



Peel Park
Primary School
and Nursery

The Path to Success

Attendance and Punctuality Policy

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Attendance Policy 2022

It is very important for your child's education that they have good attendance at school and nursery.

School attendance is mandatory. All students are expected to be punctual and attend school every day. It is a legal duty that parents ensure that their child attends school.

Guidance for Parents

School Door open at 8.40am

Children are classed as late from 8.40am until 9.30am when the registers close. After 9.30am they are classed as an unauthorised absence, unless for a medical appointment or a valid reason is provided, which may be authorised.

All absences should be reported by the parent to:

- The school office or attendance lead
- Via email: absence@peelpark.bradford.sch.uk
- Via text message

Children will only be given authorised absence for medical or dental appointments where prior permission has been obtained from school. The LA advise that the parents should be discouraged from arranging medical or similar appointments for children during school hours. Parents must provide proof of medicals and appointments.

In the event a child is absent and the parent/carer does not contact school by 9am on the day of the absence, then school will:

- Telephone, text or email on the day
- Home visit will be made by school or BCL
- Write to parent/carer and continue to call
- Request teacher to ask for a reason at the beginning /end of day
- Arrange a welfare meeting

If no contact is made at home, the police will be notified and a request will be made for them to conduct a welfare check.

Attendance is monitored and any issues concerning absence/illness and lateness will be addressed. Parents will be invited to attendance meetings and strategies will be put into place. If attendance fails to improve, parents/carers risk legal proceedings and a penalty notice or being brought before the Magistrate Court as per Bradford's attendance intervention.

Absence in Nursery

Children in Nursery are not of compulsory school age. Fixed penalties for non-attendance or leave of absence cannot be applied, but parents could be at risk of losing their place.

Authorised Absence

Authorised absence is where the school has either given approval in advance for the child to be absent or where an explanation has been given and this has been accepted as satisfactory justification for absence. Absence may generally be authorised for the following reasons:

- Sickness/illness
- Religious Observance in accordance with the Local Authority Guidelines
- Medical or dental appointment which cannot be arranged outside of school hours.

Unauthorised Absence

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school as unacceptable. I.e.

- Parents keeping children off school unnecessarily
- Absences which have never been properly explained
- Children who arrive late after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holiday in term time which have not been agreed by the school
- Parents and siblings feeling unwell
- Going to get haircut

Holiday in Term Time

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

No family holiday or extended leave will be authorised for any child from this date.

Families must note that if they decide to take any unauthorised leave in term time, then school may actively pursue the issue of a fixed penalty notice which could lead to minimum fine of £60 per parent, per child.

Additionally unauthorised attendance may result in your child losing their school place and being taken off roll.

Any request for leave in exceptional circumstances will be referred to Mrs Y Khan

Relocating and transferring schools

If you are relocating or withdrawing your child from school, you must provide this information in writing:

- Forwarding address
- Date of Leaving
- New school Details

If we do not have these details then a referral to the Children Missing Education Team will be made by the school as part of statutory safeguarding procedures.

In Year transfer forms are available at the school office and support is available to complete the form.

The Schools Approach to Promoting Good attendance and Punctuality

At Peel Park we firmly believe that good attendance and punctuality teaches children good work habits in the future. It also teaches children to respect each other's time and learning. The local authority requires the school to monitor attendance and enables school to target those families that may need support. Rewards are given weekly, termly and yearly.

- Best class attendance Key Stage 1 and Key Stage 2 is announced in Monday Celebration assembly. Monday morning assembly is used as a means of promoting good attendance, the best class receives the attendance Cup to display in class.
- Weekly rewards – whole class reward, first for lunch for the year group for the following week, first out to play five minutes early, individual rewards, house points.
- Termly 100% attendance and rewards
- 100% attendance for the year
- Termly attendance challenge, rewards for successfully completing the challenge.

Monitoring and Evaluation

This policy will be reviewed annually, or if there are any changes to relevant legislation.

Useful Contact details:

Peel Park Primary School & Nursery – 01274 639377

office@peelpark.bradford.sch.uk

absence@peelpark.bradford.sch.uk

agrist@peelpark.bradford.sch.uk – Headteacher

ykhan@peelpark.bradford.sch.uk – Pastoral Team Manager

hhutchinson@peelpark.bradford.sch.uk – Deputy Headteacher

pvarley@peelpark.bradford.sch.uk – Deputy Headteacher

knoble@peelpark.bradford.sch.uk – DSL/Assistant Headteacher