

Bearwood Primary and Nursery School



“Learning, Enjoying, Succeeding Together”

Attendance Policy

Updated: Autumn Term 2024

Review: Autumn Term 2025

Attendance Lead / Champion: Cheryl Smith

Attendance Officer: Hannah Rose



Attendance @ Bearwood Primary & Nursery School

We recognise that good attendance (above 96%) is key to good pupil outcomes. The links between regular attendance, reaching potential attainment and future life opportunities are well researched. For this reason, the school will encourage good attendance and be robust in monitoring attendance and take action when attendance falls below the expected level. Good attendance impacts significantly on progress, learning, friendship groups and the child's overall happiness at school.

Easy as

- 1** There are 190 school days in a year; this leaves 175 days to spend on family time and holidays.
- 2** It is the responsibility of parents and carers to ensure that their child(ren) attend school every day and on time.
- 3** The school opens at: 08:30am; registration is from 8:50am. Please arrive as close to 8:50am as possible to maximise learning opportunities for your child.



Attendance Matters

Every student Every Day

We're here to help!

We understand that there are many reasons why children may be absent or late for school. Please speak to staff about ways that we can support you with this.



If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	almost 1.5 years
1 day per week	40 days per year	8 weeks per year	over 2.5 years
2 days per week	80 days per year	16 weeks per year	over 5 years
3 days per week	120 days per year	24 weeks per year	almost 8 years

Key Contacts:

Attendance Champion:

Attendance Officer:

Leave of absence is only given in very exceptional circumstances. We have a duty to follow the Local Authority code of conduct for issuing Fixed Penalty Notices for absence.

Reporting Absences:

A parent/carer must notify the school of the reason for a child's absence before 09:00am on the day of absence.

To report absence please:

Phone the school by 09:00am using the absence line (01020 590703) on the first morning of absence and each morning after that.

This helps us keep your child safe.



Our Attendance Policy should be read in conjunction with the Child Protection and Safeguarding Policy.

Attendance Policy 2024 - 2025

Help your child attend today to achieve tomorrow!

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Policy Overview

Pupils in our school with higher attendance have a better chance of doing well and this positively impacts their life chances. When a child is in school, we can work to keep them safe and help them to feel valued and make progress. We believe improving attendance works best if it is a whole school approach. Attendance is a safeguarding matter and is therefore everyone's responsibility. We must work together with our Parents/Carers, partners and communities to develop and maintain a whole school culture that promotes the benefits of good attendance. In our school we have a member of senior leadership who leads on attendance, alongside your child's class teacher and our family support worker/attendance officer who are always happy to talk and offer support.

Key information

(See also Attendance Policy on a page at the start of this Policy)

Attendance Champion / Lead: Mrs Cheryl Smith

Attendance Officer: Mrs Hannah Rose

School opens: 8:30am

Registration begins: 8:50am

Present mark given until: 9:00am

Late mark given between: 9:00am – 9:10am

U code, un-authorised absence, applied after: 9:10am

School closes: 3:30pm

How to report when your child is absent

First Day Absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

- Contact the school office via the absence line (01202 590703) as soon as possible on the first day of absence by 9:00am where possible.
- If contact is not made by the parent/carer, then the school will phone, email and/or text the contacts listed for the child to endeavour to make contact.
- If we are unable to make contact or ascertain sufficient reason for absence, a member of staff may make a home visit.
- Records of the above will be made available to social care in the event of any Missing in Education investigation.

If your child is absent, we will:

Telephone on the first day of absence if we have not heard from you; this is because we have a duty to ensure your child's safety as well as their regular school attendance. If we are unable to reach you and do not hear from you by 10am, your child's absence will be recorded as unauthorised.

Missing school can mean missing out. Talk to us if your child is having difficulties coming to school.

In the event of your child being absent, to support attendance we may:

- make daily contact with you to seek information on your child's well-being and reason for absence
- visit you at home as part of our safeguarding responsibility
- meet with you and your child to find agreed solutions to any barriers in attending
- make reasonable adjustments to help your child attend
- work with you to decide on a plan to include your child's voice in helping them attend
- Follow all DfE guidance and our graduated response if absence is unauthorized and attendance falls below 90%.
- seek outside agency help as needed
- keep records of any absence and reasons for absence
- inform the local authority if needed

Please note after three days of absence, if your child is not seen and contact has not been established with any of the named parents/carers, the school is required to start child missing in education procedures as per the DfE guidance [Stat guidance template \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/template). We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and/or wider family.

Statement of Intent

We recognise that good attendance (above 96%) is key to good pupil outcomes. The links between regular attendance, reaching potential attainment and future life opportunities are well researched. For this reason, the school will encourage good attendance and be robust in monitoring attendance data and take action when attendance falls below the expected level. Good attendance impacts significantly on progress, learning, friendship groups and the child's overall happiness at school.

Good attendance is important because:

- regular attenders make better progress both socially and academically
- regular attenders find school routines, schoolwork and friendships easier to cope with
- regular attenders find learning more satisfying
- statistics show a direct link between under-achievement and absence below 95%
- regular attenders are more successful in transferring between primary school, secondary school and higher education and training.

We understand that there are many reasons why children may be absent or late for school. Please speak to staff about ways that we can support you with this.

Legal framework/ responsibilities

This policy adheres to Department of Education guidance found here [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/working-together-to-improve-school-attendance). Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education as stated here [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/summary-table-of-responsibilities-for-school-attendance)

Parents and carers are responsible for ensuring that children attend and stay at school. It is the responsibility of the school to support attendance and to take problems seriously which may lead to non-attendance.

Penalty Notices may be used under the Local Authority’s Code of Conduct for the use of Penalty Notices in Cases of Non-Attendance at school. A copy of this Code of Conduct can be obtained from the Attendance Officer at the school or the Local Authority. For more information please see [School attendance | BCP \(bcpcouncil.gov.uk\)](https://www.bcpccouncil.gov.uk) (Appendix 2)

Unauthorised absence of more than 10 sessions (a session being one morning or one afternoon) in a ten-week period can result in a penalty notice. A penalty notice can be issued per parent for each child that is absent. Only two penalty notices will be issued to the same parent for the same child within a 3-year period. Following this the Local Authority can consider instigating Court Proceedings via the Single Justice Procedure.

Under the new national framework, all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons. From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days, or £160 if paid within 28 days**. This rate is in line with inflation and is the first increase since 2012. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you’re prosecuted and attend court because your child hasn’t been attending school, you could get a fine of up to £2,500. Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

Roles and responsibilities

Role	Responsibilities
Staff	<p>We will work together to help every pupil’s attendance improve. Pastoral workers, the Pupil Premium Lead and the SENDCo may be involved in supporting attendance improvement for the cohorts that need the most support.</p> <p>Staff will:</p> <ul style="list-style-type: none"> • Promote and reward good and improving attendance with pupils at all appropriate opportunities. • Liaise with the attendance staff on matters of attendance and punctuality. • Communicate any concerns or underlying problems that may account for a child’s absence. • Warmly welcome and support pupils to reengage with learning on their return. • Work with parents and local authorities to remove barriers to attendance.
Parents / Carers	<p>Ensuring your child’s regular attendance at school is a parent/carer’s legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.</p> <p>Parents/Carers will:</p> <ul style="list-style-type: none"> • Inform the school on the first day of absence • Discuss with the class teacher or attendance staff any planned absences • Discuss with the class teacher or attendance staff if they need any support to help their child to attend. • Support the school with their aim to improve attendance • Make sure that any absence is clearly accounted for by contacting the school office via the absence line (01202 590703) by 9:00am on the first day and subsequent days of absence • Avoid taking their children out of school for non-urgent medical or dental appointments. • Only request leave of absence in very exceptional circumstances.

Local Authority	<p>The Local Authority will:</p> <ul style="list-style-type: none"> • Have a strategy to improve attendance for their whole area. • Have an Attendance Support Team to work with all schools in the area. • Provide a named point of contact. • Provide opportunities for sharing effective practice. • Hold termly conversations with every school around attendance. • Work jointly with schools and relevant agencies to facilitate support for families and remove barriers to attendance particularly for those pupils who are missing out on education.
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Day to day absence procedure:

If a pupil is absent from school the following procedure will be adhered to.

Day One	<p>-Parents are expected to call the school absence line by 9am</p> <p>-The school will send a text message out by 10.30am</p> <p>-For families who are considered vulnerable or below 90% a phone call will be made, or a home visit arranged (this will be agreed by the senior leadership team)</p>
Day Two	<p>-Parents are expected to call the school with an update</p> <p>-If no contact has taken place a phone call or home visit will be made</p>
Day Three	<p>-If no contact has been made all contact numbers will be tried, a text sent, and a welfare visit will be made</p>
Moving to CME (Child Missing in Education)	<p>We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of missing. Children's Services staff will visit the last known address and alert key services to locate the child. So, help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year. We will then follow BCP's CME a guidance. School attendance (bcpcouncil.gov.uk)</p>
Vulnerable and low attenders (below 95%)	<p>A home visit or phone call may be arranged earlier if the pupil is deemed to be persistently absent (below 90%) or who are severely absent (below 50%) and for those with any past or current safeguarding concerns</p>

Rewarding Good and Improving Attendance

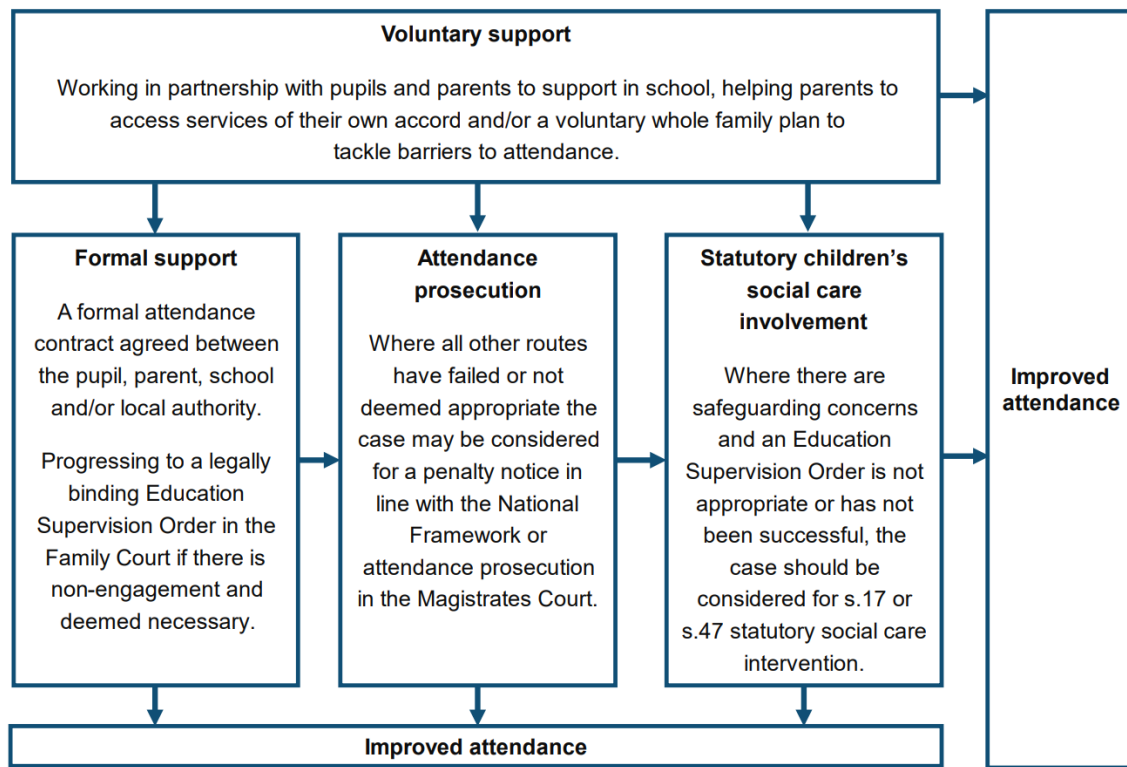
We will recognise the effort that families make to get pupils into school each day by rewarding good and improving attendance at every opportunity.

At Bearwood Primary and Nursery School, pupils are encouraged to attend school through a rich, exciting and varied curriculum. Improving of attendance is recognised by the attendance officer and pupils will be made aware of their improvements via Marvellous Me, post cards home and in assemblies. We focus on celebrating both good and improving attendance.

School Strategies to Improve and Support attendance

The school will follow the DfE guidance below outlined in [Working together to improve school attendance \(applies from 19 August 2024\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/Working_together_to_improve_school_attendance.pdf) (publishing.service.gov.uk)

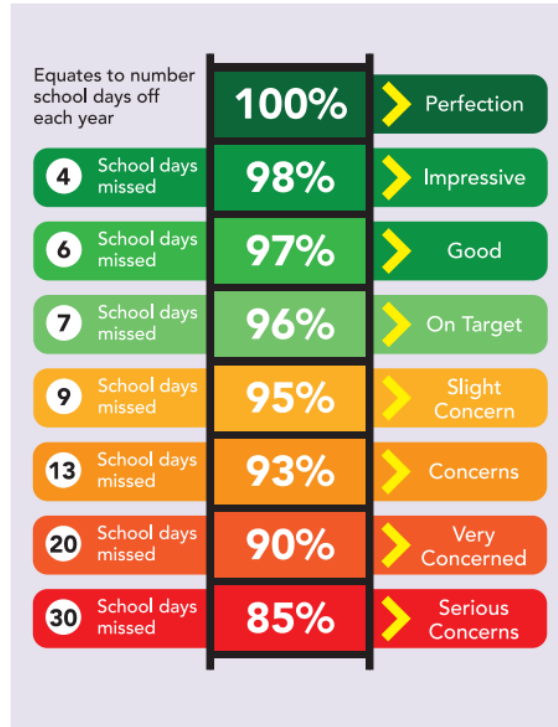
Providing support first before attendance legal intervention



Interventions for poor and declining attendance

100%-	This is excellent attendance – well done!
99.9% - 96%	Your child’s attendance is good, and you are giving them a good chance of success.
90.1 - 95.9%	Attendance at this level is becoming a concern. The class teacher will make contact when a child has dropped to 95% to offer any support required to improve attendance to good. We may request for evidence if unwell where appropriate. You may also be issued with the first warning letter. Absence for whatever reason disadvantages a child by creating gaps in their learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. If your child is still absent, has had absence and their attendance level is falling towards 90%, we will contact you and, depending on the reasons for the absence, will contact you to inform you of our next steps.
Less than 90%	This is a serious concern as your child is missing out on education – Your child is considered a Persistent Absentee and attendance is a serious concern. You will be issued a second warning letter. If your child misses 10% (three weeks/30sessions) or more schooling across the school year, for whatever reason, they are defined as persistent absentees . Our persistent absentee pupils and their parents are subject to an Attendance contract written in co production with the school and home. Our aim is to support with reintegration, and this might include the following: <ul style="list-style-type: none"> • Team around the child meeting to discuss barriers and solutions with parents present. • Home visits as needed, to keep in touch and ensure child feels valued

	<ul style="list-style-type: none"> Attendance support plan jointly agreed with parents to increase attendance over time and will consider evidence-based interventions or 1:1 catch up on learning missed through absence.
Less than 50 %	Your child is considered a Severe Absentee and will be subject to intervention from the Local Authority, legal interventions, statutory action including fixed term penalties, court proceedings and possible referral to other outside agencies for a supported return.



Absence Due to Illness

It is recognised that children can become ill and may occasionally need to have time off school. If the school feel that the pupil may need further support with maintaining good health or there are concerns around the number of times the pupil is ill, school will request parents to provide medical evidence to support the family and school in implementing effective support.

Letters and recommendations from medical professionals will be considered on a case-by-case basis but will not automatically be seen as a reason to authorise an absence.

Absences due to parents/carers health or medical procedures will not be authorised as standard.

If your child is unwell and you are unsure of whether to send them in to school a useful site to check is <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

The school may be able to administer some over the counter medications with parental consent, to help your child manage minor illness when in school. This will be decided on a case-by-case basis.

Medical Conditions

Pupils attending our Schools may have medical conditions, either long or short term that will affect their attendance at some stage in their school career. We understand that students with medical conditions are more vulnerable and have greater needs than the majority of their mainstream counterparts. This means that they may have more genuine absences from school for medical reasons or experience greater social needs than others. It is our responsibility as educators to do all we can to encourage and support regular and frequent school attendance whilst they are facing the challenge of ill health and remove the in-school barriers these pupils face, including considering external support and reasonable adjustments, for example, supporting their ongoing learning.

One of our aims is to support children back into school as soon as their health allows because we know that this is best for the child. We aim to help ensure that the reintegration process encourages maximum attendance is resumed as quickly as possible. This includes working with families, ensuring that they understand how important regular attendance is to their child's development and health. We will 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.

We give high priority to conveying to parents/carers and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance. If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents/carers and pupils, to resolve those problems as quickly and efficiently as possible.

It is crucial that our schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils. We understand that some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some pupils may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. We will ensure that staff are properly trained to provide the support that pupils need, their healthcare plan is closely monitored and implement an Individual Healthcare plan if needed. We do not, however, do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

We are committed to ensuring that all relevant staff are made aware of a child's condition, that there are cover arrangements in place in case of staff absence or turnover and any supply staff are briefed fully. Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. Our attendance policy should be applied fairly and consistently but in doing so we will always consider the individual needs of pupils and their families who have specific barriers to attendance.

Welcome Back

On returning from absence, all pupils are made to feel welcome, helped to catch up on missed work and brought up to date with any information that has been passed to the other pupils.

Request for leave of absence

The DfE states: 'Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.'

Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances only and this is not the norm. It is important to note that Headteachers can determine the length of the authorised absence as well as whether the absence is authorised at all.

The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable circumstances (which means the event could not reasonably be scheduled at another time). Circumstances will vary from family to family.

There is no legal entitlement for time off in school time to go on holiday and, in the vast majority of cases, holiday will not be authorised.

Parents/Carers wishing to apply for a leave of absence need to fill in an application form (available on request from the school office) in advance and before making any travel arrangements. If term time leave is taken without prior permission from the school, the absence will automatically be unauthorised and if the number of sessions absent exceeds 10 sessions, the school may request the Local Authority to consider issuing a fine or a warning letter.

Taking holidays in term time will affect your child's schooling as much as any other absence and as such, we expect parents to help us by not arranging holidays during school time. Unauthorised absence of more than 10 sessions (a session being one morning or afternoon) in a ten-week period can be issued with a penalty notice.

School work for pupils that are absent will only be provided during exclusions or long-term medical absences and not during unauthorised absences.

Religious Observance

We recognise that pupils of certain faiths may need to participate in days of religious observance. Where a day of religious observance:

- falls during school time and
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs.

The absence will be authorised. We ask that the parents/carers notify the school in advance.

How We Can Support Our Children to Attend

Strategies employed by the school.

The school will:

- Set high expectations for attendance and punctuality for all pupils.
- Provide additional support for those families and pupil cohorts that need it most.
- Make sure attendance improvement is approached as a whole staff team.
- Provide an attendance policy that outlines clear process for reporting and recording absence.
- Record registers accurately.
- Monitor attendance data to enable early intervention where needed.
- Treat absence as a safeguarding concern where necessary.
- Provide a physical environment that is warm, safe and meets need.
- Provide an enticing curriculum
- Establish strong communication channels with parents, varying methods according to need.
- Provide clubs, activities and wraparound care to encourage attendance, engagement and belonging.

My child is trying to avoid coming to School. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best dealt with between the school, the parents and the child.

If a child is reluctant to attend, it is never better to enable them to stay away from school. This may give the impression that attendance does not matter and may make things worse.

Please do contact your child's class teacher, pastoral worker or attendance staff as soon as possible to openly discuss your worries. Your child could be avoiding school for a number of reasons such as difficulties with schoolwork, friendship problems, family difficulties, special educational needs or bullying issues. It is important that we communicate effectively to identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional and we may be able to make referrals or signpost you towards further assistance.

What can parents do to encourage their child to attend school?

- Make sure your child gets enough sleep and gets up in plenty of time each morning.
- Ensure that they leave home in the correct clothes and are properly equipped. (contact the school if you require assistance with this)
- Show your child, by your interest, that you value their education.
- Be interested in what your child is doing in school, chat to them about the things they have learnt, their progress towards rewards, their friendships, and even what they had for lunch!
- Speak positively about school at home.

For many parents, a child starting school may be their / your first experience of being separated from them. This can seem daunting at first but thinking and speaking of it as a new and exciting adventure will help you both. The transition into a settled and happy school life also depends on routine and regular, punctual attendance can help as much as any other intervention.

Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups.

Criteria for success

- Improved attendance percentage for persistent absentees (**10% or higher of their possible sessions missed**)
- Improved attendance data across all years.
- Attendance rate increases
- Authorised absence rate decreases
- Unauthorised absence and persistent absence rate decreases
- Improvement in individuals' attendance
- The profile of good attendance within the school community is raised

Appendix 1 REGISTER CODES

<i>CODE</i>	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed 9:10am)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed 9:10am)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances



Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools **after 19th August 2024**.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

For example: a 5 day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

Second Offence

(within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent, per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.






Appendix 3 – What your child is missing out on

No Absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
100%	95%	94%	90%	85%	80%
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
Best chance of progress and success. More likely to be socially happy	Harder to progress, experience success or make friends			This is persistent absence. Very hard to make progress and social outcomes are often poor.	

Attendance Flowchart

Attendance counts!

Make sure that you give your child the best opportunities for success by sending them into school EVERY DAY

Above national average	100		<p>100% Attendance = No learning missed = You have given your child the best chance of success</p>
	99		
	98		
	97		
* NA	96		
Below national average	95		<p>95% Attendance... means your child misses = Half a day of learning every fortnight = 2 weeks of school in a year = 2 terms and 1 week over the whole of their education (133 days missed)</p>
	94		
	93		
	92		
	91		
Well below national average	90		<p>90% Attendance... means your child misses = Half a day of learning every week = 4 weeks of school in a year = 1 school year, 1 term and 3 weeks over the whole of their education (266 days missed)</p>
	89		
	88		
	87		
	86		
	85		<p>85% Attendance... means your child misses = 1 and a half days of learning every fortnight = 6 weeks of school in a year = 2 years and 21 days over the whole of their education (399 days missed)</p>
	84		
	83		
	82		
	81		<p>80% Attendance... means your child misses = 1 day of learning every week = 8 weeks of school in a year = 2 school years, 2 terms and 25 days over the whole of their education (532 days missed)</p>
	80		
	79		
	78		
77			
76			
75			
74			
73			
72			
71			
Below 70			

* NA - national average



Appendix 4 – Process for leavers

If your child is leaving our school (other than when transferring to the secondary school) parents are asked to give the school office comprehensive information about their plans including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'.

This requires schools and Local Authorities to carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

- Parent/Carer is required to notify the Headteacher in writing, giving the leaving date, new address and phone numbers and detailed reasons.
- Parent/Guardian to complete the BCP in year transfer application [Requesting a school place during the school year | BCP \(bcpcouncil.gov.uk\)](#)
- Parents/Carers need to ensure that they have cleared all payments on the MCAS system
- The school will contact the child's new setting on the date stated they will start to confirm that this transfer has taken place.

Appendix 5 – Possible Exceptions to Unauthorised Absence

Absence through child participation in public performances, including theatre, film or TV work and modelling.

Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence approved by the Headteacher as being part of a child's participation in a public performance is recorded as an authorised absence.

Absence through competing at regional, county or national level in sport.

Parents/carers of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the Headteacher's discretion whether to authorise this. They will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching.

Service Families

The Ministry of Defence (MoD) issue additional guidance to schools with regards to term time absences for the children of service families. This is provided because it is acknowledged that the operational needs of the Armed Forces may legitimately prevent a service family from taking holidays within the school holidays. Ultimately the decision on whether to authorise leave in term time still lies with the Headteacher, however further clarification regarding the exact circumstances may be sought from Unit Commanding Officers and their welfare staff. When deciding whether to authorise an application for a leave of absence from a service family, the Headteacher will take into account the circumstances, the child's attendance record and the school year which the child is in.

Gypsy Roma and Traveller families

Absence of a child from a traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for traveller children, dual registration is allowed. That means that a school cannot remove a traveller child from the school roll while they are travelling. When the traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school.