

Burlish Park Primary School

Attendance Procedures

Attendance + Attitude = Achievement

Key Contacts:



Mrs Lindley
Headteacher



Mrs Jelfs
Deputy Headteacher/SENCO



Mrs Wright
Attendance Officer

At Burlish Park Primary, we want all students to aim for 100% attendance. We set expectations of excellent attendance for all pupils and expect pupils to be in school every day that school is open unless they are too unwell to attend. This is really important so we can give your children the best education we can, and the education that they are entitled to.

Some pupils find it harder than others to attend school and we will work together with parents/carers, pupils and any relevant partners to remove any barriers getting in the way of pupils attending regularly. Pupils with medical conditions or other circumstances that may at times prevent regular attendance will be fully supported by our school, in partnership, where necessary, with any health or external professionals. Promoting and supporting excellent attendance is everybody's business within our school and community.

By providing a calm, orderly, safe, and supportive school where all pupils want to be is important to us. We will work together with you as parents to explore and support any child who is finding it difficult to attend school regularly.

Why is Attending School Regularly So Important?

Excellent attendance is important for pupils to feel part of the school community and develop a sense of belonging. This supports each pupil's all-round development, mental health, and wellbeing.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

What is Expected of Parents and Carers at Burlish Park:

- **Good Attendance** – Parents/carers have a legal duty to ensure their child/children are in school every day, it is vital for learning and promoting essential life skills.
- **Good Punctuality** – Parents/carers have a responsibility to ensure that their child/children arrive on time each day in school, between 8:40am-8:50am, and are prepared for the day ahead.
- **Hospital Appointments** – Where possible, these should be taken outside of school hours or in holiday periods unless in an emergency situation. Appointment letters/ notifications must be provided to the school office.
- **Doctor and Dental Appointments** – These should always be taken outside of school hours in holiday periods unless in an emergency situation. Appointment letters/notifications must be provided to the school office.
- **Absences** – Parents/carers have a duty to notify the school if their child/children are absent for any reason and this needs to be done by 9:30am. The school will contact parents/carers if notification is not received by this time.
- **Holidays** – Holidays are not permitted in term time. All holidays are unauthorised except in exceptional circumstances.

Persistent Absence:

The Department for Education (DfE) states that persistent absence (PA) is a child who misses 10% or more of the school year, equivalent to 19 plus school days. All children with attendance of 90% or below will be monitored by the Headteacher and may be put onto an Attendance Support Plan.

Leave of Absence (Holidays):

The Department for Education (DfE) states that the Headteacher may not grant any leave of absence during school term time unless there are exceptional circumstances. We strongly discourage parents/carers from taking their children out of school for any leave as it has a negative impact on a child's learning. Please support us with your child's education by ensuring they are in school every day.

If parents/carers still want to request a leave of absence, it must be in writing and must be submitted to school 4 weeks in advance. If you require a Leave of Absence form you must first speak to either Mrs Lindley, Mrs Jelfs or Mrs Wright. As a school, we are asked to inform you that, with effect from 19th August 2024 the Government has made changes to penalty notice fines for school non-attendance. As a school we are asked to inform you that, in line with Worcestershire

County Council Policy, unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first-time absence.

If a second period of unauthorised absence occurs within a 3-year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.

Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will **not** be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

What Can You Expect from Burlish Park:

- Classroom doors open at 8:40am.
- School starts promptly at 8:50am.
- School will contact parents/carers if no contact has been made.
- Home visits will be carried out if we are unable to make contact by telephone or email.
- Class attendance is celebrated weekly in Friday's celebration assembly.
- Class attendance will be shared in the school newsletter.
- Class attendance is displayed in the library.
- 100% attendance will be rewarded each term.
- To work in partnership with the Trust's Attendance Officer and the Local Authority Education Welfare Service.
- Children with poor attendance and their families, will be supported in school to ensure attendance improves through Attendance Support Plans and meetings.
- We will offer additional support when exceptional circumstances affect a child's attendance.

Forward Planning:

We always ensure that our school website is kept up to date with all term dates at least 12 months in advance. Therefore, there should be no reason why holidays are accidentally booked in term time. [Burlish Park Primary School - Term Dates](#)

In total there are 13 weeks in the year when school is closed, giving plenty of opportunity for family holidays. In addition, we do try to add our training days (TEDs) onto school holidays to enable families to go away before the official holidays start. We fully appreciate and understand the financial implications for families but please do not underestimate the huge implications that time off school has on your child's learning.

Attendance Policy:

A copy of our latest Attendance Policy is on the school website for you to view. The policy outlines the responsibilities of school, parents/carers and children in relation to attendance and punctuality. The includes information about how we as a school monitor attendance,

the different types of absence, persistent absence, lateness and fixed penalty notices for irregular attendance and leave of absence. [Data protection policy \(burlishpark.co.uk\)](http://burlishpark.co.uk)

Unauthorised Absence

An absence will be unauthorised if your child is absent from school without the permission of the school. Whilst as parents you can provide explanations for absence, it remains the school's decision whether to authorise an absence or not.

Unauthorised absences may include:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Absences for shopping, birthdays, day trips, errands
- Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered
- Long weekends and holidays in term time (unless in very, very exceptional circumstances as agreed in advance by the school)
- If a pupil is kept away from school longer than has been agreed -any additional absence will be unauthorised
- If a pupil is kept away from school because a parent or sibling is unwell.

Unauthorised absences may result in the use of penalty notices or prosecution.

Punctuality:

As with absences, a child who is late for school will lose opportunities to learn. At Burlish school starts promptly at 8:50am and as soon as the children are in their classroom their learning begins. A few minutes each day quickly adds up to significant amounts of time and learning lost.

Minutes late per day	Equivalent amount of school days lost per year.
5 minutes late	3 days
10 minutes late	6 days
15 minutes late	10 days (2 weeks)
30 minutes late	19 days (almost 4 weeks)

Support for School Attendance

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will use an Individual Health Care Plan and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.

If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.

If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and wellbeing.

Please help us to ensure that your child/children receive the very best possible education they can by ensuring they are in school every day and that they are on time.

