

Policy: **Attendance Policy**

Approval: Headteacher

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Review Summer 2026



**CHELTENHAM
BOURNSIDE
SCHOOL**

Policies

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1. Aims and objectives

At Cheltenham Bournside School we believe that improving attendance is everybody's responsibility and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. We expect pupils to be in school for every session of the school day and for every day that the school is open.

Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled session on time

The governing body/academy trust board are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most
- Ensure school staff receive adequate training on attendance
- Hold the headteacher to account for the implementation of this policy

Receive and review monitoring reports from the Attendance Link Trustee

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting the issue of fixed-penalty notices, where necessary

The designated senior leader, is responsible for:

- Championing and improving attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Communicating messages to pupils and parents
- Delivering targeted intervention and support to pupils and families
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with school staff e.g. pastoral lead/family liaison officer/SENCo to tackle persistent absence

- Advising the headteacher (or other member of staff authorised by the headteacher) when to issue fixed-penalty notices

The class teacher/form tutor is responsible for:

Recording attendance on a daily basis, using the correct codes and submitting the information to the school office **School administration/office staff are** responsible for:

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system
- Transfer calls from parents to the appropriate member of staff in order to provide them with more detailed support on attendance
- Keeping accurate and up to date records of calls and communication with parents

4. School processes for recording attendance and absence

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of each morning session of the school day and once during each afternoon session.

It will mark whether every pupil is:

- Present
- Absent
- Attending an approved off-site educational activity
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by **8:40am** on each school day.

The register for the morning session will be taken at 8.45am and will be kept open until 9:00am. The register for the afternoon session will be taken at 1.50pm and will be kept open until 2.45pm.

Absence

The pupil's parent/carer must notify the school of the reason for an unplanned absence on the first day by 9am or as soon as practically possible by calling the school.

Notification can be made by sending a message using the MyChildAtSchool app or phoning the student absence line 01242 235555 Option 1.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

We expect all students to arrive to school, tutor time and all lessons on time. A student is late if they arrive to school after 8.40am. Any student who has not arrived through their allocated school gate by 8:40am will have to sign in via a single point of entry, known as the 'late gate'. The late gate will remain open until 9.00am. Any student who is late after this point must sign in via student reception. If a student is late more than once in a term, they will receive a 30-minute same day detention. A 30-minute detention will be issued for every subsequent incident lateness for the remainder of that term. If a regular pattern of lateness occurs, this may result in further investigation and sanction. Persistent lateness (U codes) may result in a penalty notice being issued.

Notices to improve

- If the national threshold has been met for a pupil with 10 or more unauthorised absences within 10 school weeks, and the parents/carers have not engaged with offers of support, the pupil's parents/carers may receive a 'Notice to improve' notification to give parents/carers a final chance to engage with support. Each day of absence is recorded as two sessions (morning and afternoon). Unauthorised absences include:
 - unauthorised absence (where there is no reasonable circumstance for the absence taking place)
 - arriving late after the register has closed
 - or a combination of these with holidays taken during term time
- These 10 weeks can span different terms, academic years, and even different educational settings, such as transitions to secondary school or in-year school changes.
- Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority and will be sent via email on behalf of the school and issued by the local authority (LA).

- The Notice to improve notification will set out the expectations and period notice for the improvement of attendance which include:
- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by[1]case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period
- Should the expectations not be met in the improvement period, then a Penalty notice may be requested by the school and issued by the LA to each parent/carer responsible for the child.
- Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty notice. In this instance, a Notice to improve notification will not be issued beforehand.

Planned absence

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Notification can be made by sending a message using the MyChildAtSchool app or phoning the student absence line 01242 235555 Option 1.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

- The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are unavoidable.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and where possible, at least 7 days before the absence, and in accordance with the school's leave of absence request form which can be accessed from the Attendance Office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary,

the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- To attend an immediate family wedding or funeral

5. Procedures following unexplained absence

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit or seek the support of other agencies to make contact.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer and local authority.
- If a child has not been seen for 10 sessions (5 days) without parental contact the school will conduct a home visit.

6. Attendance data monitoring, reporting and analysing

The school will:

- Regularly inform parents of their child's attendance levels with active communication and involvement by pastoral staff, House tutors and our attendance team;
- Monitor attendance and absence data weekly across the school and at an individual pupil level;
- Identify whether there are particular groups of children whose absences may be a cause for concern.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board. The school will also:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families;
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns;
- Provide regular attendance reports to to facilitate discussions with pupils and families;
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7. Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- Provide access to wider support services to remove the barriers to attendance;
- Use attendance data to begin the Graduated Pathway in order to access wider support;
- Conduct for AIMs with key personnel in the school;
- Conduct home visits where necessary;

- Formalise support or use legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court.

8. Legal sanctions

The school can request Gloucestershire County Council to issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct [Attendance - Schoolsnet \(gloucestershire.gov.uk\)](https://www.gloucestershire.gov.uk/attendance-schoolsnet)

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days, the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

All natural parents, whether they are married or not

Any person who has parental responsibility for a child or pupil

Any person who has care of a child or pupil i.e. lives with and looks after the child

9. Links to other policies and monitoring arrangements

➤ Behaviour Policy

➤ Child Protection and Safeguarding Policy

School policies are published on the school website [here](#).

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every year. At every review the policy will be approved by the Headteacher.