



## Bankside Attendance Policy 2024-25

This Attendance Policy is available on the school website and is reviewed and ratified annually by the governing body/board of trustees or as events or legislation requires.

Academic year	Headteacher	Senior Attendance Champion (SLT)	Nominated Governor Attendance	Chair of Governors
2024-25	Victoria Broughton	Catherine Upton	Raquia Farooq	Rebekah Besford

School starts at 8.45 am

School closes at 3.15pm

Parents can contact the school office to discuss their child's attendance on 0113 336 8383 or by emailing [school.office@banksideprimary.org](mailto:school.office@banksideprimary.org)

### Contents:

1. Aims
2. Why attendance at school is important
3. Our approach
4. Home and school responsibilities
5. Our school attendance team
6. **Attendance procedures**
7. Concerns about attendance
8. Authorised and unauthorised absences including lateness
9. Contact information

### 1. Aims

The school aims to ensure that:

Appropriate action is taken in a timely manner to safeguard and promote children's welfare.

All staff are aware of their responsibilities with respect to Attendance and understand the correlation with safeguarding.

Parents, carers, and pupils are informed about the procedures for attendance and take an active role in promoting good attendance and punctuality.

Parents, carers, and pupils are informed about the procedures for attendance and take an active role in promoting good attendance and punctuality.

Pupils who achieve attendance and punctuality targets throughout the academic year are recognised and rewarded.

## 2. Why attendance at school is important

Children need regular attendance at school to help them to learn the best they can. Attending every day also helps children to make friends, feel safe in routines and enjoy their learning.

We work as a team with parents and carers to ensure that children are able to attend school as we know that this has the best outcomes for children.

It is the legal responsibility of parents and carers to:

- Bring your child to school every day.
- Communicate with school about illness or appointments that might make them absent.

If children miss days of school regularly this is called Persistent Absence.

At Bankside we will work with families to achieve the best possible attendance for children to support their learning. If there are problems which make it hard to bring your child to school it is important to discuss this with school staff so that we can help.

## 3. Our Approach

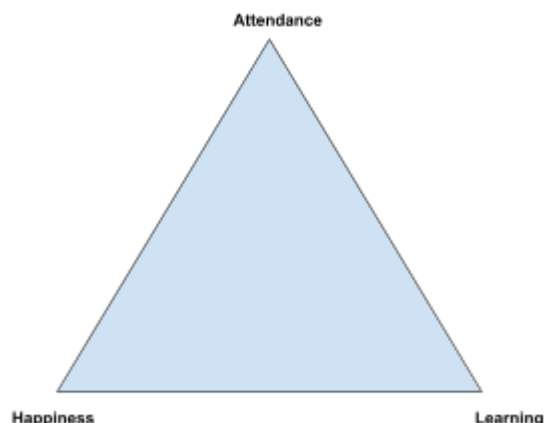
Children will always be welcomed to school by leaders, office staff and classroom staff. We work hard to ensure that all children have a positive learning experience in their class and will seek to resolve any issues that are brought to our attention quickly and effectively.

We monitor children's attendance regularly so that we can identify any patterns of absence and meet with children and parents to address these.

We have an attendance target of 96%. Children with attendance of 96% or higher are likely to make better progress than those with poor attendance.

Very rarely, we may ask children to remain at home if they have a contagious illness. Staff will communicate with parents to ensure that they return to school as quickly as possible.

We celebrate children with excellent attendance through attendance awards. Each year we also celebrate children with improved attendance and those who have maintained their attendance despite challenges (such as additional medical appointments or long-term illness).



## 4. Home and school responsibilities

	Home	School
Child is poorly and unable to	Parents should contact the office before 8am to give the reason for	School will call on the third day of absence to check in.

come to school	absence.	
	If children are absent for more than 3 days or attendance is below 90%, parents should see a pharmacist / GP / call 111 and provide evidence to school.	School will authorise illness absence when medical evidence is provided.
Child is poorly but is well enough to be in school (cough / cold / injury)	Parents should inform class staff when they drop their child off. Staff will monitor child through the day.	School may complete a Health Care Plan if there are some activities the child cannot join in. School will contact parents if child feels worse.
Child has a medical or dental appointment.	Parents should inform the office on the morning of the appointment. They should bring their child into school immediately after the appointment.  Routine appointments should be arranged for school holidays or after school.	Half a day's absence will be authorised for appointments, if evidence is provided.
Child is absent - no reason provided	Parents should make every effort to bring their child to school if they are well enough.  Parents should communicate with school if there is another issue affecting attendance.	School will make contact with you by telephone, text or home visit, if we have not heard from you, this is because we have a duty to ensure your child's safety.  If your child misses 10 sessions (5 days) without an appropriate reason, you may be issued with a penalty notice; £160 per parent per child.  If we believe that your child is absent due to a holiday you may be issued with a penalty notice; £160 per parent per child.
Child is absent - religious festival	Parents should inform school if their child will be absent due to religious observance.	The day of a religious observance can be authorised by school, up to 2 days per year.

## 5. Our school attendance team

All these people support our pupils to attend school regularly and achieve well.

Parents and	Parents and carers ensure that children arrive at school on time and
-------------	--

carers	communicate with school quickly if they have any issues.
Classroom staff	<p>All classroom staff welcome children to school by greeting them in the morning, having strong routines and high expectations of children's learning. They get to know children well and can support if children are finding learning hard.</p> <p>Teachers take registers twice a day to record children's attendance. They will report back to parents regularly about their child's learning and attendance, at parents' evenings and in written reports.</p> <p>If you have any concerns about your child you can raise this with their classteacher at school or by messaging on ClassDojo.</p>
Office staff	The office staff answer the phone and record reasons for children's absence if they are unwell or have an appointment. They will call home if a child is hurt or unwell in school.
SENCo	<p>The SENCo advises class teachers to ensure that all children can be successful in their learning. If a child has additional needs, the SENCo can make sure that the learning planned is appropriate for them. The SENCo also checks that children who receive extra help in intervention groups are attending regularly.</p> <p>The SENCo is Amy Sharp.</p>
Assistant Headteachers	The Assistant Headteacher will be regularly informed about children who are persistently absent. They will meet with parents to address any concerns which may be affecting a child's attendance in school and seek to resolve these quickly.
Attendance Champion	<p>The Attendance Champion and Attendance Lead ensures that school systems are in place to promote good attendance. They regularly monitor the attendance of key groups and identify groups of children who are not attending regularly. They meet with other staff to identify how we can support families to improve their attendance. They report to governors and the Headteacher about school attendance.</p> <p>Our school Attendance Champion is Catherine Upton</p>
Attendance officer + attendance mentor	<p>The attendance officer and attendance mentor check the registers are completed every day. They check the reasons that are given for children missing school and sometimes visit children at home if no reason has been provided.</p> <p>If we notice a problem, they will meet with parents to discuss any issues and set a target to improve the child's attendance.</p>
Nurture lead and family support team	The nurture lead can support children if there is a problem in school or at home. Sometimes parents also need support if they are facing a challenging situation, and the family support team can help.
2gether cluster	The 2gether cluster can work with families who are experiencing challenges and need support to improve their child's attendance. School staff can make referrals if they feel this support would be helpful
Headteacher	The Headteacher makes the final decision about authorising or not authorising absence from school. They promote and celebrate attendance in school assemblies and competitions.

School attendance service	The school attendance service advises school through Register Checks and Targeted support meetings to devise a strategic approach to attendance.
---------------------------	--

## 6. Attendance procedures

Registers - Registers will be complete in class at the start of morning and afternoon sessions. Class teachers will enter a present mark (/) on the register for each pupil present and an absent mark for any pupil that is absent.

Late arrival at school - Children arriving to school late (after 8.45am) will enter school through the main office and be recorded as late. A member of staff will bring them to their classroom.

First day phone calls - Parents are required to call school before 8.30am if their child is unexpectedly absent from school. If school have not been provided with a reason for the absence they will contact parents to

Home visits - In the event that school is unable to contact parents and a child is absent from school, school staff may make a home visit to establish the safety and whereabouts of the child. The attendance team communicate closely with the safeguarding team and will prioritise making home visits where there are ongoing concerns about attendance or safeguarding.

Check-in phone calls - If a child has not returned to school after 3 days of absence, even if a reason has been provided, school staff may call to check-in. Children who are absent for an extended period due to illness or family circumstance will be offered check-in calls or home visits from class staff or the nurture lead.

## 7. Concerns about attendance

School monitors attendance closely to identify children who may be missing too much school. School staff will always give parents the opportunity to discuss and share if they are struggling to bring their child to school. We have high expectations of children's attendance and will use the Attendance Ladder to explain the impact of poor attendance. Clear targets will be set and communicated with parents.

If your child's attendance is below 96%, this is a concern. You will be informed of your child's attendance at parents evening, in a written report or in an attendance meeting. School could start to ask for medical evidence before authorising any further absences if your child's attendance falls below 96%.

If a child's attendance is below 90% this is defined as Persistent Absence.  
If a child's attendance is below 50% this is defined as Severe Absence.

If attendance continues to be a concern, then this could lead to a referral being made to the 2gether Cluster Attendance and Admissions Lead. Ultimately parents/carers can be held to account for failing to ensure that their children attend school punctually and regularly. If parents / carers do not proactively engage with support offered from school or cluster, then formal legal intervention may be requested from the School Attendance Service

Statutory intervention can include



- Penalty Notices
- Parenting Order
- Education Supervision Order
- Prosecution

## **8. Authorised and unauthorised absence**

### Authorised absence is defined as:

- Genuine illness
- Medical or dental appointment (where possible routine appointments should be arranged out of school time)
- Bereavement – (Headteacher’s discretion)
- Religious observance (The day must be exclusively set apart for religious observance by the religious body to which the parents belong)
- Approved leave in term time where there are exceptional circumstances, as agreed by the Headteacher.
- The pupil has a local authority licence to take part in a public performance and the school has granted leave of absence

### Unauthorised absence is defined by:

- Being late after the registers have closed - ‘U’ code
- Staying at home to care for younger children or sick relatives
- Going shopping or having a haircut
- Where no explanation is offered by the parent or carer
- Where the school is not satisfied with an explanation offered
- Special occasions e.g. birthdays/weddings
- Holidays/leave in term time
- Taking the rest of the day off before or after a medical appointment
- Translating for family members
- Visiting sick relatives
- Exceptional term time leave longer than agreed by the Headteacher

### Lateness

All of our staff will ensure that children are warmly welcomed into the classroom at 8.45 in the morning. Being late means that children miss this warm welcome and the start of their learning time. Children who are late will be recorded in the office and school will communicate with parents if this happens regularly.

The class registers close at 9.15 in the morning and at 1.30pm in the afternoon. After 9.15am and 1.30pm the pupil is deemed to be Late/absent. Any pupil arriving in school after these times will be marked U. In case of emergency the register shows the pupil is on the premises, but they will not receive a present mark toward their overall attendance.

### Exceptional circumstances for absence

Parents do not have the right to remove their children from school during term time. Absence in term time will only be considered if parents / carers make a request to the school on the appropriate form giving exceptional reasons why the application for absence has been requested and provide information to support their application. Please note that the definition of 'exceptional' means 'very unusual'. Therefore, a second request for absence based on 'exceptional circumstances' is unlikely to be authorised.

The Head teacher will decide whether or not the absence will be authorised. Parents / carers who take their children out of school during term time without authorisation, may be issued with a penalty fine. In order to request exceptional leave parents should complete the form in appendix 1.

#### Children Missing Education

If there is no contact between school and the family and the child's whereabouts are unknown it is possible for a child to be removed from a school roll. A child who is absent as well as missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in [Children Missing Education – Statutory guidance for local authorities \(DfE September 2016\)](#) and follow the Leeds Children's Services LA procedure and contact: [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk). Tel: 0113 3789686.

### 9. Contact Information

Role / Agency	Name and role	Contact Details
<b>Headteacher/Principal</b>	Victoria Broughton	0113 3368383 <a href="mailto:broughtonv@banksideprimary.org">broughtonv@banksideprimary.org</a>
<b>Senior Attendance Champion SLT</b>	Catherine Upton	0113 3368383 <a href="mailto:uptonc@banksideprimary.org">uptonc@banksideprimary.org</a>
<b>Attendance Officer</b>	Shamsur Rahman	0113 3368383 <a href="mailto:rahmans@banksideprimary.org">rahmans@banksideprimary.org</a>
<b>Governor with responsibility for Attendance</b>	Raquia Farooq	<a href="mailto:governors@banksideprimary.org">governors@banksideprimary.org</a>
<b>Chair Of Governors</b>	Rebekah Besford	<a href="mailto:governors@banksideprimary.org">governors@banksideprimary.org</a>

<b>School Office</b>		0113 3368383 <a href="mailto:school.office@banksideprimary.org">school.office@banksideprimary.org</a>
<b>School Attendance Service (SAS)</b>	Queries relating to attendance	0113 3785994 <a href="mailto:Schoolattendanceservice@leeds.gov.uk">Schoolattendanceservice@leeds.gov.uk</a>
<b>Elective Home Education (EHE)</b>	Queries around Elective Home Education	<a href="mailto:EHE@leeds.gov.uk">EHE@leeds.gov.uk</a>
<b>Children Missing Education (CME)</b>	Referrals for children missing education	0113 378 9686 <a href="mailto:CME@leeds.gov.uk">CME@leeds.gov.uk</a>
<b>Education Safeguarding Team</b>	Advice / Training / Safeguarding Audit	0113 3789685 <a href="mailto:estconsultation@leeds.gov.uk">estconsultation@leeds.gov.uk</a>

**Policy written September 2024**  
**To be reviewed September 2025**