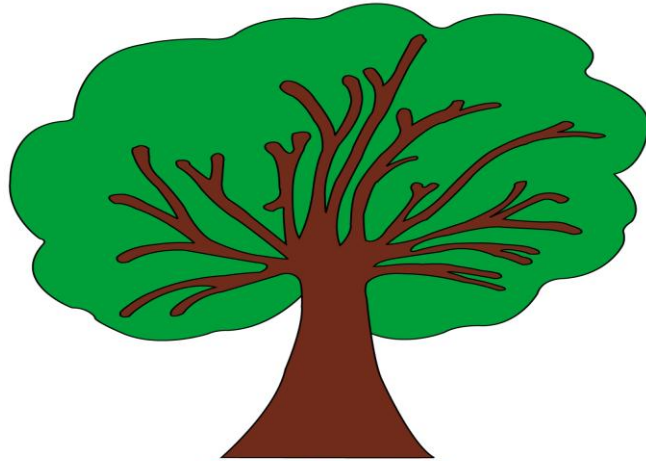


BURSTWICK COMMUNITY PRIMARY SCHOOL

Burstwick Community
Primary School



Branching Out
Into The Community

ATTENDANCE POLICY

‘ATTENDANCE MATTERS’

At Burstwick Community Primary School we aim to provide a safe, secure and stimulating environment within which all children feel cared for, supported and happy, where children can achieve highly and let their imagination flourish.

We aim to prepare children for adult life and the world of work through developing an enthusiasm for learning and a willingness to persevere in the face of challenge.

Believe, Unique, Resilient, Safe, Tolerant, Worthy, Independent, Creative, Kind-hearted

We are **BURSTWICK!**

Advice and contact list

Name	Role	Contact details	Notes
Ian Cutts	Headteacher with responsibility for the strategic approach to attendance in school	E: burstwickcommunity.head.primary@eastriding.gov.uk T: 01964 623411	This is the name of the person with strategic overview of attendance for the school
Joanne Winn & Karen Spencer	Member of staff responsible for day to day management of attendance	E: burstwickcommunity.primary@eastriding.gov.uk T: 01964 623411	This is the name of the person in the office that parents should contact about attendance concerns
Ian Cutts	Designated Safeguarding Lead	E: burstwickcommunity.primary@eastriding.gov.uk T: 01964 623411	This is the name of the person that parents could approach for more detailed support on attendance concerns
Dominic Boynton	Designated Safeguarding Governor / Attendance Link Governor	E: boyntond@burstwickprimary.co.uk T: 01964 623411	This is the name of the person with strategic overview of attendance on behalf of the Governing Body
Andrew McGlynn	Education Welfare Service	E: education.welfare@eastriding.gov.uk	This is the local authority contact that parents and schools could contact for further assistance

Definitions and acronyms

Definition of a parent - For the purpose of this policy, as set out within ‘Working Together to Improve School Attendance,’ August 2025 a parent means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who has care of a child or young person (i.e. lives with and looks after the child).

DfE – Department for Education

Related legislation and guidance

'Working together to improve school attendance' August 2024

Education Act 1996

Education (Pupil registration) (England) (Amendment) Regulations 2016

'Children Missing in Education,' Statutory Guidance September 2016

'Keeping Children Safe in Education,' September 2025

'Ensuing a good education for children who cannot attend school because of health needs,' January 2013

'Summary of responsibilities where a mental health issue is affecting attendance,' February 2023

'Promoting the education of children with a social worker,' - June 2021

'Supporting Pupils at school with medical conditions,' December 2015

'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement,' September 2024

Other related policies

Absence from school in Exceptional Circumstances Policy (some schools call this 'term time holiday' policy)

Child Protection & Safeguarding Policy

Behaviour for Learning Policy

Introduction and core principles

Every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, the attendance policy should account for the specific needs of certain pupils and pupil cohorts. The policy should be applied fairly and consistently but in doing so schools should always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of their policy, schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. To ensure all leaders, staff, pupils, and parents understand these expectations, this attendance policy, based on the expectations set out in 'Working Together to Improve School Attendance' August 2024 outlines these.

The policy should be easily accessible to leaders, staff, pupils, and parents, including being published on the school's website. Parents should be sent it with any initial information when pupils join the school and reminded of it at the beginning of each school year and when it is updated.

At Burstwick Community Primary School we recognise the link between regular attendance and high attainment. We expect that all pupils will attend school every day that the school is open unless there is a specific reason for the pupil not attending. We are committed to applying the core principles as set out in 'Working Together to Improve School Attendance', August 2024.

Roles, responsibilities and expectations – the table below is taken from the DfE 'Summary table of responsibilities for school attendance,' August 2024.

Parents are expected to:	Schools are expected to:	Academy Trusts & Governing Bodies are expected to:
Ensure their child attends every day the school is open, except when a statutory reason applies.	Have a clear school attendance policy on the school website, which all staff, pupils and parents understand.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Ensure school leaders fulfil expectations and statutory duties.
Only request leave of absence in exceptional circumstances and do so in advance	Accurately complete admission and attendance registers.	Use data to understand patterns of attendance and compare with other local schools to identify areas of progress and where greater focus is required.
Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.	Ensure school staff receive training on attendance.
	Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.	
	Have a dedicated senior leader with overall responsibility for championing and improving attendance.	

School Times

It is important that your child is at school for the start of the school day. The school day is made up of two sessions, a morning, and an afternoon. Registers are taken during these sessions. School times are:

Registration

The school starts at **9:00am** and all the school gates are open from **8:50am** until **9:00am**. This time is sufficient for all pupils to come into their classroom.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher by 9.10am and by 1.10pm for the afternoon session. (Attendance code / and \ for pupils who are present).

All attendance records are documented using ScholarPack MIS software, which is supported by the Local Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.
- Proof of absence can and will be requested. If proof is not forthcoming, the attendance will be marked accordingly, which can then become an attendance concern and involve other services/agencies.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.
- Proof of absence can and will be requested. If proof is not forthcoming, the attendance will be marked accordingly, which can then become an attendance concern and involve other services/agencies.

Lateness

Once the doors are closed at **9:00am** the only way to get into school is via the school office. Any pupil who comes into school this way from **9:00 – 9:10am** will be marked as late in the attendance record. Records are kept of those pupils who are late and this is documented on the electronic register for each pupil (Attendance code **L – late before register closed**). Any child who arrives for school later than **9:10am** will be marked as having an unauthorised absence for the morning. (Attendance code **U – late after register closed**).

**Please note that you risk an unauthorised absence as the office can be busy first thing in a morning.*

Parents/carers must sign their child in using the InVentry system, which is located in the main office. Where this is not possible due to exceptional circumstances, identified staff have the authority to enter details on the system.

Children who have attended a medical appointment, and have provided the necessary documentation, and subsequently come to school later than 9.10am will have the absence recorded as a medical absence (Attendance code M).

Parents/Carers must provide proof of a medical appointment for children that attend appointments in the afternoon, and leave school early. This can range from a medical letter to sight of the appointment sent via text

message. All medical absences for an afternoon appointment will be recorded and monitored for patterns of absence.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

ABSENCES

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify the school of their child's absence, it is important that they provide details of the reason for their absence.

If your child has been sick, had diarrhoea or both, do not allow them to attend school for a period of **48 hours** after the last bout of sickness or bowel movement. If the school should request that your child is collected for either of the above reasons, we will advise you further.

All absences are recorded as either authorised or unauthorised absences on the school system. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence, a member of the school team will contact parents/carers via phone and/or send a letter requesting these details to parents/carers to complete. If this letter is not completed and returned by the specified date, the absence will be recorded as an unauthorised absence (Attendance Code 'N').

Requesting leaves of absence from school in exceptional circumstances.

Absence for the purpose of a term time holiday is not usually considered exceptional. Parents/Carers must complete the school's form to request absence from school in exceptional circumstances. The form can be obtained from the school office. All requests for planned absence must be submitted to the school office at least 2 weeks prior to the planned absence.

If your request is not approved and your child is absent during this time then the absence will be recorded as unauthorised and the school may refer the unauthorised absences to the local authority and parents may be liable for a penalty notice (fine).

How the school is promoting and incentivising good attendance.

The school promotes strong attendance across all year groups, including those children not of statutory attendance. This is achieved through the use of:

- DOJO points
- Certificates
- Rewards
- Whole school assemblies
- Communicating with families through:
 - Website
 - DOJO
 - Newsletters
 - Facebook
- Weekly Attendance Assembly

Attendance assemblies are used to showcase each classes attendance, and this includes staff as a collective group. We do this to show children that high levels of attendance are expected from everyone.

At the end of every term, all children with 100% attendance will receive a certificate and an attendance sticker.

The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

All schools record their attendance registers in a school information management system. The school will analyse this data to identify trends and patterns of pupil absence and may use this to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

The school will use its attendance data to help it identify pupils whose attendance has fallen below 90%, making them at risk of becoming a persistently absent pupil or below 50% (at risk of becoming a severely persistently absent pupil).

The school will contact you to discuss your child's attendance if there are regular absences.

First Day Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9.10am to 9.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent, and we will contact the parent to check the reasons for the child's absence. All contact messages from parents are recorded on ScholarPack.

Parents/Carers are expected to inform the school daily as to the reason for their child's absence. The school will contact parents/carers as below to fulfil the school statutory safeguarding procedures.

- **Day 1 of absence – initial phone call**
- **Day 3 of absence – follow-up phone call**
- **Day 5 of absence – follow-up phone call and possible home visit**

Absences lasting longer than 5 days will require medical evidence and a possible home visit to ensure the safety of the child/ren, and to see how the school can support the family further.

Long Term Illness

When children have an illness that means they will be away from school long term, the school will do all it can to send learning material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

Where there is no improvement in school attendance and all support interventions both in school and out of school as outlined above have been offered, then the school will meet with the Local Authority's Education Welfare Service (EWS) and agree whether they will become involved and formal interventions may be considered. These formal interventions could include the use of a parenting contract, penalty notice, education supervision order, school attendance order or prosecution in the magistrate's court.

Safeguarding

The school is committed to safeguarding and promoting the welfare of all children and staff. We expect all staff and volunteers to share this commitment. Through the construction and writing of policies, we share our commitment; and through our curriculum provision, safeguarding is taught both explicitly (directly) and implicitly (indirectly).

We believe that all children have the right to learn in a supportive, caring and safe environment, which includes the right to protection from all types of abuse. Staff are vigilant for signs of any child in distress and we are confident about applying our safeguarding procedures to avert and alleviate any problems.

Monitoring and Review

Burstwick Community Primary School’s Attendance Policy is monitored regularly by the Senior Leadership Team (SLT), who report to the governors about its implementation and effectiveness. This is to be done through regular work scrutiny and will be monitored for whole school consistency and evaluated for impact on children’s learning and outcomes. Governors are kept informed via the termly Headteacher’s Report.
This Policy will be reviewed at least once a year through discussion with all staff and Governors.

“Every day counts”

This policy will be reviewed annually. As noted in ‘Working Together to Improve School Attendance,’ 2024, the school will seek the views of stakeholders as part of the review process.

Date agreed: July 2025

Date to be reviewed: June 2027 or as guidance is issued from the Department for Education (DfE) and/or Local Authority (LA).

Approved	Name	Signature	Date
Chair of Governors	Mr Andrew Johnson		
Headteacher	Mr Ian Cutts		

Our Mission

At Burstwick Community Primary School, we believe good attendance is vital for a child to achieve their **full potential**.

We aim to promote good attendance by providing a **safe and motivating environment** for all children.

As a team, we will together **break down any barriers** a child or family may have to accessing their education.

Every child matters, every day matters.

Parental home agreement

Parents/ carers AND school both have a legal duty for attendance.

It is a legal requirement for each and every child to access regular education.

I need support with my child's attendance

If you need support with your child's attendance, please reach out to a member of the attendance team, or inform your child's class teacher.

FAQ's

What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90%- we aim to offer early intervention support at this stage.

What is an EPN?

EPN stands for 'Education penalty notices'
EPN's are issued for unauthorised absences, this includes term time holidays.

I'll just go on holiday and pay the fine?

EPN's have now been capped nationally at TWO fines within any 3 year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a fine of up to £2500!

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school.

What happens if I keep my child off, and don't contact school?

School will call home to try and obtain a reason for absence- if no reason is provided school may carry out a visit to your home- this is to check on the welfare of you and your child.

School Attendance

Parent Guide

Primary School



Branching Out

*Believe, Unique, Resilient, Safe,
Tolerant, Worthy, Independent,
Creative, Kind-hearted*

We are BURSTWICK!

Burstwick Community Primary School

ATTENDANCE TEAM-

Headteacher– Mr Ian Cutts
Admin– Mrs Joanne Winn

Telephone: 01964 623411
E-mail: burstwickcommuni-
ty.primary@eastriding.gov.uk

**Please also refer to the full attendance policy
that can be found on our school website**

Every day counts

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks learning
94% attendance	12 days missed	2 weeks and 2 days
90% attendance	19 days missed	3 weeks and 4 days
85 % attendance	30 days missed	6 weeks of learning
80% attendance	40 days missed	8 weeks of learning

Every minute counts

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3 days learning missed
10 minutes late every day	32 hours missed	6.5 days learning missed
20 minutes late each day	65 hours missed	13 days learning missed
30 minutes late each day	95 hours missed	19 days learning missed

'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!

Make each day count.

Attendance Procedures

Absence-

If your child is going to be absent from school- you must contact the school office before 9.00am to provide a reason for absence.

Medical evidence-

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences.

This way, we can make sure absences are authorised.

Punctuality-

If your child arrives to school after registration closes your child will receive an unauthorised late mark- this effects your child's attendance.

You must accompany your child to sign in at the office when arriving late.

Persistent Absence (PA) / risk of PA

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings.

Being persistently absent may make you liable for fines or school attendance referrals.

Fines / holidays

Holidays are in no circumstances authorised by school.

Unauthorised absence due to holidays will result in a fine being issued from East Riding of Yorkshire council.

Please refer to the 'EPN guide for parents' on our school website.

Celebrating Attendance

Celebrating our children's attendance achievements is key to keeping our children motivated and engaged.



We celebrate attendance in so many ways such as....

- Core Values, DOJO points, WOW's, stickers, certificates etc
- And most importantly, celebrating our children's 'small wins' every single day!

