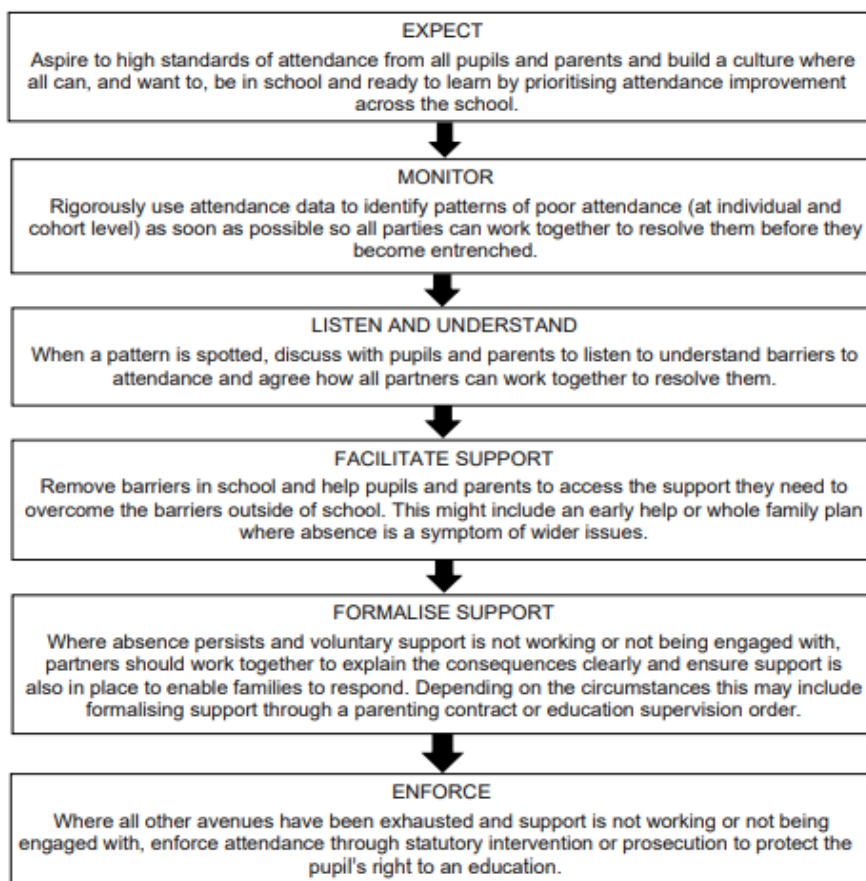
Date	Frequency

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 sincerely

Carol Phillips  
Headteacher



**Working Together to Improve School Attendance – May 2022**

## Appendix B

Dear Parents/Carers of \_\_\_\_\_

### Awareness of Low Attendance

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

Dates	Attendance Percentage and Number of Days

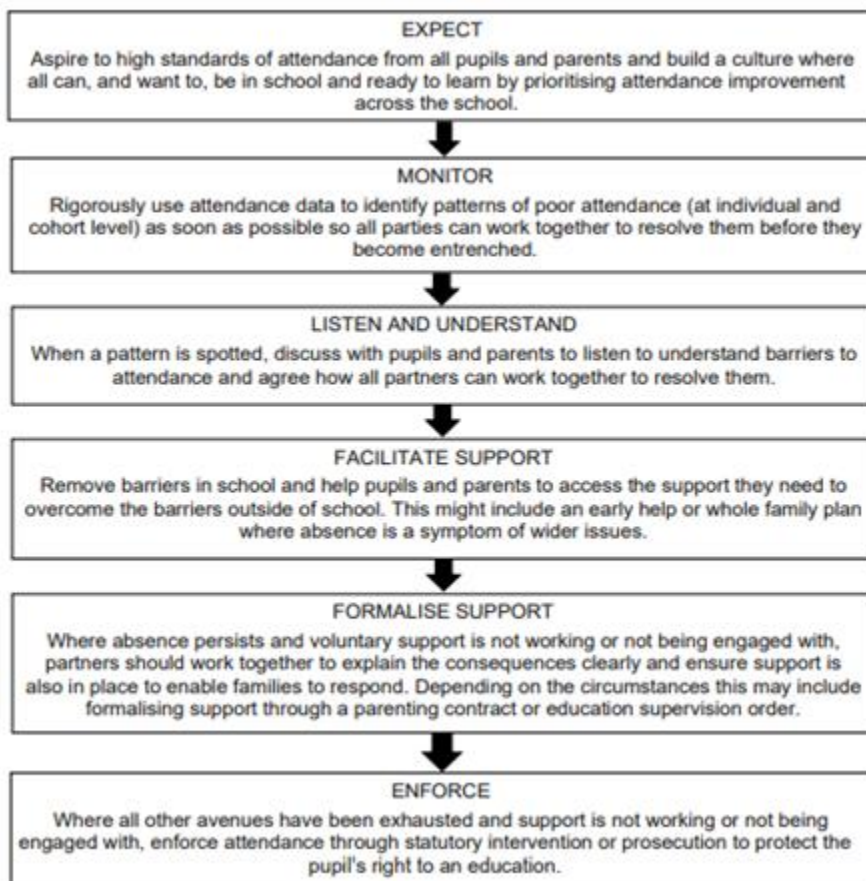
We are aware that some/all of these absences are due to illness, and therefore authorised, however in line with government recommendations we are taking this opportunity to flag up the drop in your child's attendance figure.

I look forward to seeing an increase in attendance next term.

Yours sincerely



Carol Phillips  
Headteacher



*Working Together to Improve School Attendance – May 2022*

## Appendix C

Dear Parents/Carers of \_\_\_\_\_

### **Concern over persistent absence**

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

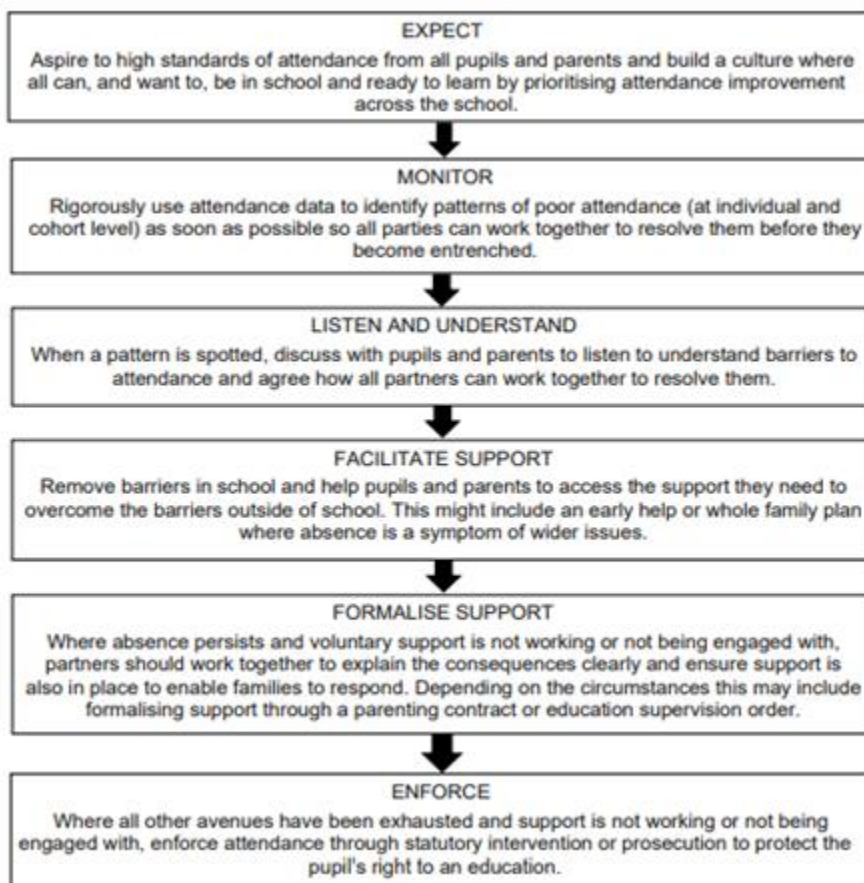
Dates	Attendance

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 meet to discuss the reasons for your child's absence and offer further support to improve their attendance.

Yours sincerely



Carol Phillips  
Headteacher



*Working Together to Improve School Attendance – May 2022*

**Appendix E - taken from Working Together to Improve Attendance document May 2022**

## Purpose of parenting contracts and when they may be appropriate

94. A parenting contract is a formal written agreement between a parent and either the school (with the exception of independent schools and non-maintained special schools) or local authority to address irregular attendance at school or alternative provision. A contract is not legally binding but allows a more formal route to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate. A parenting contract is not a punitive tool it is intended to provide support and offer an alternative to prosecution. Parents cannot be compelled to enter a contract, and they cannot be agreed in a parent's absence.

95. There is no obligation on the school or local authority to offer a contract, and it may not be appropriate in every instance, but a contract should always be explored before moving forward to an education supervision order or prosecution.

96. The aim from the outset should be for the parent(s), and the pupil where they are old enough, the school and the local authority to work in partnership. Where a school and/or local authority decide to use a parenting contract, a meeting should be arranged with the parent(s). It should include the pupil if they are old enough to understand. The meeting should explain the purpose of a parenting contract and why using one would be beneficial in the family's circumstances. The parent(s) should be asked to outline their views on the pupil's attendance at school, any underlying issues and how they believe these should be addressed. The meeting should also allow them to share their views on the idea of a parenting contract and what type of support they think would be helpful to secure the pupil's regular attendance. Where a parent fails to attend the meeting without good reason or notification, further attempts should be made to contact them and arrange another meeting but all attempts at support should be recorded.

97. One parenting contract may be arranged with all parents, or in circumstances where it is desirable to have different requirements for each parent then separate parenting contracts for each parent should be arranged.

