

Attendance Policy

Version Number	V005
Plan Writer	Barwic Parade Community Primary School - SLT
Document Owner	Headteacher
Issue Date	**30th September 2026**
Date for Review	1 year after issue date

Details	
Name	Barwic Parade Community Primary School
Type of school	Mainstream Primary School, including Breakfast Club, Governor Led Nursery and After School Club
Address (including What3Words location)	Petre Avenue Selby YO8 8DJ ///void.zones.engineers
Operating hours	7.45am to 5.30pm
Office telephone number	01757 705591
Office email address NYC email address	admin@barwicparade.co.uk emergency@northyorks.gov.uk
Approximate number of staff	32
Approximate number of pupils & age range	209 2yrs to 11yrs

Version Control			
Version	**Date**	**Amended by**	**Summary of key changes**
V001	January 2015	Mrs Battersby	Policy created
V002	March/April 2018	Miss Kirkland	Policy updated & ratified by FGB
V003	September/October 2020	Miss Kirkland	Policy updated & ratified by FGB
V004	January/February 2022	Mrs Morris	Policy updated & ratified by FGB
V005	October 2024	Mrs Morris	Policy updated
	25th November 2024	FGB	Ratified by FGB

Attendance Policy

At Barwic Parade Community Primary School we aim to honour and fulfil the United Nations Convention on the rights of the child, this policy refers directly to the following article:

Article 28 - every child has a right to an education

At Barwic Parade, it is everyone's responsibility to promote excellent attendance to maximise every pupils learning journey and equip them with the skills and values they need to succeed throughout their education and beyond.

The school rules 'ready, respectful and safe' run through every part of the school day. Pupils should be ready to learn. This means pupils should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

School understands that there can sometimes be barriers which make attendance more difficult. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Any difficulties with consistently punctual attendance are best resolved between the school, the parents, and the pupil. If a pupil is reluctant to attend, it is always better to address the problem swiftly. The school team have considerable experience in supporting pupils and families with a range of difficulties. If family circumstances are affecting attendance, it is crucial parents/carers are open and honest with school to improve attendance quickly. School work hard to create an environment where pupils want to be, that is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

A child registered at school can legally miss school in only very limited circumstances to include when the child is too ill to attend or when the school has authorised the absence beforehand.

Every half-day absence from school must be classified by the school, (not by the parents), as either authorised or unauthorised. Therefore, information about the cause of each absence is always required, either in writing, or by phone. Contact will always be required on the first day of absence, and at least every other day thereafter.

Parents/carers are expected to contact school quickly and work with the staff in resolving any problems together - this is nearly always successful. If difficulties cannot be overcome in this way, the school will request support from Early Help as part of the Children's and Families service. Alongside this, a request for legal action to be taken by the Local Education Authority will commence, as is outlined below. School will always try to resolve the situation by agreement but, if other ways of trying to improve the pupil's attendance have failed, the Local Education Authority reserve the right to prosecute parents and carers. Please see the latest statutory guidance document 'Working together to improve school attendance' regarding the roles and responsibilities of parents and carers, schools and the Local Authority.

Procedures

School starts at 8.50am.

The whistle will be blown at 8.50am. All children line up and enter school, gates will close promptly following this. Registers open at 9am and those arriving after this time are late.

Those pupils who do not arrive before the gates are shut but arrive before 9.30am will be marked as late and the minutes of lost learning recorded. Any pupil arriving later than their start time should report to the School office at the main entrance to school. A reason for the lateness must be reported to office staff which will be recorded on the school system. The pupil will then be escorted to class by a member of staff. Repeated occasions of late arrival at school will be addressed and support offered to resolve the issue.

The registers close at 9.30am. Any pupils that are not marked as present by this time will be contacted as outlined in the First Day of Absence Flowchart, see Appendix A. Without an acceptable reason for absence, their session will be recorded as unauthorised, even if they arrive after this time. The minutes of lost learning will also be recorded.

Repeated lateness impacts profoundly on pupil's education across their primary years and beyond. It affects not only the pupil who is late, but the rest of the class due to the staff required to support the late pupil. Support is always available to improve punctuality.

Persistent Absence

A pupil with attendance below 90% is classed as a persistent absentee. To avoid absence dropping below 90%, class teacher's will often contact parents in the first instance. They are best placed to offer daily support and discuss barriers to attendance before they become persistent.

Those pupils whose attendance falls further will be monitored by the attendance team.

- Where a satisfactory reason for persistent absence is not given and pupils have accumulated unauthorised absence, parents/carers will be contacted and plans of support will be made alongside the family.
- Early Help support will be offered either through school or through the Children and Families service.
- An initial warning letter will be sent to parents, followed by a 10 day school monitoring period.
- An Attendance Panel meeting will follow this, with a final 20 day school monitoring period, after which a PACE formal caution interview (Police and Criminal Evidence Act 1984) will be arranged by the Local Authority (See Appendix B). The outcome of this meeting may include a fixed penalty fine, an Education Supervision Order (ESO) or prosecution. Throughout this process medical evidence may be required to authorised future absence, this will only be requested where other avenues have failed.

Poor attendance is a safeguarding concern and a log will be held on the child's CPOMS (Child Protection Online Management System) file.

Children Missing Education (CME)

Where school do not know the whereabouts of a pupil on role, a pupil has failed to return from a leave of absence or whilst having contacted the family, understand the pupil is not attending an educational setting for 10 school days, the Local Authority will be contacted to report pupils as a Child Missing Education.

People responsible for attendance in school are:

Class Teacher/Teaching Assistant – These staff know their pupils best and will spot any concerns first. They will be the first point of contact for parents, and will use their initiative to have the first conversation with parents/carers about absences.

School Office Staff – Staff working in the school office record all pupils arriving late to school and pupils leaving/returning during the school day.

Pastoral Team – Mrs Morris and Miss Secker are available via phone or in person to support parents. They records absences, collects messages left on the absence line and records these on Arbor and CPOMS where needed. Spells of unauthorised absences will be at the discretion of the Headteacher.

Headteacher –As Senior Attendance Champion, the Headteacher meets regularly with the Pastoral Team regarding attendance and safeguarding concerns about individual children's lateness or absence. The decision of the Headteacher is final when agreeing a leave of absence and escalating attendance procedures.

Early Help – The service will support the family in improving attendance where necessary via a referral to the Children's and Families service.

Local Education Authority – As a last resort, the LEA will support school with the taking of any necessary legal action.

Leave of Absence from School During Term Time

Applications should be made at least 6 weeks prior to the period of leave, wherever possible.

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.
The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis

Please note: Headteacher would not be expected to class any term time holiday as exceptional.

Appendix A - First Day of Absence Procedures

8.50am

Doors close. Registers taken in class and information sent to the office.

Responsibility of Class Teacher

8.50am – 9.30am

Children arriving in school via reception will be marked as late and the number of minutes recorded on Arbor.

Responsibility of School Office Staff

9.30am - 10.00am

Registers will be updated with reasons for absence left on the absence voicemail.

Responsibility of Pastoral Team

9.30am - 10.00am

Registers will be updated with reasons for any absences and any missing pupils will be reported to the Pastoral Team.

Responsibility of School Office Staff

10.00am

Pastoral Team will attempt to contact the family using numbers available on Arbor.

Responsibility of Pastoral Team

10.30am

If no contact can be made, a home visit will be carried out. If unsuccessful, a note will be left at the property requesting they make contact as soon as possible.

Responsibility of Pastoral Team/DSL

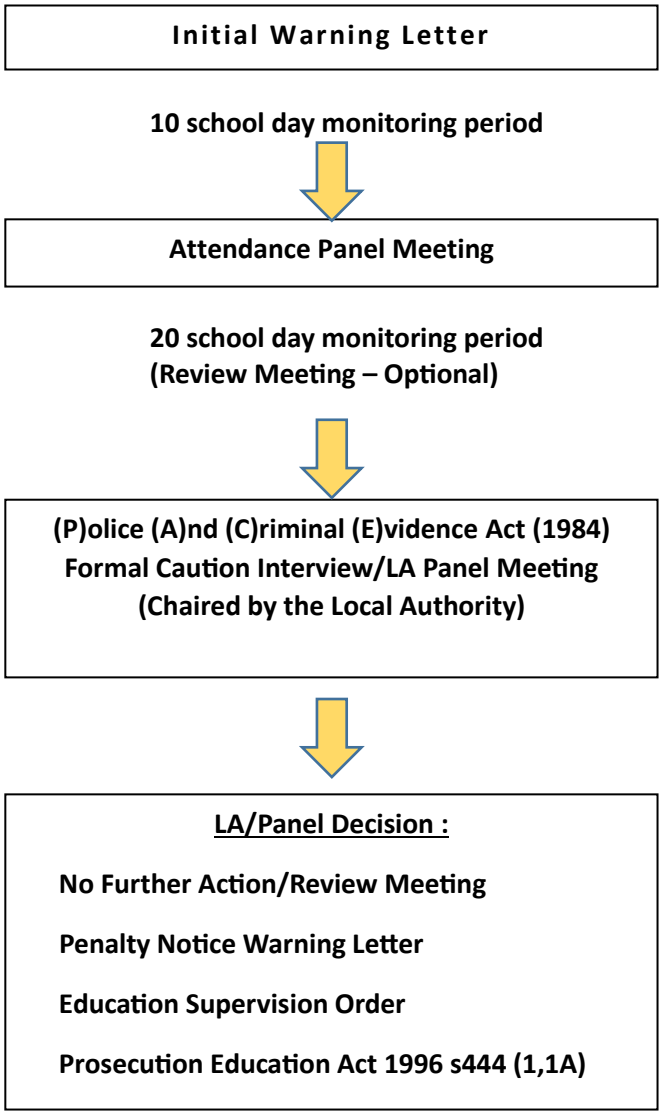
Time – 11.30am

Pastoral Team will report any missing pupils to the Headteacher, in their absence a DSL, who may inform external services to conduct a welfare check.

Responsibility of Headteacher

Appendix B
Flow Chart of School/LA Attendance Procedure – Time restricted

These procedures will be followed by the school. Should there be no significant improvement in the child's attendance and unauthorised absence continues to be recorded.



If at any stage in the above procedure the child's attendance improves significantly the school will not proceed to the following stage. (Normally…% (school target) and above during the monitoring period).

However, your child's attendance will continue to be monitored by the school and should there at any time in the future become further concerns the above procedure will be continued onto the next stage or recommenced from the first stage depending on the situation.