Bank End Primary Academy
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Bank End Primary Academy

Attendance Policy
2026-2027

Introduction

Bank End Primary Academy seeks to ensure that all its pupils receive an education which enables them to maximise opportunities to reach his or her full potential. Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups. Therefore, those pupils will have a positive experience of learning and a more successful transition from primary to secondary and beyond to further education and training.

Bank End Primary Academy aims to work in partnership with parents and other agencies to strive towards every child reaching at least 97% attendance to ensure that each child can get the best out of the educational opportunities provided.

By working in partnership with parents and other agencies, we can ensure that we have clear and robust strategies in place to manage and promote regular attendance, for all students at Bank End Primary Academy.

School staff to support attendance.

The attendance team at Bank End Primary Academy comprises of

The attendance lead – Mrs Cassie Bunting

The attendance office manager- Miss Victoria Batty

The attendance team are there to help and support families who may be experiencing difficulties with attendance and/or punctuality. They can be contacted directly through the school's telephone number on 01226 282549 or by emailing equiries@bankend.org .

The designated safeguarding lead and Assistant SENDCo is Mrs Tina Haigh

Practical Procedures

• Bank End Primary Academy expects pupils to attend school every day and on time. Bank End Primary academy have a school attendance target of 97%.

• School doors open at 8.30am and morning learning begins at 8:45am. The school day ends at 3:05pm.

• Registers close at 8.45am and any pupil arriving after this time will be marked late. Pupils arriving later than 9:15am will be marked with an unauthorised absence. Any pupil that receives ten unauthorised absences in a term may be referred to the local authority and a fixed penalty notice issued.

• If you wish to request a leave of absence during term time, please collect a leave of absence form from reception. Any written requests for leave of absence should be sent to the Principal Mrs Faye Bettison via the school office or our enquiries email address: enquiries@bankend.org .

• Bank End Primary Academy will not authorise any term time holidays, unless there are exceptional circumstances which must be discussed with the Principal.

• If your child is absent, you must contact the school office and report reasons for absence. This can be done by calling the main office telephone number on 01226 282549 or by emailing equiries@bankend.org. A reason for absence must be provided. If your child is ill, details will be required, such as; vomiting, flu, high temperature and sore throat etc. Absence must be reported every day.

• All children pick up childhood illnesses. However, if a child has more than three bouts of illness in a school year, the attendance team will request supporting or medical evidence for the absence. If this is not received, the absence will be recorded as an unauthorised absence.

• Sometimes exceptional circumstance may occur, if your child is absent because of this, the absence must still be reported in the same way using the same channels of communication.

Morning Routine-

Each morning registers are taken in class by the class teacher. If a child is absent and we have not received either a telephone call/message or an email explaining the reason for absence, we will phone call parents for this reason. If we do not get a response the safeguarding lead may conduct a safe and well check.

If we have received no contact from families for 3 days a safe and well check will automatically be triggered by the safeguarding lead.

If there is no contact following these steps, we will contact the police to conduct a safe and well check to ensure our pupils are not missing in education and are safe and well. There are clear links from this policy to our safeguarding and child protection duties as set out KCSIE (Keeping Children Safe in Education).

The Admissions Register (or “school roll”)

As a school, we are responsible for keeping the Admissions Register up to date. This contains specific personal details of every pupil along with the date of admission or readmission to the school, information regarding parents and carers, and details of the last school attended.

We also hold emergency contact numbers for each pupil. It is our policy to hold more than one such number. This is so we have options to make contact with a responsible adult should the need arise.

The Attendance Register

The register will be taken at the start of each morning session of each school day and once during the afternoon session. On each occasion, the school will record whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances.

These records will be kept electronically to ensure accuracy and the timely sharing and analysis of information – all of which is critical to ensure good attendance.

Punctuality and Regular Attendance

The school day starts at 8.45am and finishes at 3.05pm.

Lateness

If a child is late after 8.45am school will ask parents to complete a late slip. A late code will be applied in the child's register. If a child is regularly late school will send a late letter to parents and invite parents in for a meeting to discuss the reasons behind the child's lateness.

Anyone arriving after the close of registers at 9.15am will be marked as an unauthorised absence for the morning session, which will affect their attendance mark.

A child who enters a classroom late often misses the principal objectives for the day and must start to catch up so will start the day from a place of disadvantage. Their late arrival is also likely to disrupt the class and delay learning for all.

Children who are often late have trouble settling in and mastering routines. Lateness can impact their whole morning or even their day, especially if the late commute to school was stressful. They can often feel self-conscious about entering the classroom late.

Frequent lateness is associated with lower grades and lower scores on standardised tests. In addition, children who are routinely late at the primary school level are more likely to struggle in secondary school.

Absence

Parents must contact the school when their child is absent to explain that absence. This can be done by calling the main school telephone number on 01226 282549 and leaving a message on option 2 or by emailing enquiries@bankend.org. When leaving absence messages please include the child's full name and year group. The full name of the person reporting the absence and their relationship to the child and a reason for absence.

Absence will be coded using the most appropriate code decided by school.

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Promoting Regular Attendance

At Bank End primary we have a range of strategies in place for promoting regular and punctual attendance,

We will keep parents updated on Bank End Primary's overall attendance and individual pupils' attendance via letters home, newsletters and the academy website.

We will follow the DfE and government guidance in relation to school attendance, such as Working Together to Improve Attendance

We will follow public health guidance should any local lockdowns or outbreaks in school occur.

We will report to parents how your child is achieving in school and how their attendance is impacting on this via regular parent's evenings.

We will review our attendance policy annually.

Attendance celebrations-

At Bank End Primary we like to celebrate good and improved attendance. Throughout our school, attendance display boards can be seen which promote to our students the importance of regular attendance. Our class teachers have regular discussions with their class about attendance.

Reducing Persistent and severe absences

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

As a school we will use attendance data to find patterns and trends of persistent and severe absence.

Interventions for attendance

If a student's attendance is of concern, we will follow the following procedures-

Stage 1-

Parents informed when their child's attendance drops below the academy target of 97%. The attendance lead will send a letter to parents informing them their child's attendance is a concern, that attendance will be monitored over a period to ensure improvement occurs.

Stage 2-

If no improvement has been made, parents will be invited to a meeting where existing plans will be reviewed, and/or additional support will be offered. Referrals to outside agencies will be discussed and wider support will be offered to remove barriers to attendance.

Where parents fail to attend the meeting or if a child receives further unauthorised absences following this meeting and the offers of support, a penalty notice may be requested to be issued from the local authority.

Stage 3-

If attendance declines further despite all offers of help and support, we will inform you by writing that unless immediate improvement is seen that we may decide to refer to Education Welfare Service to complete an assessment.

Stage 4-

Referral to the Education Welfare Service for legal action.

In situations where all other strategies have failed to improve school attendance, the Education Welfare Service will enforce Section 444(1) and 444(1A) of the Education Act 1996 and the Children Act 1989, which may result in a fine up to £2,500; a Parenting Order; a community order; or a custodial sentence. Consideration will also be given to the issuing of a Penalty Notice in case of unauthorised absence where appropriate (see code of conduct) and/or a Parenting Contract or Education Supervision Order.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

At Bank End Primary academy, we ask that parent impress on their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend. We also ask parents to encourage effective communication with school staff to address and quickly resolve worries their children may have about coming into school.

Request for leave of absence in term time.

Bank End Primary Academy has adopted the Local Authority code of conduct (January 2024) in respect of leave of absence in term time. All parents who wish to take their child out of school for any reason (other than medical reasons) should complete a leave of absence request form. If parents proceed with the leave of absence in term time, Bank End Primary Academy may refer to the Local Authority for a penalty notice. Penalty notices may be issued due to the deliberate taking of leave of absence in term time without or against school permission (where it can be demonstrated that the parent/carer understood that permission had not or would not be given) and where this has created a period of unauthorized absence in the current term of at least 10 sessions.

Medical and Supportive Evidence-

At Bank End Primary Academy, we ask all parents to provide us with any medical appointment cards for any appointments taken during school hours and where possible make appointments out of school hours. If this is not possible, parents should ensure that children attend prior to or following their appointment.

Data Sharing

The school will: Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual student level and identify whether or not there are particular groups of children whose absences may be a cause for concern.

Every child's attendance will be tracked weekly using an internal attendance tracking systems and weekly reports will be produced for the attendance lead and principal.

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

Student-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.

All our pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Pupils with medical conditions or special educational needs and disabilities

Bank End Primary Academy recognises that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as they are for any other pupil.

That said, in working with their parents to improve attendance, we will be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This will include:

a) Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed.

b) Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.

c) Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed. In addition, the school will work with families to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day. Please see the School's SEN policy for further details on SEN support.

d) Establishing strategies for removing the in-school barriers pupils may face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.

e) Ensuring joined up pastoral care is in place where needed and consider whether a time limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance, recognising that such arrangements can be for a limited time only.

f) Ensuring data is regularly monitored for these groups including at board and governing body meetings and in Targeting Support Meetings with the local authority so that additional support from other partners is accessed where necessary.

Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. Please see the school's policy on supporting pupils with medical conditions at school for further information.

In all cases, the school will be sensitive and avoid stigmatising pupils and parents; and talk to pupils and parents and understand how they feel and what they think would help improve their attendance to develop individual approaches that meet an individual pupil's specific needs.

Part-time timetables.

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. Please note that a part-time cannot be used as a reasonable adjustment for SEND, unless this is on a temporary basis and as advised by an external agency e.g., Educational Psychologist

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. Formal arrangements will also be put in place for regularly reviewing it (minimum monthly) with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore will treat such absence as authorised. We will of course consider how best to support learning when a child is working on a part time timetable.

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Absence for participation in a performance

In these instances, Bank End Primary Academy will follow Local Authority's guidance and by-laws, working in partnership with Education Welfare Service to ensure that any performance absence is within the parameters of the law.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility. The Attendance Policy has a direct link to safeguarding policy; the behaviour policy; anti-bullying strategies and the Health and Safety Policy.

Bank End Primary has also adopted the Local Authority Policies on Children Missing Education, Elective Home Education. Bank End Primary Academy also follows Local Authority guidance in relation to coding absence for families who travel as part of their culture.

All these policies have been endorsed by our governing body, which support the Academy in all attempts to improve the attendance and safeguarding agenda. Development and implementation of this policy will be considered under Academy obligations from the Equality Act 2010 and the UN Convention on the Rights of the Child.

Approved by Local Governing Body on Date ……..

Implementation Date 01/10/2026……

Review Date 30/09/2027……..