



Bishops Itchington Primary School and Ladybirds Pre-School Attendance Policy 2026-2027

Chair of Governors Signature:

Head Teacher's signature:

Ratified: October 2026

Review date: September 2027

Person responsible for implementation: Head Teacher – Jacqueline Sykes

A handwritten signature in green ink that reads 'Jacky Sykes' with a small flourish underneath.

INTRODUCTION

From September 2023, there is new Government statutory legislation about attendance. Bishops Itchington Primary School will be following and enforcing the guidance to improve the attendance of its pupils.

The law entitles every child of compulsory school age to an efficient, full-time education. It is the parents' legal duty to ensure that children who are registered at Bishops Itchington Primary School attend regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an unavoidable absence from school. It is expected that every child will achieve an attendance percentage of 97%+ through each academic year.

We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. Our school promotes good attendance as part of our dedication to ensure quality education provision to give our pupils the best start in life: there is a direct relationship between poor attendance and poor achievement.

The Role of Governors

Our school governors are included in the processes of monitoring, reporting and reviewing attendance and developing policy. There is a governor who is appointed to lead on attendance, who is in regular contact with the Head Teacher as part of the monitoring and review process. Our governors also play a role in authorising requests for absence.

The Role of School's Senior Leadership Team

The Headteacher and senior leadership team will ensure that the governing body's objectives are met by the effective management of attendance and report to the governing body in relation to this. Managing attendance will include: evaluating whole school data, surfacing trends, and attendance of defined groups, to enable planning of possible interventions; and considering individual cases of concern, to determine any appropriate interventions.

In following the new Government Guidance, Bishops Itchington School will be working with parents to achieve the following:

EXPECT

Parents should aspire to high standards of attendance from their children and together we will embrace a culture where all can, and want to, be in school and ready to learn every day. A good level of attendance is 97%+; a high level of attendance is 99%+.

The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.

It is clear that primary-aged children alone cannot ensure their regular and punctual attendance at school. From the outset, parents are encouraged to take an active interest in the work of the School, and to build and support their children's enthusiasm for attending

school. Our school staff make children aware of the importance of good attendance and children are praised.

It is important that classes make a prompt and effective start at the start of the school day. The Headteacher monitors lateness of pupils as punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is of extreme importance therefore that all pupils arrive at school on time.

Children may arrive at school from 8.45 onwards and go straight to class. There is no supervision on site for children before this time and the school is not legally responsible for them. Registration is called at 8.55 am and again at 1.10pm for all classes. Registers will close at ten minutes after registration times. A pupil who arrives after this time will be marked as 'late' unless the school have previously acknowledged the reason for their late arrival into school.

If a child is absent from school for any reason, the parent must inform the school in person, in writing, by telephone or using the MyChildAtSchool app, as soon as possible of absence and reason for it. Such calls are always logged, and the class teacher informed. Wherever possible parents are expected to make routine appointments (e.g. medical, dental) outside of school time.

Our school shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application. Parents do not have any entitlement to take their children on holiday during term time. Application for leave must establish that there are exceptional circumstances and the Head Teacher (in collaboration with the Attendance Governor) must be satisfied that the circumstances warrant the granting of leave. The Head Teacher will determine how many school days a child may be absent from school if the leave is granted. The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides.

MONITOR

School will be rigorous in its monitoring of poor attendance so that a decline in attendance is quickly be identified and school and families can work together to improve attendance of their children.

Each child's attendance record is shared with the parents as part of annual written reports and at Parent Consultations. By law, our school will take a morning and afternoon register and record the attendance or absence of every pupil. Our morning register closes at 9am and our afternoon register closes at 1.15pm.

Attendance data is held electronically on separate BROMCOM Management Information System, accessible by the Head Teacher and Administrative Staff who are able to conduct spot checks on individual children and provide comprehensive attendance records. It follows that individual records of attendance are kept on file and are passed onto subsequent schools.

As part of the school's monitoring, all absences and persistent lateness are investigated. When the register closes the Administrative Staff check the messages and operate 'first day calling' for those pupils absent with no reason given.

To enable the appropriate coding of attendance or the authorisation of absence, the school may request additional information or evidence, e.g. in relation to medical appointments or illness. (Medical evidence may include: an appointment letter, a GP appointment card signed / stamped by a receptionist, a prescription, prescribed medication.) Unauthorised absences are those absences for which the school received no reason/explanation or if the school has good reason to doubt the explanation given.

LISTEN AND UNDERSTAND

When low attendance or a pattern of poor attendance is spotted, the barriers to attendance are discussed with parents so we can work together to resolve them.

Where there are concerns about punctuality, the school will contact parents to establish the reason. If the concerns persist, the Head teacher will write to the parents/carers, including a copy of the child's registration certificate, and stating the total minutes late over a determined period. If there is no improvement, the school will arrange a meeting with the parent/carer. In the event of persistent lateness, the school may make a formal referral to Warwickshire School Attendance Support Team to support parents, pupils and the school to secure on-time attendance.

FACILITATE AND SUPPORT

School and parents will work together to remove barriers in school or at home. This may include social worker support or other options. Our school has signed up to the Warwickshire School Attendance Support Team to support parents, pupils and the school to secure good attendance.

FORMALISE SUPPORT

Where unqualified absence persists and voluntary support is not being engaged with by parents, then further steps may be taken. These could include a parenting contract or an education supervision order.

ENFORCE

Where all other avenues have been exhausted and support is not being engaged with, prosecution may happen to protect the rights of the pupils to an education.

FACTS

If a child achieves 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

Pupils attend school for 190 days each year. Over a school career:

- 1 day per week of absence = Two and a half years of missed education
- 10 days per year of absence = Two terms of missed education

LEAVE OF ABSENCE

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances, and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

THE SCHOOL PROCESS

Our school has an attendance target of 97% because this was the target before the Covid pandemic, so school believes it is achievable.

STAGE OF ABSENCE	ACTION TAKEN
Attendance is between 90 and 95% (pupil's circumstances to be taken into account). Lateness is also acted upon in this stage. Attendance meeting to be held with Admin and Head Teacher every 2 weeks.	A letter is sent home to parents - Expressing concern about attendance - Informing the parents of current attendance - Enclosing a registration certificate - Reminding parents of their legal responsibilities and the nature of 'persistent absence' - Welcoming the parents to arrange contact with the school if they wish to discuss attendance further - Attendance is monitored for a fixed period.
Attendance continues to be poor and persistent (absence 10%+) Lateness is also acted upon in this stage.	A meeting is arranged between parents and school to listen, understand and support - Identifying barriers to attendance. - Agreeing how the barriers can be overcome. - Support is given to aid good attendance.
Absenteeism due to Unauthorised Holiday taken in Term Time.	A letter to be sent to parents saying that any further unauthorised absences will result in a fine. • Meeting with parent to set out consequences. - Establish why the holiday was taken having been marked as unauthorised. - Refer to Attendance Service - Refer to Local Authority to start the Fixed Penalty Fine process.
Further Absenteeism due to Unauthorised Holiday taken in Term Time.	Refer to LA for a fine. Refer to Local Authority Attendance Service.

This is the Daily Registration Process

Registers	Registers to be completed straight away in the morning. No later than 10 minutes after the close of registration time
Absence	The reason for the child's absence needs to be recorded into the comments section on Bromcom.
Late	Where a child is late, the number of minutes late needs to be recorded in the minutes late box in Bromcom.
Unknown	If a child is absent and school doesn't know the reason for this absence, the code N should be used on the register.
Communication	Office staff should record all e-mails and phone calls giving details of child's absence on Bromcom.
9.15 a.m.	At 9.15 a.m. Office Staff to monitor all registers and identify any children who are absent without a reason
1.15pm	An afternoon registration is taken for all pupils in the school (in line with guidance).
No Reason	If no contact with the school has been made by a parent, the admin team will: 1. Contact the first contact on Bromcom. 2. Contact the second and any other contact on Bromcom. 3. E-mail and send messages by text. 4. Call school of older/younger sibling (if relevant) 5. If no contact is made, the DSL is informed and attendance concern is raised on CPOMs. 6. A dynamic risk assessment is carried out. Where there is concern, the MASH team will be made aware. 7. A home-visit will be considered (depending upon family circumstances).
2 nd Day	Repeat above
3 rd Day	• Complete above • Carry out home visit • Contact 'Children Missing in Education Team' on day 10 or before, depending on risk assessment.

Bishops Itchington Primary School greatly appreciates parental support to reduce the total amount of days lost in education. The school is committed to working in partnership with parents to enable all children to reach their academic potential and to support their social development and for this to happen individual attendance needs to be as high as possible and we all need to play our part.