



ATTENDANCE POLICY

Introduction

St. Bede's unashamedly sets high standards and has high expectations for Attendance and Punctuality. We believe that when pupils understand the importance of being attending school regularly and being punctual, they are able to achieve their full educational potential and learn a fundamental life skill to prepare them for their life beyond St Bede's

Good attendance and punctuality are not only a legal requirement but essential in order for pupils to get the most out of their experience at St Bede's, including their academic progress, wellbeing and wider life chances. It is important for their personal health and wellbeing and will support them to form strong friendships within the school community. Pupils who attend school every day will have more opportunities to take part in curriculum enrichment activities, extra-curricular experiences and school trips.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance [parental-responsibility measures](#) on school attendance. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

[THE EDUCATION ACT 1996](#)

[THE EDUCATION ACT 2002](#)

[THE EDUCATION AND INSPECTORS ACT 2006](#)

[THE EDUCATION \(PUPIL REGISTRATION\) \(ENGLAND\) REGULATIONS 2006 \(2010, 2011, 2013, 2016 AMMENDMENTS\)](#)

[THE EDUCATION \(PENALTY NOTICES\) \(ENGLAND\) \(AMMENDMENT\) REGULATIONS 2013](#)

It also refers to:

[SCHOOL CENSUS GUIDANCE](#)

[KEEPING CHILDREN SAFE IN EDUCATION](#)

[MENTAL HEALTH ISSUES AFFECTING PUPIL'S ATTENDANCE - SCHOOL GUIDANCE](#)

Parental Responsibility

The Education Act 1996 requires parents/guardians to ensure that their children receive efficient, full-time education and are responsible for the child's school attendance and punctuality. As a parent you have a legal duty to ensure your child attends school regularly and on time. This means that your child must attend every day that the school is open, except in a small number of allowable circumstances, for example if your child is too ill to attend school.

When your child is away from school, the learning they miss will significantly have an effect on their future learning and it is difficult for them to catch up on missed learning time. Educational research shows that attendance is directly linked to your child's academic progress and poor attendance means that your child will not achieve as successfully if they are not in school

Some children are at times reluctant to come to school. If there are any problems with regular attendance, parents/carers are expected to contact school at an early stage and to work with staff in resolving any problems together.

School's Responsibility

Schools are responsible for recording pupil attendance twice a day: once at the start of the morning session and once during the afternoon session. Every half-day absence from school has to be classified by school, [not by the parent/carer] as either **authorised** or **unauthorised**. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason, such as illness or other unavoidable causes. However, the **unavoidable cause must relate to the child**.

Unauthorised absences are those for which school does not consider reasonable and for which no leave has been given. These include:

1. Leave of Absence that has not been approved by the school
2. School does not accept a given explanation as satisfactory justification for absence
3. Truancy before or during the school day
4. Any holiday not approved by the Headteacher
5. Children who arrive at school, without good reason, after the registers have been closed at 9.00am
6. Medical evidence requested by school has not been provided
7. No explanation has been provided by the parent/carer

Procedures

Illness and other legitimate reasons

- If a pupil is unfit for school, parents/carers should contact the school on each day of absence unless alternative arrangements have been made with the school, for example a pupil in hospital: absences will not be authorised without this procedure being followed. Parent/Carer can ring the absence line on **01254 203803 from 8am or text anytime on 07860003916** to report an absence.
- In exceptional circumstances, medical evidence may be requested.
- Other reasons for absence must be discussed with school each time; notes will not necessarily be accepted as providing authorisation of absence.
- Leave may however be granted in an emergency, bereavement or for medical appointments, however parents/carers are encouraged to arrange such appointments after school hours or during the holidays.
- Unexplained absence cannot be authorised.
- Explanations, unless in exceptional circumstances, received after 14 school days of a pupils return to school, will not be accepted.

Holidays

- A leave of absence for the purpose of a family holiday during term time will only be granted in "special and exceptional circumstances". This will be at the discretion of the Headteacher. An application form for discretionary leave of absence must be completed and returned to school in advance - see **Discretionary Leave of Absence Form** under the Polices tab of the website.

- Any period of leave taken without the agreement of the school, or in excess of the agreed time period, will be classed as unauthorised and may incur a penalty notice - see Appendix 2 on page 9.

Attendance concerns

School will monitor attendance and follow the protocols highlighted below:

- Contact parents/carers via phone call or text if attendance is becoming a concern
- Arrange meetings to offer support and improvement strategies
- Issue Attendance Improvement Contracts
- Conduct home visits
- Refer to the Inclusion Team at the Local Authority if all other attempts to improve attendance have been unsuccessful

Persistent absence

- Any pupils with attendance below 90% are classed as being 'persistently absent' by the DfE
- Any pupils with attendance below 50% are classed as 'severely persistently absent' by the DfE
- Parents/carers may be asked to provide medical evidence for absence if their child is below 90%.
- If a child has eight or more unauthorised sessions, they may be referred to the Inclusion Officer which may lead to a penalty notice being issued or be prosecuted in the Magistrates Court.
- The Inclusion Officer can also provide advice and support to help address issues affecting attendance.
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School Actions - see Appendix 1 on page 8

Legal Action - see Appendix 2 on page 9

Punctuality

The school day begins at 8.15am. There are two school entrances: Green Lane and Livesey Branch Road. The gates open at 8.00am and will close at 8.15am when the school bell indicates the start of the school day. If a pupil arrives after 8.15am they must sign in at the main reception and provide a reason for being late. This will be supervised by a member of staff who will reinforce expectations and the importance of being punctual.

Pupils who arrive after 8.15am will be marked as late using an L code. Pupils who arrive after the registers close at 9.00am will be marked as an unauthorised absence using the U code. Exceptions are when the school's official buses are late and, at the discretion of the Headteacher, in exceptional weather or traffic circumstances.

School will monitor attendance and follow the protocols highlighted below:

- Issue sanctions to pupils who do not have a legitimate reason for being late to school
- Contact parents/carers via phone call or text each time a pupil is late
- Arrange meetings to offer support and improvement strategies
- Issue Punctuality Improvement Contracts

Home visits

- Home visits may be conducted by key members of staff if attendance becomes an issue or there is a safeguarding concern.

Child Missing in Education (CME)

This applies to pupils who:

- Have been absent for 10 consecutive days and school have been unable to establish their whereabouts following all reasonable enquiries
- Have relocated and a forwarding school or new home address remains unknown following reasonable enquiries undertaken by the school
- Are not believed to be registered at any school nor receiving a suitable education otherwise than at school

School will make reasonable enquiries to establish the child's whereabouts including home visits. A CME form will be completed and referral to the Local Authority will be made.

Rewards

There is a reward system in place for pupils with excellent attendance and incentives for improvement of pupils with a poor attendance record. Attendance is also integrated into the Bedes reward system and will be considered for all school trips and the Year 11 Prom.

Attendance Matters

“Just one day off” can soon add up...

95% attendance over the academic year equates to 10 school days absence. This is 2 full weeks of missed learning.

90% attendance over the academic year is equal to 1 day off every 2 weeks. This is over 3 school weeks of missed learning

GCSE outcomes for good attenders:

									Performance Indicator	Attendance
1			9	43.00	0.0	0.0	100.0	2.94	99.03	
2			9	37.00	0.0	0.0	100.0	2.96	99.68	
3			9	43.00	11.1	0.0	100.0	2.76	100	
4			10	75.00	10.0	0.0	100.0	2.82	100	
5			10	80.00	10.0	0.0	100.0	2.40	100	
6			10	77.00	0.0	0.0	100.0	2.39	100	
7			9	49.00	23.2	0.0	100.0	2.26	98.71	
8			10	38.00	0.0	0.0	100.0	2.14	100	
9			10	75.00	10.0	0.0	100.0	2.14	100	
10			11	96.00	18.2	0.0	100.0	2.12	99.35	

Top 10 achieving pupils –

Mean attendance: **99.7%**

GCSE outcomes for poor attenders:

									Performance Indicator	Attendance	
147			9	36.00	4.06	-0.9	11.1	88.9	100.0	-1.47	95.48
148			9	27.00	3.00	-6.2	11.1	88.9	100.0	-1.26	92.26
149			9	24.00	2.67	-6.2	11.1	88.9	100.0	-1.61	98.71
170			9	27.00	3.06	-7.4	11.1	88.9	100.0	-1.75	100
171			9	28.00	2.78	-7.1	11.1	88.9	100.0	-1.88	89.35
172			8	12.75	1.89	-7.7	0.0	100.0	100.0	-1.99	100
173			7	15.00	2.14	-6.5	0.0	100.0	100.0	-1.98	69.35
174			8	12.00	1.80	-7.5	12.8	87.8	100.0	-2.07	96.11
175			6	16.75	1.79	-9.0	0.0	100.0	100.0	-1.22	61.94
176			9	26.00	3.22	-12.1	0.0	100.0	100.0	-3.42	85.48

Bottom 10 achieving pupils

Mean attendance: **88.9%**

Summary

The school has a legal duty to publish its absence figures and to promote good attendance of 95% or above. Equally, parents/carers have a duty to ensure that their children attend regularly. Staff in school are committed to working with parents/carers in the best way to ensure as high a level of attendance as possible.

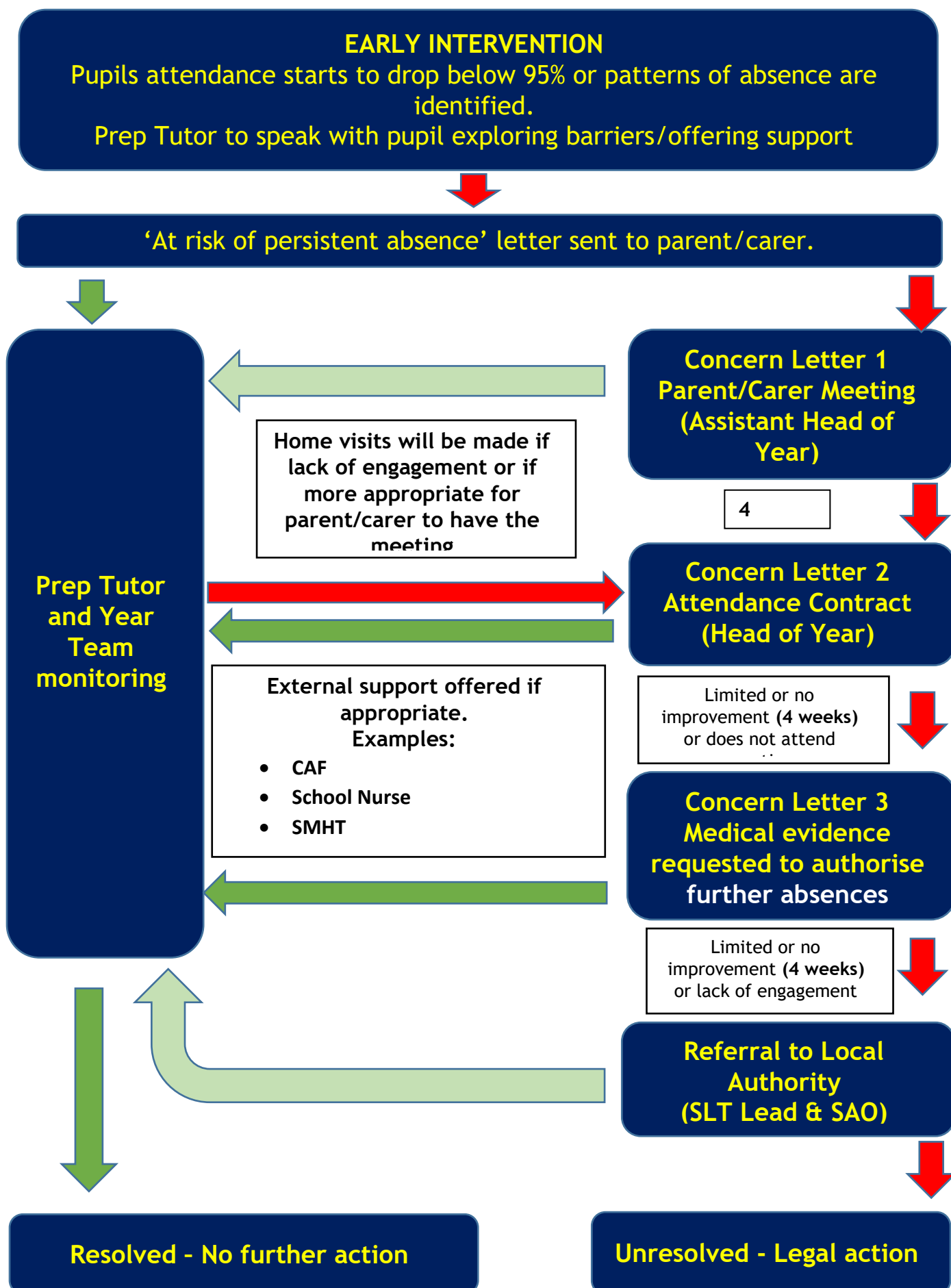
Responsibility for monitoring attendance

- Mr D Milton - Headteacher
- Miss N O'Toole- Deputy Headteacher
- Mrs M Barratt - Attendance Officer
- Behaviour for Learning and Welfare Team



Prep Tutors
School Inclusion Officer

APPENDIX 1 – ATTENDANCE FLOWCHART



APPENDIX 2 - PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE

The Department of Education has recently announced national changes to Penalty Notices issued for unauthorised absences during term time. These are effective from 19th August 2024.

1. FIRST OFFENCE

The first time a Penalty Notice is issued for **Term Time Leave** or **Irregular Attendance** the amount will be:

- £160 per parent, per child if paid within 28 days. This is reduced to £80 per parent, per child if paid within 21 days.

2. SECOND OFFENCE

The second time a Penalty Notice is issued for **Term Time Leave** or **Irregular Attendance** the amount will be:

- £160 per parent, per child if paid within 28 days. No reduced rate will be offered.

3. THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN THREE YEARS)

The third time an offence is committed for **Term Time Leave** or **Irregular Attendance** a Penalty Notice will not be issued and the case will be presented to the Magistrates Court and fines can be up to £2500 per parent, per child. Cases found guilty can show up on a parent's future DBS certificate due to failure to safeguard a child's education

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

Pupils who are late after 9.00am will receive a 'U' code which is classed as an unauthorised absence

Please follow the link for the Department of Education's 'Working together to improve school attendance' statutory guidance.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>