



# Britannia Bridge Primary School



# Attendance Policy

## **‘Every parent of every child of school age has the duty to ensure regular attendance at the school at which the child is registered.’**

### **Responsibilities of parents**

The Education Act 1996 Part 1, section 7 states that Parents have the prime responsibility for ensuring that registered pupils of compulsory school age attend school regularly. If a child does not attend regularly, parents will need to work in partnership with the school to resolve the problem. From 1 March 2001, parents found guilty of school attendance offences could be subject to a penalty of up to £2500 and/or a period of imprisonment for up to three months (see guidance).

At Britannia Bridge there is a whole school approach which reinforces good attendance, teaching and learning to encourage all pupils to attend and achieve their full potential. Each academic year a new attendance target is set for the whole school.

### **Absences**

It is important that school is aware of any absence of pupils. Should your child need to be absent for any reason, please contact the school office from 8.30am onwards on 01942 760036 to let school know the reason and how long the pupil will be absent.

If a child has been recorded as absent in the attendance register, a first day absence telephone call is made to parents. Should no-one answer the telephone call, then a letter and / or text message is sent home that evening.

### **Authorised/Unauthorised**

All registers at Britannia Bridge distinguish between “authorised” and “unauthorised” absences. The registration codes meet with the DFE guidelines

#### **Authorised Absence**

An absence is authorised if

- A child is absent with the Headteacher’s permission (exceptional circumstance only).
- A child is unwell – Parents have contacted school on the first day of absence. (A medical note is often requested when the Local Authority’s Attendance Officers are monitoring and supporting a family).

#### **Unauthorised Absence**

An absence is unauthorised if:

- A child takes a holiday in term time.
- An unacceptable reason or no reason is given for an absence.
- A child is currently being monitored and fails to provide a relevant medical note.

### **Holidays**

Holidays should **NOT** be taken during the school term time. Under new legislation from the DfE, the Headteacher is not authorised to grant **ANY** holiday requests. Parents should still fill in a Holiday Request Form so that school is made aware of when the pupil will be absent.

All holiday request will be recorded as unauthorised, unless it is due to exceptional circumstances. The Headteacher will review the circumstances and decide if the request falls with exceptional circumstances. Exceptional circumstance does **not** include the only dates available for parents to be granted leave from work or the availability of cheaper holidays.

### **School requires parents:**

- To work together with school staff to put the interests of the child first.
- To take an active interest in their child's school life.
- To ensure that their child attends school every day on time.
- To notify any absence on the first day of absence by 9.30 a.m.
- For a period of continuous illness – to telephone school each morning whilst absent (this ensures that the child is safe and not missing on the way to school)
- To inform school of an intended leave of absence on the appropriate school form at least two weeks before leave is required
- To provide appropriate documentation of medical appointments.
- To take extended leave in the school holidays.
- To attend any necessary meetings and respond as quickly as possible to any texts, letters and phone calls about their child's attendance.

Should a pupil be absent without contact from parents, this will be treated as a matter of concern for the child's welfare, Contact will be attempted by the school and external agencies will be involved where necessary.

In cases where a pupil begins to develop a pattern of absence, the school will try to resolve the problem with the parents, but at the same time may have to request the provision of medical evidence (Appointment card, Doctor's note or letter, prescription, medical certificate) or indeed contact the GP's surgery ourselves. The assistance of the School Nurse or the Health Visiting service may also be sought.

### **School Percentage Target**

At Britannia Bridge School, our school attendance target is 95%. We would like all our children to achieve this attendance rate or above.

### **Punctuality**

Good punctuality is essential to ensure that the start of the teaching day is uninterrupted and that there is optimum teaching and learning time for all pupils. Pupils who are consistently late are disrupting not only their own education, but also that of others. The registers will remain open until 9.30am. Any child arriving after the registers have closed will be marked as having an unauthorised absence.

### **Children Missing Education**

The school has adopted the Local Authority policy for Children Missing Education and follows the guidelines and procedures in this policy

### **Mid-year transfers**

Parent's and carers will be expected to attend a transition interview with the attendance officer to ensure all key information is gathered and expectations shared.

### **Unprecedented Situation**

In the occurrence of an unprecedented situation, temporary changes of this attendance policy may be implemented. The changes may be influenced by scientific guidance, government policy or school risk assessment which may take one of many forms. The plan for school attendance will be shared with parents when required. This will be

communicated via social media, letters and emails or other methods that will be deemed appropriate at the time.

### **Links with Safeguarding**

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

Attendance

Behaviour Management

Health and Safety

Access to the Curriculum

Anti-bullying

### **Monitoring and Supporting Attendance and Punctuality**

The school is responsible for supporting parents to make sure that their children attend school regularly and on time. Regular attendance and good punctuality helps children to make the most out of every learning opportunity that is available.

At Britannia Bridge attendance and punctuality are regularly monitored. Any concerns regarding low attendance, absence patterns, lateness and persistent absence (less than 90%) are raised with the Senior Leadership Team.

In the event that a concern is raised with the Senior Leadership Team, we will aim to resolve the issue promptly. This may be in the form of an informal discussion with parents, a meeting with parents, a letter or a telephone call.

In circumstances where the attendance fails to improve despite school support, the Early Help process will be actioned and the Local Authority Lead Attendance Officer will be informed.

Persistent Absence letters are sent home to parents whose children have less than 90% attendance outlining the concern and support available.

### **Strategies to help improve attendance and Punctuality**

- **A whole school approach** to monitor and support attendance.
- **Attendance Assemblies** – Weekly and Monthly Attendance Certificates for the class with the best attendance. The class with the best monthly attendance enjoys a non-school uniform day as a reward.
- **Termly certificates** for children with outstanding (98% - 100%) attendance in each term.
- **Yearly certificates** for children with 98% - 100% attendance over the academic year.
- **Celebrating Exceptional Attendance** (100%). At the end of each term children with 100% are entered into a prize draw. At the end of the academic year, those children that have 100% attendance for the whole year, receive a certificate and award.
- **Multi-agency support** for families that need help to ensure that their children attend school regularly and on time.
- **Guidance and Support for Families** - Meet with parents who are having difficulties with their child's attendance; offering guidance and support.
- **First day absence telephone call.**
- **Annual School Report** highlights attendance and punctuality for each child for the year and the likely impact this has had on their learning.

Parents are updated on their child's attendance each half term during Parent's Evening. In the event that parents would like an update on their child's attendance and punctuality, they should contact the school office on 01942 760036.

*C. Pidgeon-Duncalf*

**Carol Pidgeon-Duncalf**  
Headteacher  
Date 23/11/2022

*D. Harrison*

**Dorothy Harrison**  
Chair of Governors  
Date 23/11/2022

### **Education Penalty Notice Warning for Non-School Attendance**

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period, you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

- 10 Sessions (5 days) of unauthorised absence with under 90% attendance
- 20 Sessions (10 days) of unauthorised absence
- Persistently arrives late for school after the close of registration

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular attendance under the following circumstances:

- Your child is stopped on a Truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact school and ask for support.

Yours sincerely

*C. Pidgeon-Duncalf*

Mrs Pidgeon-Duncalf  
Headteacher

**Happiness**

**Encouragement**

**Aspirations**

**Respect**

**Team-work**



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**Headteacher: Mrs C Pidgeon-Duncalf**

**Chair of Governors: Mrs D Harrison**