

Beaucroft School & College



Pupil Attendance Policy

Issue Date: June 2022	June 2025
Date Adopted:	
Signed By:	
Approval Committee: Governing Body	

1 Introduction

1.1 Beaucroft School expects that all children on roll will attend every day when the school is in session providing that they are fit and healthy enough to do so. We actively encourage the children to attend and have, in place, appropriate procedures to facilitate this. Beaucroft School believes that the most important factor in promoting regular attendance is the development of positive attitudes towards school. To this end, we strive to make Beaucroft School a happy and rewarding environment. We are also committed to making the best provision we can for those children who, for whatever reason, are unable to attend.

1.2 Once a child is enrolled at school, parents and carers have a legal responsibility to ensure that their child attends every day, unless prevented from doing so by illness or other exceptional circumstances for which absence is authorised by the school.

1.3 Under the Education (Pupil Registration) (England) Regulations 2006, the governing body is responsible for ensuring that the school maintains an attendance register recording those pupils present at the start of the morning and afternoon sessions. This register also indicates whether an absence was 'authorised' or 'unauthorised'.

1.4 Under the amended version (2016) of Education (Pupil Registration) (England) Regulations 2006 (described as " Improving Information in identifying children missing education") schools are required to :

- inform their LA when they are about to delete a pupil's name from the admission register
- record details of the pupil's residence, the name of the person with whom they will reside, the date from which they will reside there, and the name of the destination school (where they can reasonably obtain this information)
- inform their LA of the pupil's destination school and home address if the pupil is moving to a new school
- provide information to their LA when registering new pupils within five days, including the pupil's address and previous school (where they can reasonably obtain this information)

1.5 Definition of 'authorised absence':

- An absence is classified as authorised when the school has ascertained that there is a legitimate reason for the child's absence and notification from a parent or guardian has been received. For example, if a child has been unwell, the parent or carer provides a note or telephones the school. Exceptional cases of religious observances or particular family circumstances may also result in an authorised absence being granted by the school
- Only the school can deem an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parent and carers will be classified as authorised. For example, if a parent takes a child shopping during school hours, or allows a child to stay away from school to celebrate a family birthday or go on a family outing without prior permission, this will not be deemed an authorised absence.

1.6 Definition of 'unauthorised absence':

- an absence is classified as unauthorised when a child is away from school without the agreement of both the school and a parent or carer
- the absence is unauthorised if a child is away from school without good reason or prior permission of the school, even with the support of a parent or carer

2 Aims and objectives

2.1 Our aims and objectives regarding the attendance of pupils are to:

- maximise attendance to ensure all pupils gain full access to the curriculum enabling them to reach their full academic potential and achieve a high level of personal and social well-being
- ensure the safety of pupils and knowledge of their whereabouts
- eliminate unauthorised absence
- ensure clarity for parents and carers regarding when it is appropriate to keep their children off school and when this constitutes unauthorised absence
- ensure that school staff, parents and carers are familiar with, and adhere to, our procedures for recording pupils' attendance, and reporting and following up absences or lateness
- ensure that pupils, parents and carers understand the importance of regular and consistent attendance for their child
- make clear to parents and carers the consequences of failing to ensure that their children attend school
- ensure that children enjoy coming to school and are highly motivated to attend regularly and consistently

3 Procedure if a child is absent

3.1 When a child is absent unexpectedly, the class staff will record the absence in the register, and will inform the school office staff, who will endeavour to contact a parent or carer. The school encourages parents and carers to telephone the school to inform them of their child's absence through illness, on the first morning of absence and each morning thereafter for the duration of the absence. Parents and carers may email or telephone details of absence prior to 09.30 on the first day of absence and each morning thereafter.

3.2 A note may be sent to the school prior to the day of absence, e.g. if a child has an unavoidable medical appointment.

3.3 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office who will then contact the parent or carer to establish the safety of the child.

3.4 If the office or class teacher have not been able to make contact via any of the contact details the school holds, social services will be contacted if appropriate and/or a visit to the home made by school staff.

4 Requests for leave of absence for a child

4.1 Beacroft School expects that all children should be in school for all sessions, (unless prevented from doing so by illness or other exceptional circumstances for which absence is authorised by the school) to allow them to progress and benefit from crucial learning, without which, they may be at an educational disadvantage. However, we do understand that there are exceptional circumstances in which a parent or carer may legitimately request leave of absence, for example, religious observance or exceptional family event (such exceptional circumstances would not include normal events such as birthdays or regular religious ceremonies). Beacroft School expects that parents and carers will contact the school at least one week in advance to obtain authorisation.

4.2 Parents and carers have no statutory right to withdraw their children from school for a family holiday. Children are required to attend school for 190 days in a school year, leaving 175 days of weekends and school holidays. Parents and carers should always endeavour to arrange family holidays when their children are not required to be in school.

4.3 Beacroft School considers the continuous attendance of pupils at school to be essential for their academic achievement. Therefore, it is not our policy to routinely authorise term time holiday days. Only where exceptional circumstances have resulted in a family being unable to take an annual holiday during the school holidays, will such requests be considered. Such exceptional requests for longer periods of absence should be made at least two weeks in advance. Each case will be considered individually by the Head Teacher, in consultation with the Chair of the Governing Body.

5 Long-term absence

5.1 When children have an illness that means they will be away from school for over five days, the school will, where possible/appropriate, send work home for the child to facilitate continuity of education.

5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the Local Authority (LA) support services to allow arrangements to be put in place for the child to receive tuition outside school, where possible.

6 Repeated unauthorised absences

6.1 Beaucroft School will contact the parent or carer of any child who has an unauthorised absence. If a child has repeated unauthorised absences, the parent or carer will be required to attend a meeting to discuss each absence and to identify a means to improve attendance. If the attendance of the child fails to improve, the school will contact the LA support services, who will visit the home and seek to ensure that the parent or carer understands the seriousness of the situation.

6.2 The governors, supported by the LA, reserve the right to consider taking legal action, possibly resulting in a fixed penalty fine, against any parent or carer who repeatedly fails to accept their responsibility for ensuring the regular attendance at school of their children.