



Bexley Grammar School

Attendance Policy

1. Introduction

Regular school attendance is essential if children are to achieve their full potential.

Bexley Grammar School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. We expect all children to attend school every day except when illness and exceptional circumstances prevent this.

Bexley Grammar School values all pupils. We work with families to identify the reasons for poor attendance and try to resolve any difficulties.

Bexley Grammar School recognises that attendance is a matter for the whole school community.

2. Legal Framework and Department for Education Guidance

Section 7 of the 1996 Education Act states that parents / carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. Children must then do one of the following until the age of 18:

- stay in full-time education, for example at a college
- start an apprenticeship or traineeship
- spend 20 hours or more a week working or volunteering, while in part-time education or training

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents / carers secure education for children of compulsory school age and, where necessary, use legal enforcement.

Parents and carers have a legal duty to ensure that their children attend school.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the

afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

3. Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents / carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents / Carers should advise the school by telephone or email for each day of absence.

Absence will be categorised as follows:

Illness

In most cases a telephone call or email from the parent /carer informing the school that their child is ill will be acceptable for short-term absences. Parents / Carers may be asked to provide medical evidence where there are repeated or long-term absences due to reported illness. This will usually be in the form of an appointment card, prescription, GP letter, hospital letter or stamp in their planner etc.

Medical/Dental Appointments

Parents / Carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school before and after appointments. Parents / Carers should provide evidence of the appointment to school.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example, family bereavement, two days for university visits, or a part time timetable agreed as part of a reintegration package.

Bereavement requests that occur around holiday periods may only be authorised if your child has excellent attendance and punctuality. A student's approach to study will be taken into consideration alongside the relevant documentation as requested by the attendance office.

Suspended (No alternative provision made)

Suspension from attending school is counted as an authorised absence. The child's Director of Studies will make arrangements for work to be provided.

Family Holidays and Extended Leave

Parents / Carers are strongly advised to avoid taking their children on holiday during term time. Parents / Carers do not have an automatic right to remove their child from school during term time for the purpose of a holiday and should be made aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year. Such a period of time is equivalent to the teaching of a module in some subjects and will have a significant impact upon

a student's progress.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Parents / Carers wishing to take their child out of school during term time must request an **Application of Leave form** and return to the Attendance Officer before travel arrangements are made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- The pupil's general absence/attendance record
- Proximity of public examinations
- Pupil's ability to catch up the work missed
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

All requests for leave of absence will be responded to in writing.

The child's place may be withdrawn if the family does not return as expected (see below). Requests for leave should not be made for children in examination years. Leave will be refused for children with poor attendance rates.

If a pupil fails to return and contact with the parents / carers has not been made or received, the school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

If permission to take leave is not granted and the pupil still goes on holiday, the absence will be **unauthorised**. The pupil will be required to attend catch up sessions in order to make up the lost time.

Only in **exceptional circumstances** will an absence be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, in all cases though, parents / carers will be required to justify why the absence needs to be taken during term time.

Religious Observance

Bexley Grammar School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent / carer to allow their child not to attend school on a day of religious observance if recognised by the parent / carer's religious body.

Parents / Carers are requested to give advance notice to the school if they intend their child to be absent.

Study Leave

Study leave may be granted for Year 10 and 11 pupils approaching GCSE examinations and for Sixth Form students approaching IB examinations. The school will offer in-school study/home-study programmes during this period to reduce absence levels. Parents / Carers must have signed and returned the agreement slip for home study.

Late Arrival

Registration begins at 8.30am: pupils arriving after this time will be marked as present but arriving late. The register will close at 9.00am. Pupils arriving after the close of register will be recorded as unauthorised late. Lateness will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment or letter from a parent / carer.

On arrival after the close of the register, pupils must immediately report to the attendance office to sign in as a health and safety requirement.

The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late, were waiting for their uniform to dry or dropping siblings off to another school.

Unauthorised absence

Absence will not be authorised unless parents / carers have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school

4. Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil

- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

Bexley Grammar School will follow Bexley Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

5. Roles and Responsibilities

Bexley Grammar School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents / carers, pupils and the wider school community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents / carers
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department of Children, Schools and Families as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Leadership Team will:

- Actively promote the importance and value of good attendance to pupils and their parents / carers
- Form positive relationships with pupils and parents / carers
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Children, Schools and Families as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a termly basis to the Staffing and Pupil Welfare Committee
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and

patterns of absence

- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Department Heads/Pastoral Staff/Form Tutors will:

- Actively promote the importance and value of good attendance to pupils and their parents / carers
- Form positive relationships with pupils and parents / carers
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Parents / Carers will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bedtimes, homework, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child on holiday during term-time, where this is unavoidable, send a written leave request to the Headteacher in advance of booking the holiday

6. Using Attendance Data

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

All information shared will be done so in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 1998.

7. Support Systems

Bexley Grammar School recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents / Carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Bexley Grammar School also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and Looked After Children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents / carers and pupils
- Attendance panels
- Parenting contracts
- Referrals to support agencies
- Learning mentors
- Pupil Voice Activities
- Friendship groups
- PSHCE
- Additional learning support
- Behaviour support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents / carers and pupils.

Where parents / carers fail or refuse to engage with the support offered and further unauthorised absence occurs, Bexley Grammar School will consider the use of legal sanctions and Fixed Penalty Notices (FPNs).

8. Fixed Penalty Notices are issued for:

- Failure to attend school regularly
- Taking unauthorised holidays
- Persistent late arrival to school
- Persistent unauthorised absence from school

Section 23 of the Anti-Social Behaviour Act 2003 allows local authorities, head teachers (or their deputies) and the police to issue a £60 or £120 fixed penalty notice to a parent or parents / carers who fail to ensure their child regularly attend school.

Penalty notices are used as an alternative to prosecution under 444(1) of the Education Act 1996 giving parents / carers the opportunity to discharge potential liability for conviction for an offence by paying the penalty notice.

● Overview of Law S444(1) Education Act 1996

If a child of compulsory school age who is a registered pupil at a school fails to attend

regularly at school, their parent / carer is guilty of an offence.

- **S444(1A) Education Act 1996**

If the parent / carer knows that their child is failing to attend regularly and fails to cause them to do so, he / she is guilty of an offence.

There is no legal requirement for there to have been a penalty notice before proceeding to prosecution.

Bexley Grammar School will ensure that all possible support has been put in place before discharging a fixed penalty notice.

9. Working together to improve school attendance

The following documents offers useful guidance for schools and parents / carers:

[Working together to improve school attendance - GOV.UK](#)