CLAYTON ST JOHN
C of E PRIMARY SCHOOL

CLAYTON ST JOHN CofE PRIMARY

ATTENDANCE & REGISTRATION POLICY

Ratified by Governors:	Autumn 2024	Signed Head of School Gemma Emsley Full Governing Body
Next Review Date:	Autumn 2026	

Safeguarding Statement of Intent

At Clayton St John CofE Primary we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Clayton St John CofE. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. We also work to ensure that our pupils are aware of Online Safety and who to talk to if they feel vulnerable or scared.

Vision

"Growing Together in God's Love"

"Give thanks to the Lord, for he is good; his love endures forever."
1 Chronicles 16:-34

Our Values



Statement of Intent

At Clayton St John CofE Primary we strive to ensure that our pupils are safeguarded against any form of harm. We ensure that our staff are trained appropriately, can identify signs of abuse and follow policy and procedures for reporting concerns, disclosures and allegations.

Trust Policy Statement

Bradford Diocesan Academies Trust (BDAT) regards the excellent attendance of children as integral to the success of the pupils and thus the success of their academies. For the purpose of this policy, the term Trust refers to BDAT. The Trust is committed to ensuring that pupils and parents/carers understand the absolute importance of full attendance at our schools. As part of our focus on diversity and inclusion, BDAT pledges that our policies will seek to promote equality, fairness, and respect for all staff and pupils. Our policies reflect the BDAT values of inclusion, compassion, aspiration, resilience, and excellence. By working closely with a range of stakeholders, such as our school, union, and HR colleagues, we have ensured that BDAT's policies do not unlawfully discriminate against anybod

Aims of the Policy

This policy is intended to outline the expectations, procedures and key staff in relation to attendance as well as the strategy and support in place to ensure pupils maximise their attendance at school.

We envisage that this policy will act as a 'user manual' for pupils, families and staff when it comes to promoting positive attendance at school and will keep it under annual review. We will use our stakeholder voice mechanisms (e.g. pupil surveys, parent forum etc.) in order to ensure that feedback around this policy is taken on board when the policy is reviewed.

In line with the latest DFE Guidance on Working Together to Improve School Attendance, our school is committed to working in collaboration to:

Expect - Aspire to high standards of attendance from all pupils and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor - Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and Understand - When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate Support - Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise Support - Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce - Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

This policy will be published on the Clayton St John's website and will be recirculated to parents at the start of each academic year, as well as when it is updated at any other point.

Introduction

At Clayton St John, our priorities are that our pupils are safe, healthy and successful, all of which are helped by attending school regularly. We believe that working in partnership with families is the best way to maximise attendance at school in order to achieve these priorities. Our aim is for Clayton St John to be a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.

We know that regular attendance at school is vitally important in helping pupils to reach their academic potential, to help them grow socially and emotionally, and to develop a range of life skills which will support them as transition to secondary school.

Research clearly demonstrates the link between regular school attendance and educational progress and achievement. Children who frequently miss school often fall behind and, ultimately, they are likely to have

fewer qualifications at lower grades, which can impact on their ability to access further education and/or employment. Children who frequently miss school can often fall behind which means they may not grasp key concepts that support their learning as they move through Primary education.

When it comes to school attendance, it is easy to think that 90% attendance is at a positive level, but the reality is that this is equivalent to one day off school per fortnight or 95 hours of learning missed across a year. Children who have less than 90% attendance are regarded as 'persistent absentees' from school by government standards.

Attendance %	School Days Missed in a Year	Hours of Learning Missed in a Year
100	0	0
95	9.5	50
90	19	100
85	28.5	150
80	38	200
50	95	500

It is our expectation that our pupils should only miss school when it is absolutely necessary and should aim for a minimum of 97% attendance over the course of each year. We will consistently work towards a goal of 100% attendance for all children.

Strong school attendance for every child is in everyone's best interests and it is the responsibility of us all. We are determined to work collaboratively with pupils and their families to find the most supportive routes to make this happen.

Key Staff

Staff Member	Job Title	Role
Mr V Verma	Attendance Governor	To ensure that the governing body have an accurate view of attendance within school, support escalation procedures where needed and provide an appropriate level of challenge to school leaders to ensure that the attendance strategy is effective.
Mrs G Emsley	Head Teacher	To ensure that the is a strong culture of promoting excellent attendance and a strategy which is led effectively by the senior leader responsible in this area.
Mrs L Allingham	Attendance Champion (Senior Leader(s) Responsible)	Strategic leadership of whole school attendance strategy including policy development, staff training and data analysis.
Mrs L Brown	Attendance Officer(s)	Operational leadership of attendance including direct work with families, monitoring registers, home visits and liaison with Education Welfare around any legal proceedings/fixed penalty notices

How Parents can Support their Child's Attendance at School

This section of the policy provides advice and guidance to parents as to how they can support their children in ensuring excellent attendance at school.

Excellent attendance at school is the part of their child's education that parents have the most impact upon. This is why Parental Responsibility Measures are clear that it is a parent's responsibility to ensure their child attends school regularly. Section 444 of the 1996 Education Act also states that:

"*If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence".*

The following are some ways in which parents can support their child's attendance:

- Be aware of their legal responsibilities in ensuring their child attends school regularly.
- Ensure that their child arrives to school punctually every day.
- Reinforce to their children the importance of education and how attending regularly leads to higher achievement.
- Contact school in a timely manner (before 8.30am) in the event that their child is going to be absent that day on 01274 815862.
- Ensure that any medical appointments are booked outside of school hours wherever possible.
- Ensure that any leave of absence request is only made in the most exceptional of circumstances.
- Support their child's attendance (and therefore achievement) by not taking holidays during term time.
- Notify school immediately if there are any changes to details of named contacts for their child.
- Work in partnership with school staff when there are concerns about their child's attendance.
- Support the school with any consequences that are implemented as a result of their child truanting or being late to school or lessons.

For safeguarding reasons, it is vital that school and families work in partnership so that we know why each child is absent from school on any given occasion.

Attendance and Registration

Clayton St John is open to pupils from 8:30am and they will be welcomed by staff on the door to support them in being ready for the day. Parents are required to supervise their child before and after school whilst on the school site. Children who have permission to walk to and from school, parents must sign to take responsibility for this and their behaviour before and after school. Registration starts at 8.30am.

It is important that parents are specific in the reasons that their child is absent from school (e.g. 'vomiting' or 'fever' rather than 'unwell' or 'a bit under the weather') as this enables us to track patterns of absence more effectively with individuals and particular groups of pupils, therefore enabling more effective support (see section on Tracking and Monitoring of Attendance Data).

When parents are considering whether their child is too ill to attend school, they may wish to consult NHS guidance Is my child too ill for school? – NHS.

This information will be processed by the attendance admin team so that registers are accurately recorded for the day for any child who is absent from school (see section on Attendance Register Codes for more details).

After the official morning registers have been taken, we will add any late arrivals to these so we have an accurate picture of which pupils are present in school.

This will enable us to quickly identify any pupils who are not in school and whose parents have not informed us of the reason why. From here, the following actions will be taken in order to find out the reason why and ensure the safety of the child:

- Text message sent to priority parent/carer contacts on school system requesting a response. We endeavour to send this within an hour of the school day starting aside from in exceptional circumstances which may impact this (e.g. significant travel disruption).
- If no response is received, we will make phone calls to priority contacts on the school system throughout the morning.
- Where necessary, we may also conduct home visits and engage with external agencies such as the Police and Children's Social Care if we are concerned that a child is at risk.
- Where a pupil is absent from school for ten consecutive days and no reason has been provided, this will result in a referral to Bradford Education Welfare for further support as they could be deemed as a Child Missing in Education according to local authority procedures.

Attendance Monitoring

The attendance staff monitor absence daily, weekly and half termly and next steps are identified. These may take the form of a home visit, phone call or invitation to an attendance meeting. Robust monitoring systems are in place to safeguard our most vulnerable children.

A summary report of half termly attendances is prepared for the Governing Body.

Prior to any planned absences a request should be made in writing to the Headteacher. For planned absences a notice period of two weeks is required unless for reasons of medical or bereavement. For absences of more than one day an appointment must be made with a senior member of staff to discuss reasons. Consideration will be given to current attendance, progress in learning and time of year. All requests will be acknowledged (See Request for Leave of Absence).

From September 2013 school is no longer able to authorise leave of absence for the purpose of a holiday. The school discourages parents/carers from taking family holidays during school terms. Should unauthorised leave be taken parent/carers are to be informed that this may result in a penalty notice being issued in line with Local Authority procedures. Leave of absence can only be given in extenuating circumstances.

Only School can authorise absences. The following reasons may be accepted:

Licensed Performances
Funerals or family bereavements
Medical
Religious Observances
Examinations

Leave of Absence Requests

This section of the policy details the procedure in relation to leave of absence requests which will only be authorised in the most exceptional of circumstances.

Clayton St John's term times and school holiday dates are published a year in advance and are published on the academy website.
Training days are published as soon as we have agreed them but may be subject to change. Any changes will be communicated to parents at the earliest opportunity.

From 1 September 2013, a change to government laws means that schools are no longer allowed to authorise requests for pupils to be taken out of school for a holiday during term time. In line with the government's amendments to the 2006 regulations, holidays during term time will NOT be authorised.

Only exceptional circumstances warrant an authorised leave of absence from school. Some examples may include compassionate leave, a religious observance or sporting/musical competitions.

Parents/carers should make any such request at least two weeks in advance by completing Bradford

Council **Leave of Absence E-Form**. This form can be found by clicking on the following link:

https://www.bradford.gov.uk/LOAForm

All requests are considered individually, taking into account the circumstances of the request. Other factors will be taken into account including:

- The time of year the pupil will be absent (e.g. a Year 6 pupil missing SATs would be extremely detrimental to them)
- The previous attendance record of the pupil
- The number of previous requests for leave of absence

Parents will be notified of a decision either by telephone or email. Where a parental request has been refused, and parents continue to take their child out of school, this absence will be recorded as unauthorised.

We reserve the right to apply to the Local Authority to issue a Penalty Notice Fine under Section 444 of the Education Act 1996 where a child has ten or more sessions of unauthorised absence during a term.

Please note that from April 2023, in order to tackle unauthorised leave, Bradford Local Authority may consider legal action through the magistrates court rather than issuing a penalty notice. This is because Bradford has double the rate of absences due to unauthorised leave when compared to the national average. Further information can be found here:

https://bso.bradford.gov.uk/content/education-safeguarding/attendance/penalty-notices

Attendance Register Codes

This section of the policy outlines the attendance codes that are used on the electronic attendance register. This is not a complete list and further information can be found in the 'DFE Working Together to Improve School Attendance Guidance' as updated by the School Attendance (Pupil Registration)(England) Regulations 2024.

The attendance register is a compulsory legal document which must be accurately recorded electronically by schools using the following attendance codes.

Present Codes
These are used when a pupil is present in school or is at an approved off-site educational activity. They include:

- / = Morning present mark
- \ = Afternoon present mark
- L = Arrived late but before register closed
- B = Present at an approved off-site educational activity (e.g. at alternative provision)
- D = Dual-registered and expected to attend their other provision
- K = Education provided by the local authority
- P = Approved sporting activity (e.g. a pupil who plays for the academy of a professional football club)
- V = Educational visit (e.g. where pupils are out on a school trip)

Authorised Absence Codes

These are used when a pupil is absent from school for an authorised reason. These marks count negatively against a pupil's attendance but are not included in any considerations of formal legal proceedings related to a pupil's absence. They include:

- I = Absent due to illness (please note that in line with Bradford Local Authority guidance, medical evidence may be required to authorise this type of absence if a pupil's attendance is less than 90%)
- M = Absent due to medical appointment (please try to make these outside of school hours wherever possible)
- C = Leave of absence for exceptional circumstances (e.g. to attend a funeral)
- C2 = Absence agreed in line with a temporary modified timetable
- E = Absent due to being issued with a suspension from school
- R = Leave of absence due to religious observance. As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion.
- Y = Unable to attend because of an unavoidable cause. Further information is available in DFE Guidance. This code does not count as a possible attendance on the pupil's attendance record.

Unauthorised Absence Codes

These are used when a pupil is absent from school for an unauthorised reason. These marks count negatively against a pupil's attendance and may also inform any legal proceedings related to a pupil's absence (see section on Legal Proceedings for more details). They include:

- N = Absent without a reason being provided. As detailed above, we will make all efforts to contact parents to find out why their child is absent. If we are unable to do so, 'N' marks will be changed to 'O' marks (see below) after five working days.
- O = Absent from school without authorisation. Some examples that would fall into this category include:
    - No reason being provided for an absence
    - The child is refusing to come to school
    - Missing a full day for a medical appointment where attendance could have occurred before or after
    - Truancy
    - Oversleeping/missing the bus
    - School uniform not clean
    - Birthday treats
    - Looking after younger siblings
- G = Absent due to holiday in term time
- U = Arrival after the closing time of the official morning register.

Monitoring and Tracking of Attendance Data

This section of the policy details how we track, monitor, share and analyse attendance data for individual pupils and cohorts of pupils.

In order for all stakeholders (pupils, parents, staff, governors and external agencies) to work in partnership to ensure excellent attendance for pupils at Clayton St John, it is important that we track the attendance of pupils and share this information.

This will be done by the following means:

- Individual pupil attendance data will be shared on a weekly basis with class teachers who will then share it with their class.
- Parents will also be informed about attendance in relation to their child individually and the school more widely through newsletters, social media, academic progress reports, text message, email and letter.
- Attendance data by class will be shared with pupils in assembly on a weekly basis. This will feed into competitions (see Rewards and Incentives section).
- Attendance data of different cohorts will be shared with the Senior Leadership Team on a weekly basis. Examples of cohorts include year groups, boys and girls, pupils with Special Educational Needs or Disabilities and pupils eligible for free school meals. This will then enable leaders to plan specific intervention to support any cohorts whose attendance is below expected.
- Attendance data of different cohorts will also be shared with the whole staff on a weekly basis in briefings so that teachers are aware of which pupils may need extra support.
- Attendance data will be shared with Governors on a half-termly basis so they can fulfil their responsibilities in supporting and challenging senior leaders in relation to the attendance strategy and the impact it is having.
- Attendance data will be shared with the Local Authority School Attendance Support Team on a termly basis. They will then provide support, advice, and guidance to school on how to make further improvements.
- Daily school attendance data will be shared with the Department for Education in line with the mandatory expectation stated within the statutory guidance Working Together to Improve School Attendance.
- In line with guidance, the local authority will be notified when any pupil misses fifteen school days during the course of an academic year.
- We will consider local, regional, and national data to help give us context as to the attendance of students at Clayton St John.
- Where attendance interventions are implemented with pupils to help them improve their school attendance, we will use data to monitor the impact and assess the efficacy of the intervention.

This list may not be exhaustive, but it is intended to ensure that attendance remains at the front of everyone's minds so that we can work together in partnership to secure excellent attendance for all pupils.

Special Exceptions

Travelling Children

The special position of Traveller families is recognised by section 199 of the Education Act 1993 which protects Traveller parents from conviction if the parent can demonstrate that:

- they/ them is engaged in a trade or business of such a nature as requires they/them to travel from place to place.
- the child has attended as a registered pupil as regularly as the nature of that trade or business permits;

- where the child has attained the age of six years, they/them has made at least 200 attendances (i.e. 200 sessions or half days) during the preceding twelve months.

The purpose of this section is to protect Traveller parents from unreasonable prosecution for the non-attendance of their children at school. It does not mean that part time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that children are receiving suitable education when not in school.

In general, the aim should always be to ensure that traveller children attend school as regularly and as frequently as possible – 200 attendances should not be regarded as the norm.

Authorised absences will be permitted when the school is satisfied that a family migrates, but gives reasonable indication that it has every intention of returning.

Excluded/Suspended Pupils
Where the pupil has been temporarily suspended he/she will remain on the school roll. Since the absence results from specific action by the Headteacher, i.e. the decision to exclude, it will be treated as an authorised absence.

Whole School Attendance Strategy

This section of the policy outlines the overall strategy in relation to supporting pupils to maintain excellent school attendance.

Our strategy is based on a tier model in line with best practice as recommended by the Department for Education, with the level of support dependent upon the level of attendance of the pupil.

Pupils whose attendance is below 90% are regarded as 'Persistently Absent Pupils' by the government and pupils whose attendance is below 50% are regarded as 'Severely Absent Pupils'.

The framework below shows the different tiers of the attendance model and the impact this has on their overall attendance.

Attendance Tier	Impact on Student
Tier 1 **100%**	Pupils in Tier 1 do not miss any days of school per year, and they access all learning opportunities available to them. They have the strongest chance of fulfilling their potential.
Tier 2 **97-99%**	Pupils in Tier 2 miss up to 7 days of school per year which is up to 35 hours of learning. They access the majority of learning opportunities available to them and have a strong chance of fulfilling their potential.
Tier 3 **95%-97%**	Pupils in Tier 3 miss up to 10 days of school per year which is around 50 hours of learning. They are at risk of underachievement as a result
Tier 4 **90%-95%**	Pupils in Tier 4 miss up to 19 days of school per year. This is approximately 95 hours of learning. They are deemed to be pupils who are at risk of persistent absenteeism and are at high risk of underachievement.
Tier 5 **88%-90%**	Pupils in Tier 5 miss up to 23 days of school per year. This is approximately 110 hours of learning. They are classed as Persistently Absent pupils by the government and are at severe risk of underachievement.
Tier 6 **50%-88%**	Pupils in Tier 6 miss between 23 and 95 days of school per year. This is between one and three entire half-terms or 115-475 hours of learning. They are classed as Persistently Absent pupils by the government and are at extreme risk of underachievement.

Tier 7 **Below 50%**	Pupils in Tier 7 miss over 95 days of school per year. This is over 475 hours of learning. They are deemed to be Severely Absent pupils by the government and are at critical risk of underachievement.

In order to motivate and support pupils to maintain excellent attendance or improve their attendance, we will utilise a range of strategies which may include, but aren't limited to:

- Positive communication home
- Mentoring
- Communication home so parents are aware of concerns and need to improve
- Student and/or parental meetings with key staff
- Attendance panel meeting with Governors
- Referrals to external agencies (e.g. CAMHS, Education Welfare and Children's Social Care)

In addition to this whole school attendance strategy, Clayton St John have a responsibility to abide by the guidance of the Bradford Local Authority Attendance Team. This attendance policy, therefore, works in conjunction with the Bradford Staged Intervention Procedures outlined in Appendices Four and Five.

Rewards and Incentives

This section of the policy outlines the ways that excellent attendance is promoted and incentivised at Clayton St John. Further information can be found in the Rewards Policy/Positive Behaviour Policy.

In order to support pupils to maintain excellent attendance and encourage them to improve their attendance, it is important that there is a high profile and positive culture around school with rewards and incentives available to them. This will be achieved by:

- Positive attendance messages being shared in collective worship/assemblies on a weekly basis with individuals, form groups/classes and cohorts who have improved being celebrated
- Positive attendance messages being shared throughout the day in lessons
- Positive attendance messages being displayed throughout the school and in classrooms
- Positive attendance messages being shared on social media, newsletters and other external communications
- Attendance competitions between individuals, classes and other cohorts with rewards/privileges for the winners
- Recognition for pupils who maintain excellent attendance or make sustained improvement to their attendance through achievement points, positive communication home, certificates and other rewards
- at parent information and transition evenings

Pupils with Medical Conditions, SEND and Social Workers

This section of the policy outlines the considerations that will be made for pupils with medical needs (including mental or physical ill health), Special Educational Needs or Disabilities and other vulnerabilities.

At Clayton St John we hold the same level of aspiration and high expectations for all of our pupils. The right to an education is the same for every student, regardless of their need, therefore the attendance ambition should also be the same. We recognise, however, that some pupils may have additional needs or vulnerabilities that impact upon their attendance at school.

For example, some pupils may have diagnosed medical conditions which require them to attend regular hospital appointments during school hours, or complex situations at home with which Children's Social Care are supporting.

Other pupils may experience mental health issues that impact on their attendance at school and we are mindful of the DFE Summary of Responsibilities Where a Mental Health Issue is Affecting Attendance when supporting these pupils.

In these circumstances, we will work together with families and other professionals involved in supporting the child to ensure that any necessary reasonable adjustments to this policy are made.

This could include referral to the Bradford Medical Needs and Hospital Education Service who are the local authority team responsible for providing education to children who are unable to attend school due to medical needs.

Formalising Support

This section of the policy outlines the more intense and formal support that will be used when informal measures have been tried without success.

We will work with Bradford Local Authority and other local agencies in a joint fashion to share data on individual cases where it is of benefit to the pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).

We will have termly targeted support meetings with the local authority's attendance team to work together on the support that is needed for persistently and severely absent pupils. We will also share information from our registers with the local authority in order to support this. For example, under DFE Guidance on Working Together to Improve School Attendance it is mandatory that schools inform the local authority where a pupil misses 15 school days within an academic year.

In their 2022 report, 'Securing Good Attendance and Tackling Persistent Absence', Ofsted advise schools to take an approach where they, 'listen, understand, empathise and support – but do not tolerate'.

This means that where a pupil's attendance is an ongoing concern, we will work with families and make referrals to external agencies to secure support in removing barriers to attendance and establishing strong attendance routines. These include:

Attendance Contracts
A voluntary, but formal, agreement between parents and school aimed at outlining expectations and support relating to attendance improvement. These are not legally binding and cannot be agreed in a parent's absence, but allow a more formal route to securing engagement and support. They are not a punitive tool and should always be considered before an education supervision order or prosecution.

Penalty Notices
The government have introduced a national framework for penalty notices from September 2024 via the Education (Penalty Notices) (England) (Amendment) Regulations 2024. This aims at embedding a consistent support first approach where penalty notices are considered on a case by case basis.

The threshold is 10 sessions (equivalent to five days) of unauthorised absence within a 10 week period. Most commonly, penalty notices are issued for unauthorised term-time holidays. The new regulations state that the fine amount is:

- £160 per parent per child (reduced to £80 if paid within 21 days) on the first occasion in a rolling three year period from September 2024
- An automatic £160 per parent per child on the second occasion in a rolling three year period from September 2024
- Direct to prosecution on the third occasion within a three year period from September 2024 in recognition that penalty notices are not having an impact

The new regulations state that schools must consider issuing a penalty notice for any instance of a pupil having 10 unauthorised absence sessions within a 10 week period.

Where these are sporadic absences, however, it will be expected that schools are able to demonstrate that they have taken a support first approach before submitting a penalty notice request to the local authority. This is not the case for term-time holidays where support is not appropriate.

Education Supervision Order

Where a voluntary early help plan or attendance contract has not secured the desired improvement in attendance, an Education Supervision Order (ESO) can be issued by the Family or High Court as a formal legal intervention without criminal prosecution.

An ESO means that the court mandates the local authority to supervise a child's education for a period of time (initially a year with the option to extend it). This process is led by the local authority although it is an expectation of schools that they will support as appropriate.

Under an ESO, the local authority may require parents to attend support meetings and access services such as counselling and parenting programmes. Where parents persistently fail to comply with directions given under an ESO, they may be guilty of an offence and face a fine of up to £1000.

Attendance Prosecution

Prosecution in the Magistrates Court is a last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate in the circumstances of the individual case.

The decision to prosecute a parent who has failed to ensure their child attends school regularly under the Education Act 1996 rests solely with the local authority, but school will be expected to provide evidence of how they have attempted to improve the pupil's attendance prior to the matter reaching this stage.

Depending on the severity of the case, consequences could be a fine of up to £1000, a fine of up to £2500 and/or a community order or imprisonment of up to 3 months.

Parenting Order

This can be imposed by the court as a mandatory order on parents to attend guidance sessions and improve their child's attendance at school. Parental agreement is not required and they may be utilised where a parent has not engaged in support to improve their child's attendance.
Similarly to an Education Supervision Order, a breach or non-compliance with a Parenting Order could result in a fine of up to £1000.

When implementing more formal support, we will follow the staged intervention approach which is recommended by Bradford Local Authority. Further details of this can be found here:

https://bso.bradford.gov.uk/content/education-safeguarding/attendance/poor-attendance-interventions

These legal routes are a last resort once all other informal and formal support has been exhausted, however, we feel it is important to be open with parents in stating that we will not shy away from using them where necessary in order to help every pupil access their education.

Links with Guidance and Other Policies

The Clayton St John Attendance Policy has due regard to the law on areas including:

- DFE Working Together to Improve School Attendance Guidance
- DFE Summary Table of Responsibilities to Improve School Attendance
- The Education (Pupil Registration) (England) Regulations 2024
- Education (Penalty Notices) (England) (Amendment) Regulations 2024
- Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024
- DFE Guidance on Parental Responsibility Measures
- DFE Guidance on Children Missing Education
- DFE Guidance on Supporting Pupils with Medical Conditions at School
- DFE Summary of Responsibilities Where a Mental Health Issue is Affecting Attendance
- DFE Guidance on Suspensions and Exclusions
- DFE Guidance on Alternative Provision
- Keeping Children Safe in Education 2024
- Is my child too ill for school? – NHS
- The Education Act 1996
- The SEND Code of Practice
- The European Convention on Human Rights (ECHR)
- The Equality Act 2010
- The UN Convention on the Rights of the Child

This policy should also be read in line with the following Clayton St John policies:

- Safeguarding
- Suspensions and Exclusions
- Supporting Students with Medical Conditions
- Inclusion

Application for Leave of Absence from Clayton St John

Date of Request:

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Bradford Council expects all parents/guardians to ensure that their children attend school regularly. Absences due to holidays, taken during term time can seriously impact on a pupil's academic attainment. Bradford Council's policy is to only grant leave of absence in the most exceptional circumstances. If permission is given for leave of absence the Headteacher will determine the number of days of authorised absence.

Taking 'Leave of Absence' without the school's permission could result in you being issued with a Penalty Notice fine of £160. Penalty Notices are issued, per parent per child. Where permission has been given for 'Leave of Absence', if you fail to return your child within 10 school days of the agreed return date, your child may be removed from the school roll.

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure.

PARENT SECTION

Surname of child		First name of child	
Date of birth		Class	
Surname of parent/guardian		First name of parent/guardian	
Address of child			
Postcode		Telephone number	
Reason for absence			
Length of absence applied for (number of school days)		Destination	
Date of departure		Date due back in school	
Emergency telephone contact in the Bradford district		Emergency telephone contact abroad	
Parent's/guardian's signature		Date	

SCHOOL SECTION

Date of meeting with parent/s		Headteacher's signature		Date
Leave of Absence	Approved for		School days	
	Not approved for		School days	
Reason for refusing Leave of Absence				

Please Retain for School Records

In the event of the child not returning within 10 schools days of the agreed return date and no satisfactory explanation has been provide for the none return, the child can be removed from the school register. A Children Missing Education referral should be made to the CME Team who will require a copy of this form. For further information please see Bradford Council Leave of Absence, Holidays in Term Time and Extended Leave of Absence – Guidance for Schools or Children Missing Education 'If A Child Goes Missing'.

Where a pupil attempts or is seen to be leaving the school premises without authorisation, the following procedures must be followed:

1. Staff will follow the pupil to the perimeter fence or gate and try to persuade the student to stay in school. De-escalation techniques will be attempted in order to support the pupil in returning to school. In such stressful circumstances it is important that staff remain as calm as possible and follow procedures.

2. If a student is deemed to be a high risk to themselves or other people then staff may need to physically intervene by adhering to the Positive Handling Strategies as per Team Teach training.

3. Staff must be aware that active pursuit may encourage the student to leave the immediate vicinity of the school and may also cause the pupil to panic, possibly putting them at risk (e.g. running into a busy road). Where they are not in danger, this means that it may be more appropriate to monitor the student from a distance or through the use of CCTV where available.

4. If the student has left the immediate vicinity of the school, the Head Teacher/Deputy Headteacher must be contacted immediately so they can act as the lead person in directing the course of action. This may include the member of staff collecting a pupil specific 'grab bag' which contains first aid resources, pupil's contact details, school phone etc.

5. Staff will follow the student and engage in a local search, following the student at a safe distance if in view.

6. The lead member of staff may direct additional staff to join the search in a vehicle, taking a mobile phone to maintain communication with school.

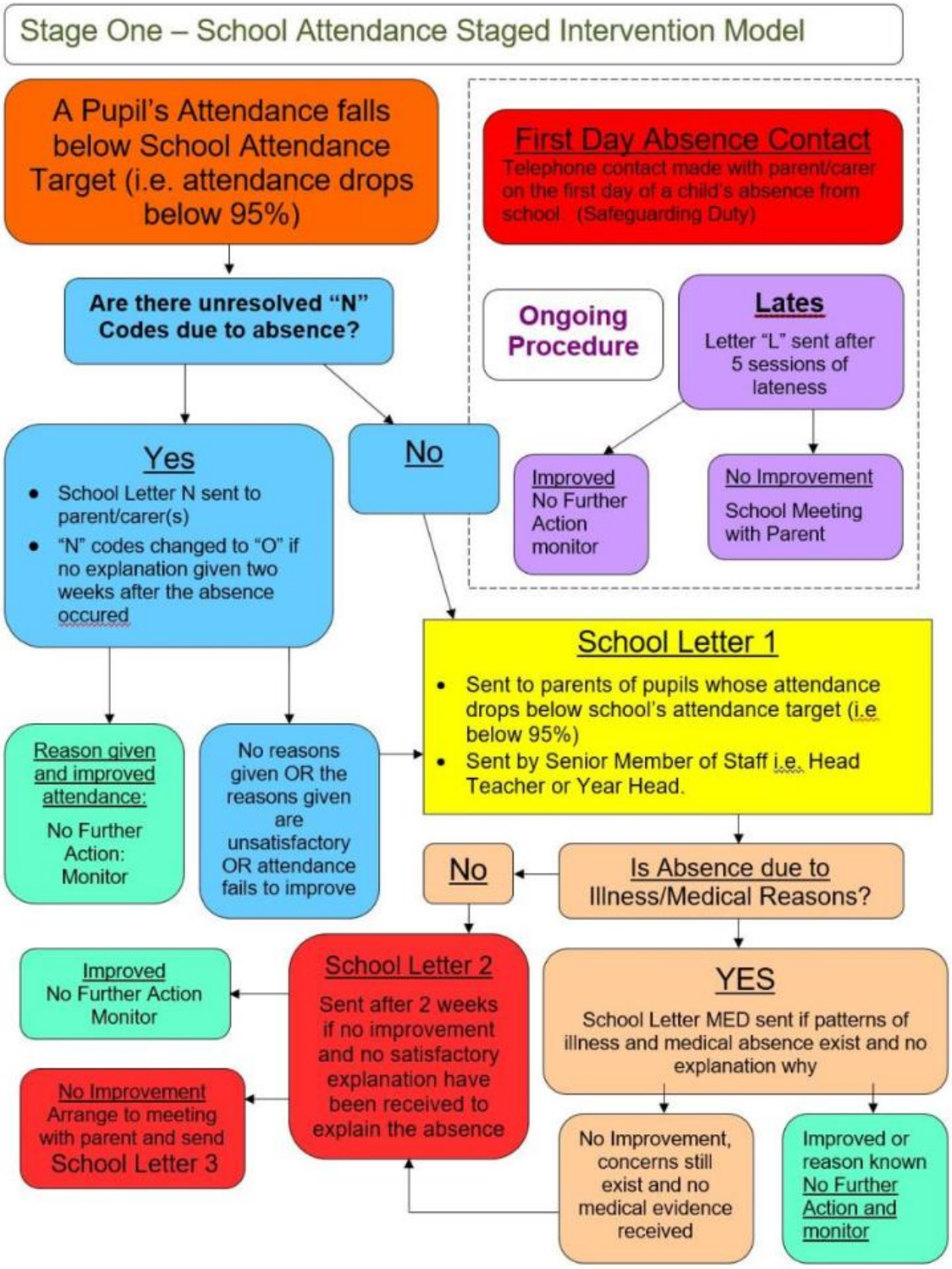
7. If the searching staff lose sight of or are concerned for the safety of the student or themselves, they must contact the school office giving current details of their location and a description of the pupil.

8. A member of staff must then contact the Police and the pupil's parents/carers immediately. These phone calls should be made concurrently.

9. If the pupil has left the immediate vicinity of the school grounds and are no longer visible then the lead member of staff will make a decision as to how to take matters further. This will take into account the age of the student, the prevailing weather conditions, the nature of the incident which led to the pupil absconding, the pupil's previous history of being involved in episodes of absconding and their outcomes.

10. Following an incident of this type, an Individual Pupil Risk Assessment (IPRA) will be put in place by the Designated Safeguarding Lead and/or SENDCO to support the child. This will be agreed with parents and shared with staff with the intention of reducing risk of reoccurrence. This may include the creation of a pupil specific 'grab bag' which contains first aid resources, pupil's contact details, school phone etc, if it is felt there is a chance of the child absconding again.

Appendix 1 – Stage 1 flow chart.

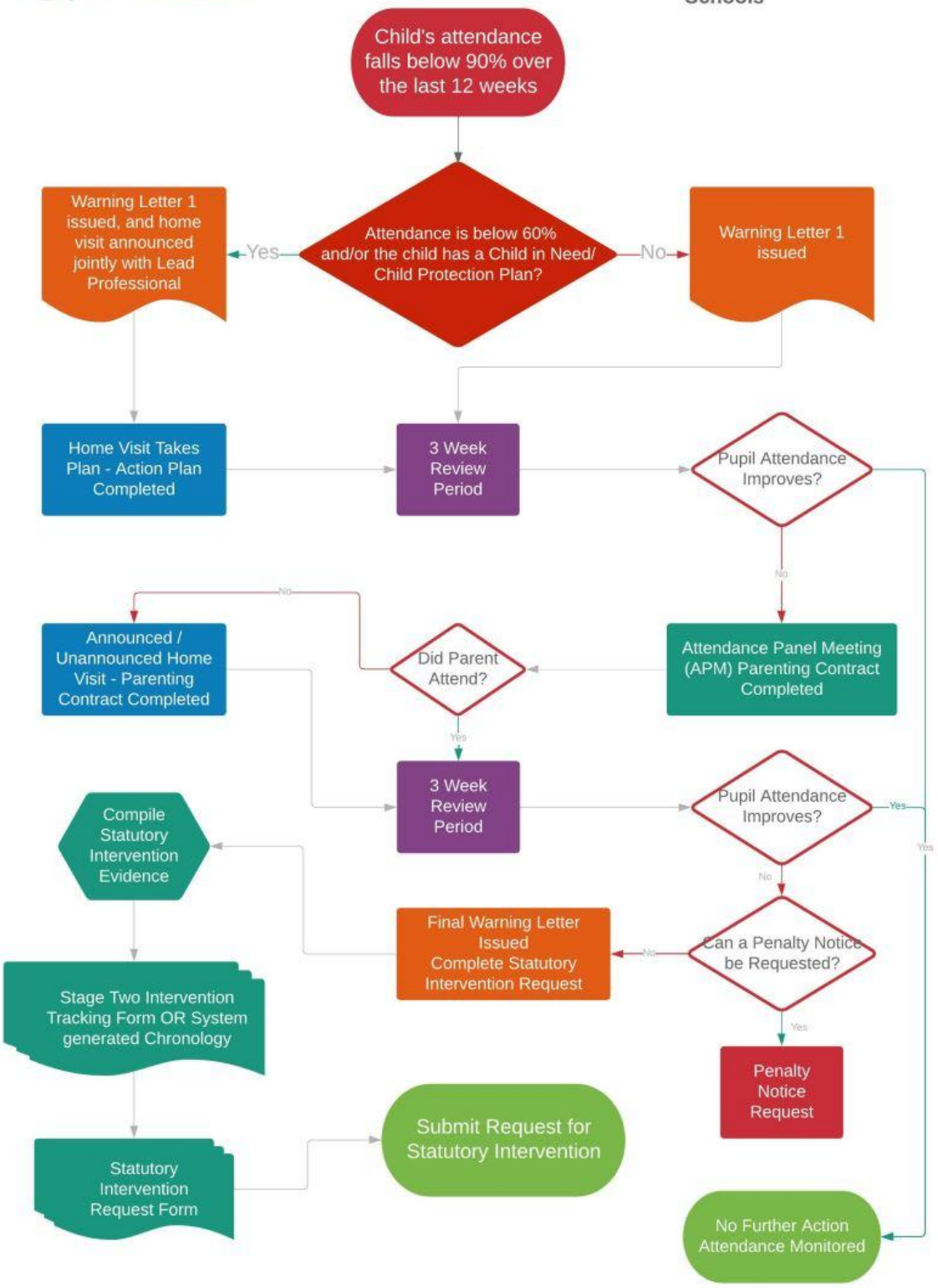


[Poor Attendance - Staged Intervention Process - UPDATED 21st FEBRUARY 2022 | Bradford Schools Online]

Bradford Local Authority Attendance Staged Intervention Procedure – Stage 2

City of BRADFORD METROPOLITAN DISTRICT COUNCIL

Education Safeguarding Team
Stage Two Intervention Process: Schools



Bradford Attendance Charter



Bradford District Schools Attendance Charter

The Attendance Charter is a collaborative approach to promoting good attendance within schools across Bradford District, so that all children and young people can fulfil their potential. All those signing the charter agree to uphold a set of joint principles and to work together to implement the charter. Bradford Council has agreed to support the charter and work together with schools and settings to ensure a partnership approach to the charter's implementation. The charter will seek to strengthen support from key multi-agency partners and further support our shared approach to school attendance.

Our school agrees to:

1. Elect a senior leader, a Senior Attendance Champion responsible for implementing the attendance strategy, and elect and train a governor or trust leader responsible for overseeing attendance.
2. Ensure attendance staff are appropriately trained and that they participate in networking/development opportunities.
3. Have in place a clear attendance policy whose effectiveness is regularly monitored and reviewed by the senior leadership team and reported to governors or trust leaders.
4. Appoint a member of staff who is responsible for the day-to-day management of attendance across the school and liaising with appropriate safeguarding leads.
5. Implement a robust approach to track and monitor pupil attendance, so that action can be taken swiftly for students whose attendance is causing concern, and that patterns and themes in respect of student absence can be analysed and managed appropriately.
6. Offer an engaging curriculum and enrichment programme for all pupils, that inspires children to attend their school or setting every day.
7. Engage and involve parents/carers and the community in developing attendance approaches, particularly those parents whose children are most at risk of ongoing or persistent absence issues.
8. Engage and involve parents/carers and the community in the developing attendance approaches, particularly those parents whose children are most at risk of ongoing or persistent absence issues.
9. Commit to multi-agency working to address underlying issues facing families and communities, including a commitment to active engagement with the wider team around the child and whole-family approaches to supporting children and families with more complex or entrenched needs.
10. Share and implement best and emerging practice in respect of what is working to improve attendance for those children and families most at risk of persistent absence.
11. Review Bradford Schools Online guidance, taking note of the best practice recommendations around the Staged Intervention Approach to Poor Attendance, safeguarding pupils and when removing children from roll.

Department for Education

City of BRADFORD
METROPOLITAN DISTRICT COUNCIL

Schools agree to also implement the following common practices:

- Take their attendance register at the start of the first session of each school day (morning) and once during the second session (in the afternoon). They will record if the pupil is:
  - ✔ Present;
  - ✔ Attending an approved educational activity
  - ✔ Absent due to illness/medical appointment
  - ✔ Absent – unauthorised; or
  - ✔ Unable to attend due to exceptional circumstances
- Contact the pupil's parents/carers on a pupil's first day of absence, to establish the reasons for absence and mark the attendance register accordingly. Then contact the pupil's parents/carers every day that there are subsequent unexplained absences.
- Close their register 30 minutes after the start of the school day. All pupils arriving after the register has closed will be marked with the code U or with another absence code such as I or M.
- Positively engage with termly attendance support meetings with Bradford Council, sharing information on the interventions attempted with persistently and severely absent children and engaging in discussions to agree appropriate actions.
- Headteachers across all Bradford District schools will not authorise any requests for leave during term time unless there are exceptional circumstances. Headteachers will also commit to communicate effectively with families in respect of planned absences, and withdrawal from learning which may then impact a pupil's term time attendance.
- Monitor patterns of late arrival amongst pupils. Those pupils who are persistently late (late more than once a week for a period of a month) will be contacted and a plan put in place to address this.
- Monitor and track the attendance of all pupils on weekly basis.
- Where pupils have a concerning decline in attendance, over one term and/or have had six sessions of absence (unauthorised and/or authorised absence over a three school week period), schools will contact parents/carers and will consider holding an attendance meeting to review their child's attendance with them and that will set clear targets for improvement.
- Liaise with schools where children from the same/linked families attend, so that there is a shared approach to promoting good attendance and in respect of sanctions for families whose attendance is a concern.
- Where a pupil has had two sickness absences in a half term or has a sickness absence of three consecutive days, and If the authenticity of the illness is in doubt, schools can request parents to provide medical evidence to support illness. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
- Follow the Bradford Staged Approach to Poor Attendance, ensuring families are offered support tailored to their needs, whilst ensuring legal intervention is requested swiftly when appropriate.
- Be aware of emerging issues that may impact children and their families (such as refugees and asylum seekers) and where additional support may be sought to support the school and the family.

Summary of Policy Changes

The below table provides a summary of changes to this policy over time:

September 2024	
Page	**Summary of Change**
3	• Added reference that this policy will act as a user manual for 'promoting positive attendance' rather than just as a user manual. • Added in terminology of 'Expect', 'Monitor', 'Listen and Understand', 'Facilitate Support', 'Formalise Support' and 'Enforce' in line with latest DFE guidance.
4	Added table to demonstrate what attendance percentages mean in real terms of school days lost and learning hours lost.
5	Changed 'Senior Leader' to 'Attendance Champion' to bring terminology in line with latest DFE guidance which references all schools having a senior member of staff to fulfil this role.
7	Amended wording in paragraph on punctuality to school to focus more on supporting pupils and families to remove barriers rather than imposition of consequences.
8	Added in link to NHS guidance on whether a child is too ill to attend school to support parents
9	Added in reference to the Bradford Attendance Charter which makes clear that all schools in the district are committed to not authorising holidays in term time
10-11	• Added in the new 'K' code in line with latest version of guidance • Added in the new 'C1' and 'J1' codes and further details relating to the 'R' and 'Y' codes from the new DFE guidance
12	Made clear that attendance data will be shared with the Department for Education as this has been made mandatory under the new guidance
14	• Added in the same wording as used on P7 regarding punctuality so that the policy is consistent • Added in specific reference to pupils whose attendance may be impacted by mental health issues and associated DFE guidance.
15	Added further information about 'Attendance Contracts' in line with new guidance
16	• Added more information about penalty notices in line with the new national framework • Added more information about Education Supervision Orders in line with the new guidance • Added more information about Attendance Prosecution in line with the new guidance
17	Updated hyperlinks to all guidance and policies to ensure that they link to the latest versions
26-27	Added in the Bradford Attendance Charter
28	Added in a summary of policy changes