



# The Bradford and Keighley Catholic Schools Partnership

## *Our Vision*

*supporting each other to provide and promote excellent Catholic education  
in Bradford and Keighley, enabling all to reach their full potential  
in their union with God.*

## Attendance Policy

This common policy for *The Bradford and Keighley Catholic Schools Partnership* is intended to support parents in helping their children make maximum progress in ALL schools within our partnership. We are giving a clear, consistent message that “Every Day Counts,” that high attendance is essential in order to ensure that children achieve their potential. We will follow similar guidelines so that families and young people have a clear, consistent message from all schools regarding:

- Absence and attendance codes
- Extended leave
- Medical Matters
- Lateness

### Aims

- To secure high attendance against agreed targets.
- To implement common policies and procedures to support the achievement of Every Child Matters outcomes and to promote safeguarding for all
- To work together as a partnership to deliver a clear, consistent message which supports young people and families.
- To raise standards for the young people of our locality.
- To promote good relationships between home and school and to foster effective community cohesion.
- To recognise the individual needs of each school
- To develop a systematic approach to gathering and analyzing attendance and attainment data.
- To share good practice between schools.
- To meet the needs of vulnerable pupils and their families.
- To promote partnerships in the locality.
- To reward good attendance.

## **Absence and attendance codes**

In order for us to identify trends, areas for concern and good practice across the LAP it is essential that all schools are following common practice in the use of absence and attendance codes.

**WE AGREE THAT:** All schools will

- Consistently apply the DFE Absence and Attendance Codes guidance from January 2009. This document is available from [www.teachernet.gov.uk](http://www.teachernet.gov.uk). [link to codes](#)
- Ensure that staff who are responsible for inputting the codes will receive training on using the correct code

## **Extended Leave/Holidays in Term Time**

Families do not have a right to take their children out of school for the purposes of family holidays or trips abroad.

New government guidance instructs Headteachers NOT to authorise leave of absence in term time. Permission for this type of absence should only be granted in the most exceptional circumstances. It is for Headteachers to determine what are 'exceptional circumstances' and apply these consistently and equitably.

**Parents should not take their children out of school without first seeking the schools permission.**

The following reasons will not be considered acceptable reasons for requesting leave of absence in term time:-

- availability of cheap holidays
- availability of desired accommodation
- poor weather experienced in school holiday periods

Please use the following link to download the Bradford Council "Leave of Absence in Term Time Policy:

<https://bso.bradford.gov.uk/schools/CMSPage.aspx?mid=370>

The local Code of Conduct allows for Penalty Notices to be issued to parents who take their children out of school for holidays and leave of absence without the permission of the school. From 1 September 2013, payment of a Penalty Notice within 21 days is £60 and payment after this time but within 28 days is £120.

The LEA retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event of non-payment).

## **Medical Matters**

Examination of attendance data demonstrates that a major reason for absence is Illness (Code I). We are determined to lower these levels in order to improve overall attendance in our schools.

**WE AGREE THAT:** All schools will

- Follow medical guidance regarding number of days absence for specific conditions [link to guidance](#)
- Regularly monitor levels of absence due to illness for individual pupils

- Consult with the School Health Service to assess the reasons given for illness absence and provide guidance to parents.
- Encourage parents to make medical and dental appointments out of school time.
- Engage with the local health providers to encourage the making of appointments where possible outside of school time.

## **Lateness**

Schools in our partnership recognise that lateness is not acceptable as it disrupts lessons and may lead to more serious absence. Punctuality is a life skill which must be taught and encouraged.

**WE AGREE THAT:** All schools will

- Follow DFE guidance which states that schools should close the register to pupils 30 minutes after the start of the session.
- Apply the following coding:
  - L is used if a child arrives after the register has been called, but within 30 minutes of the start of the school day.
  - U is used if a child arrives more than 30 minutes after the start of the school day.
- Examine their practice surrounding the start of each session to encourage and facilitate the prompt arrival of children at the beginning of each session.

## **Unauthorised Absences**

There are many absences that are not for an acceptable reason. The Headteacher may decide whether an absence is authorised or not.

**WE AGREE THAT:** All schools will

- Not authorize absences for pupils with less than 80% attendance unless a doctor's note is provided.
- Not authorize absences for unacceptable reasons, such as:

My brother/sister was ill.

We went shopping or I had my hair cut.

We took my grandparents to the airport.

We were moving house or we went on holiday without authorisation.

It was my birthday.

We went to visit relatives.

I was late so I stayed at home.

We went to visit someone in hospital.

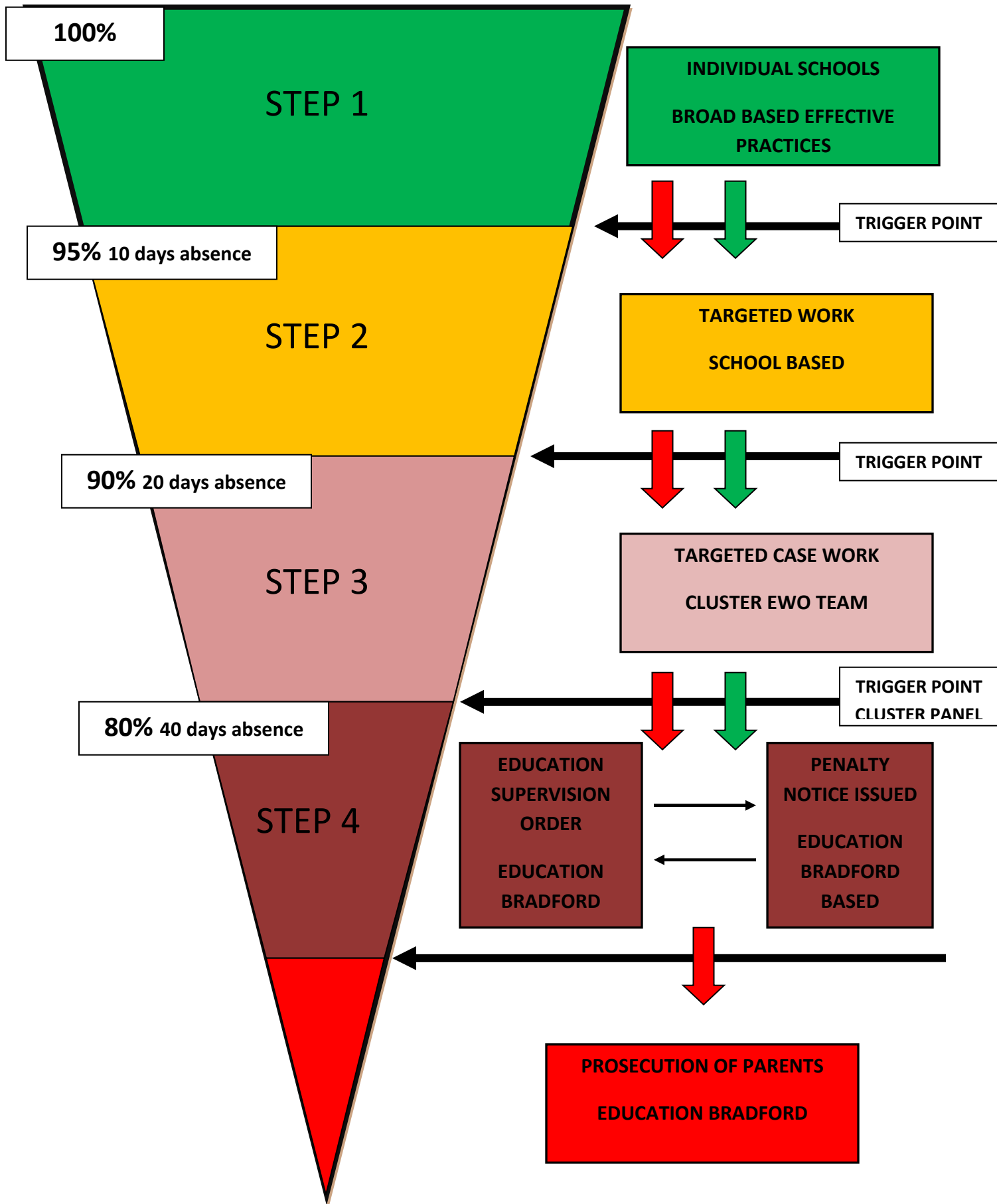
- Will contact the parents of pupils who regularly have unauthorised absence in an attempt to improve attendance. If the school are unable to achieve this the child and family will be referred to the Education Social Work Service who may use legal interventions to improve attendance
- When a pupil has more than 10 sessions unauthorised absence in a six week period, this may result in a warning being given by Children's Services of the possible issue of a fixed penalty notice. Any unauthorised absence in the following 4 weeks will result in a penalty notice being issued. The Penalty Notice is for £60 per parent per child if paid within 28 days and £120 per parent per child if paid after 28 days but within 42 days. Failure to pay the Penalty Notice will result in a prosecution in the Magistrates Court

School Name: St Walburga's Catholic Primary School

This policy was adopted by Governors on 7<sup>th</sup> February 2013 for adoption from April 8<sup>th</sup> 2013

# MAXIMISING ATTENDANCE IN

## *The Bradford and Keighley Catholic Schools Partnership*



# MAXIMISING ATTENDANCE IN *The Bradford and Keighley Catholic Schools Partnership*

For a generally healthy child, the following would apply:

1 DAY IS EQUAL TO 0.5128% OF A CHILD'S ATTENDANCE

½ DAY IS EQUAL TO 0.256% OF A CHILD'S ATTENDANCE

	% Attendance	Days Lost	EFFECT OVER 1 SCHOOL YEAR	EFFECT OVER PRIMARY SCHOOL
<b>OUTSTANDING</b>	100	0		
	99	2		
<b>GOOD</b>	98	4		
	97	6		
<b>SATISFACTORY</b>	96	8		
	95	10	2 SCHOOL WEEKS OF LOST LEARNING & £200 WASTED	1 TERM OF LOST LEARNING & £1400 WASTED
<b>UNSATISFACTORY</b>	94	12		
	93	14		
	92	16		
	91	18		
	90	20	4 SCHOOL WEEKS OF LOST LEARNING & £400 WASTED	1 ½ TERMS OF LOST LEARNING & £2100 WASTED
	89	22		
	88	24		
	87	26		
<b>TOTALLY UNACCEPTABLE</b>	86	28		
	85	30		
	84	32		
	83	34		
	82	36		
	81	38		
	80	40	1 (8WK) HALF TERM OF LOST LEARNING & £600 WASTED	1 YEAR OF LOST LEARNING & £4200 WASTED
	79	42		
	78	44		
	77	46		
	76	48		
<b>NEGLECT</b>	75	50		
	74	52		
	73	54		
	72	56		
	71	58		
	70	60	1 (12WK) TERM OF LOST OPPORTUNITY & £1200 WASTED	1 ½ YEARS OF LOST OPPORTUNITY & £8400 WASTED