

# Federation Attendance Policy



**Cavendish**  
Primary School



**Knowleswood**  
Primary School

**Cavendish and Knowleswood Federation**

Next review November 2023

## **Cavendish and Knowleswood Federation Attendance Policy**

The Federation aims to ensure all children achieve their full potential in all aspects of their school life. In order to achieve this it is vital that children attend school every day.

**It is the legal responsibility of all parents to ensure their child(ren) attend school every day on time.**

The school doors open at 8.40am and the register is taken at 9.00am. Children arriving between 9.00am and 9.30am will be recorded as being late. Children arriving after 9.30am will also be recorded as late but this will also mean that they will lose their attendance mark for that morning – this will be marked with a U code which means late after register has closed and is classed as an unauthorised absence.

Children must attend school unless they need to be absent for an authorised reason. Authorisation will be granted for illness, medical appointments that cannot be made outside the school day and religious observance (a maximum of 3 days may be requested during any one school year with no more than 2 days at any one time).

If your child is absent from school you should contact the school office as soon as possible on the first day of absence; this can be done by telephone, text, through the Arbor app, in email or in person. If school is not contacted by parents, then parents will be contacted by the school to gain a reason for the absence and ensure the child is safe. **If parents cannot be contacted it may result in a home visit.** Parents are required to provide an appropriate reason for their child's absence on the first morning of non-attendance. If no reason for absence is received, the absence will be recorded as unauthorised.

Attendance will always be a high priority for school and we will continue to promote attendance in a positive way through assemblies, certificates, medals, prizes and family support where appropriate. The school will hold a termly assembly that parents are invited to celebrate good attendance. The school will inform every parent of their child's attendance with a comparison to national expectations each term via a letter. Parents can also check their child's attendance through the Arbor app.

School leaders meet regularly to analyse children's attendance. When a child's attendance causes concern, we will manage this through the staged approach outlined below.

**Stage 1 – School based attendance interventions (attendance <95%, lateness, broken weeks, unauthorised absence)**

Families will receive support from the school's attendance team through a mixture of telephone calls, letters and meetings with parents. We will work with parents/carers to remove barriers to attendance. If attendance fails to improve or attendance patterns still cause concern we will move onto stage 2.

**Stage 2 – Additional support for children who are persistently absent (attendance below 90%)**

School will work with Bradford council's safeguarding team. In the initial stages it will take the form of welfare support to remove barriers to attendance however will quickly move onto formal enforcement action in the form of penalty notices if attendance does not improve. The amount of support provided will be judged on a case by case basis but welfare support will underpin any enforcement action. The support will include attendance panel meetings and parenting contracts and will consider the use of an Early Help assessment; this support will have a three-week review period. If parents fail to attend a parent contract will be drawn up in their absence.

**Stage 3 – Attendance is below 80% or there are 24+ sessions of unauthorised absence in a 12 week period and stage 2 has been completed.**

This is a mandatory Bradford council process. A member of the council's safeguarding team will lead this process and this may result in prosecution through a magistrate summons.

In line with government guidelines term time holidays are not permitted. All requests for term time absence will be termed as a "leave of absence". The school will not authorise any requests for leave of absence **other than in exceptional circumstances**. Any request for leave of absence should be made in writing. If a child is taken out of school for a leave of absence then a Fixed Penalty Notice will be issued. All term time holidays taken will now be referred to the Bradford council's prosecution team for a Fixed Penalty notice which are calculated as follows:

£60 per parent per child if paid within 21 days.

£120 per parent per child if paid after 21 days but before 28 days.

Failure to pay before 28 days is likely to lead to prosecution.

If you wish to speak to anybody about your child's attendance or need further support with getting your child to school please contact the school office and ask to speak to a member of the office team.

## Useful attendance information

### **Above 97%: Less than 6 days absence a year**

Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

### **95%: 10 days absence a year**

These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

### **90% and below: 19 days + absence a year**

The Government classifies Young People in this group as “Persistent Absentees”, and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the council.

## Regularly used attendance codes

/ \ = present AM/PM

I = Illness (school may ask for evidence)

M = Medical appointment (school may ask for evidence)

O = Unauthorised absence (school has not received an appropriate reason for absence)

U = Late after 9.30am (Unauthorised absence)

L = Late between 9.00am – 9.30am

G = Unauthorised Holiday

C = Other authorised circumstance