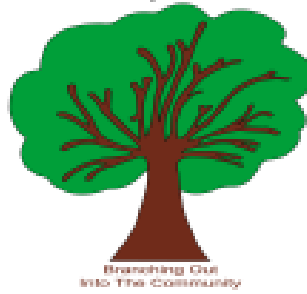


Burstwick Community
Primary School



School Attendance Policy

Burstwick Community Primary School

	Date	Date next review due
Implemented on	28/08/2026	31/08/2027
Reviewed		
Reviewed		

“Attendance matters”

“BURSTWICK: Small School. Big Hearts. Where Learning Comes Alive.”

At Burstwick Community Primary School, our children thrive, develop and master their independence and confidence in a busy and enthusiastic learning environment.

Within our school, our children have a strong voice, feel cared for, supported and are part of the Burstwick family.

At Burstwick Community Primary School, we live by our core values. These values support the development of the whole child as a reflective learner within an enthusiastic and focused atmosphere.

CORE VALUES: *Believers, Unique, Resilient, Safe, Tolerant, Worthy, Independent, Creative, Kind-hearted.*

*We are **BURSTWICK!***

Advice and contact list

Name	Role	Contact details	Notes
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	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
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 2024 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 2022

'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 2023

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.

The school uses the following guidance, *Working Together to Improve School Attendance (July 2026)* in conjunction with *Keeping Children Safe in Education 2026*

https://assets.publishing.service.gov.uk/media/6a4f9ec6a6586e258d371bd0/Working_together_to_improve_school_attendance_2026.pdf

https://assets.publishing.service.gov.uk/media/6a4cf903b7203c4c023fd2f3/Keeping_children_safe_in_education_2026.pdf

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.	

Pupils at risk of becoming persistently absent (PA - <94%)

Parents are expected to:	Schools are expected to:	Academy Trusts & Governing Bodies are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance.	Proactively use data to identify pupils at risk of persistent absence.	Regularly review attendance data and help school leaders focus support on the pupils who need it.
Proactively engage with the support offered to prevent the need for more formal support.	Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.	
	Where out of school barriers are identified, signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met.	
	If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. If a case meets the local threshold for formal early help/family support, this includes conducting the early help assessment and acting as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.	

Persistently Absent pupils (PA <90%)

Parents are expected to:	Schools are expected to:	Academy Trusts & Governing Bodies are expected to:
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Work with the school and local authority to help them understand their child's barriers to attendance.	Continue support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.	Regularly review attendance data and help school leaders focus support on the pupils who need it.
Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.	
	Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.	
	Where there are safeguarding concerns, intensify support through a referral to statutory children's social care.	
	Work with other schools in the local area, such as schools previously attended and the schools of any siblings.	

Pupils at risk of becoming severely absent (SA - <50%)

Parents are expected to:	Schools are expected to:	Academy Trusts & Governing Bodies are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance.	Continue support as for pupils at risk of becoming persistently absent and: Agree a joint approach for all severely absent pupils with the local authority.	Regularly review attendance data and help school leaders focus support on the pupils who need it.
Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.		

Further advice and guidance on supporting children with lower attendance than their peers, SEND/Medical Conditions, and Social Care involvement is also available

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 Arbor 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.*

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

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 then 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.

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

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 is 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 Arbor.

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 pupils and parents as part of the review process.

Review date: August 2026

Headteacher: Mr. Ian Cutts

Signed:

Date:

Chair of Governors: Mr. Andy Johnson

Signed:

Date: