



Britannia Bridge

Primary School

Attendance & Punctuality Policy

Date effective from	September 2025
Date of next review	September 2026
Review period	1 Year
Status	Statutory
Person responsible	Mrs C Pidgeon-Duncalf (Headteacher)
Date ratified by Governing Body	
Version	1.0

Contact Details

The name and contact details of the senior leader responsible for the strategic approach to attendance in our school is:

Name: Mrs Carol Pidgeon-Duncalf (Headteacher)
Contact Details: 01942 760036 or enquiries@britanniabridge.co.uk

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Name: Mrs J Scales
Contact Details: 01942 760036 or enquiries@britanniabridge.co.uk

The name and contact details of the school staff member pupils and parents should contact for more individual support with attendance.

Name: Mrs D Beeston or your child's class teacher
Contact Details: 01942 882 980 or 760036 or businessmanager@britanniabridge.co.uk

We are committed to ensuring that systems and processes are in place regarding promoting attendance and would encourage parents to make contact with school as soon as possible if they have any concerns about their child.

Introduction and Aim

At Britannia Bridge, we know that good attendance is key to your child's success and happiness at school. Coming to school every day helps children make progress, enjoy learning, build friendships, and take part in a wide range of exciting activities.

We ask that all children attend school every day during term time, unless there are exceptional circumstances. If your child is going to be absent, please let us know as soon as possible.

We celebrate and reward good attendance, and we keep a close eye on attendance patterns so we can offer support early if needed. Our aim is to work together with families to help every child feel confident, motivated, and ready to learn.

You can find our full Attendance Policy on our school website: <https://www.britanniabridge.co.uk>. A copy will also be shared with you when your child joins the school, and we'll remind families about it at the start of each school year. If we make any changes to the policy, we'll let you know.

We're committed to making sure all children have the same opportunities to succeed, and we'll continue to review our approach to attendance to make sure it meets the needs of our school community.

Legal Duty

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school.

Regular and punctual attendance at school is essential to enable children to maximise their educational attainment, opportunities, and further development.

Relevant Legislation and Legal Background:

- Section 7 of the Education Act 1996 states that '*The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise*'.
- Section 444 (1) of the Education Act 1996 states that '*if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence*'.
- Section 576 Education Act 1996 stipulates that for the purposes of Education Law, parent includes:
 - All biological parents, whether they are married or not.
 - Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a stepparent, guardian or other relative.
 - Any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carers.

School Commitment

At Britannia Bridge Primary School, we're all committed to helping every child attend school regularly and on time.

We work closely with families to support good attendance and punctuality. If your child is missing school often, we'll talk with you to understand what's happening and find ways to help.

Our goal is for every child to have **100% attendance**, and our whole school target is **97%**.

We aim to create a positive, welcoming environment where all children feel safe, happy, and valued. We carefully monitor attendance and make sure any absences are recorded clearly and consistently.

If your child needs extra help to attend regularly, we'll work with you to put the right support in place. This might include changes in school or help from other services if needed.

Recording Attendance

We take a register at the start of the morning and again in the afternoon. Each time, we record whether your child is:

- Present
- Taking part in an approved school activity

- Absent
- Unable to attend due to exceptional circumstances

If your child is absent, we will:

- Contact you by phone, text, or email to find out why
- Make sure your child is safe
- Confirm whether the absence is authorised or not
- Use the correct attendance code in our system
- Record the information promptly so it can be included in our school records and reports

We also look at patterns of absence to see if any extra support or early help is needed.

We follow the Department for Education's guidance on how to record attendance. You can read more about this here:

Working together to improve school attendance

Procedure

Children are expected to attend school regularly, unless there is good reason for absence. There are two types of absence:

- Authorised (where the school approves a pupil absence)
- Unauthorised (where school will not approve the absence)

The school has a duty to safeguard all pupils. If a child is absent, the parents/carers must inform the school on the first day of absence and each following day of absence, stating the reason.

Parents/Carers should phone school on the morning of the first day of absence and each following day of absence unless it has been agreed by school that this is not necessary if the absence is or is likely to be long term.

Parents should call Mrs J Scales who is responsible for the day-to-day monitoring of attendance and will work with the pastoral team and wider staff to support attendance. In the event a child is absent from school, and the parent/carer has not notified the school of the absence, the school office will contact home as soon as possible. If no contact is established or the reason for absence is not accepted, the absence will be deemed unauthorised. Should contact be established later with parent and a reason for absence is provided, the school may amend this to authorised if they are satisfied with the reason given.

Communication between Parents/Carers and School

Communication between parents/carers and school is extremely important as this enables us to ensure that children are supported and feel settled in school. If your child is absent, you must inform the school immediately in line with the procedure as outlined above.

As a school we recognise that building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children/young people. We require all parents to actively support the work of the school, including promoting attendance and engagement. We are committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.

In the event there is a persistent lack of engagement by parents, we may seek to secure engagement and school attendance through formal legal procedures.

Early Identification and Support

At Britannia Bridge Primary School, we want every child to enjoy a full-time education. We set high expectations for attendance, but we also understand that some children and families may face challenges.

If your child is struggling to attend, we'll work with you to understand why and put the right support in place. This might include:

- Talking with you and your child to understand what's going on
- Creating a simple action plan with clear, achievable goals
- Offering extra help in school or involving other services if needed

We follow a step-by-step approach: **assess, plan and review**. This means we regularly check how things are going and make changes if needed.

If emotional or wellbeing needs are affecting attendance, we'll use guidance from Wigan Local Authority to help support your child in the best way possible.

Our goal is to work together with families to remove barriers and help every child feel happy, safe, and ready to learn.

Medical absence

Absence due to sickness must be reported to the school by phone on the first day of absence. The school must be kept informed during longer periods of absence. School will contact parents during the first day if no satisfactory reason for absence has been received.

It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose, or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above. Please read this link for further information [Is my child too ill](#)

[for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

If a medical absence is likely to be ongoing or long term, we will offer support in accordance with the school's and Local Authority's policies relating to children with health needs. As a school we need to plan how children can access education during periods of long-term absence and how and when the child will return to school. School will make reasonable adjustments for pupils where necessary and appropriate.

To ensure we have the appropriate pathway of support we will follow our 'Early identification' model and implement an individual plan tailored to a child's medical needs to enable access to suitable education.

As a school we will adhere to the Local Authority policy [Education of pupils with medical needs \(wigan.gov.uk\)](http://wigan.gov.uk) This policy includes a graduated response, supporting inclusive practice across all settings to ensure children's continued links to their education provider when their health needs may impact their access to education.

Absences due to Medical Appointments

We request, where possible, any dental, GP and other medical appointments are made outside of school time. If it is imperative that such an appointment must be arranged to take place in school time, we request that details of the appointment are provided to us as soon as possible.

Lateness and punctuality

School begins at **09:00am** and all pupils are expected to be in school for registration at that time.

- Register taken from **08:50am**
- Registers close at **09:30am**

Any child who arrives after the gates are closed must enter the school by the main entrance and report to the school reception to sign in.

- If pupils are not in class when the register is taken, they will be coded as 'L'.
- If pupils arrive after registers close, after 09.30am, they will be coded as 'U'.

Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, parents/carers will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.



STRIVE TO BE ON TIME
**EVERY
MINUTE
COUNTS**



MINUTES LATE	IMPACT ON YOUR ATTENDANCE IN A YEAR
5 MINUTES A DAY =	3.4 days 98.4% attendance
10 MINUTES A DAY =	6.9 days 97.6% attendance
15 MINUTES A DAY =	10.3 days 94.6% attendance
20 MINUTES A DAY =	13.8 days 92.9% attendance
30 MINUTES A DAY =	20.7 days 89.2% attendance

Unauthorised absence

An absence may be coded as 'unauthorised' if:

- no reason for absence has been given.
- reason for absence is deemed insufficient by School.

- a request for a holiday in term time has been unauthorised.
- a pupil arrives at school after registration has closed at 9.30am

Parents/carers should be aware that Britannia Bridge Primary School may contact the Local Authority if a pupil has 10 sessions of unauthorised absence in a rolling period of 10 school weeks with a view to issuing an Education Penalty Notice or other legal action. The Education Penalty Notice is issued individually to each parent/carer who fails to ensure their child's regular attendance at school. The penalty is £80 per parent/carer per child if paid within 21 days rising to £160 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates court.

[Consequences of not attending school \(wigan.gov.uk\)](http://wigan.gov.uk)

Application for holiday in term time

A Head Teacher may not grant any holiday during term time unless it is deemed that there are exceptional circumstances.

The Head Teacher will determine what constitutes an exceptional circumstance on an individual basis. If parents/carers need to request a holiday in term time, they must complete the relevant form available from the school office. It should be noted that if any application is declined and absence occurs of a consecutive five or more unauthorised days, then school may apply to the Local Authority for an Education Penalty Notice to be issued to each parent/carer.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments
- Holiday pre-booked by another family member

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but they are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid.

Religious observance

We recognise that some pupils 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.

We ask that parents/carers notify Britannia Bridge Primary School in writing in advance where absence is required due to a religious observance.

Enforced school closure

If Britannia Bridge Primary School was forced to close for a period, we have the facility to operate an online virtual school. In such circumstances, children are expected to engage with ALL activities when work is set. Procedures for online learning will be sent to parents as and when required.

Monitoring arrangements

This policy will be reviewed annually as a minimum by the headteacher, Mrs Carol Pidgeon-Duncalf. At every review, the policy will be approved by the Governing board.

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 assessments 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 other policies

This policy links to the following school policies:

- Safeguarding policy
- Behaviour policy

Other guidance/policies:

- [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-in-education)
- [Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/mental-health-issues-affecting-a-pupil-s-attendance-guidance-for-schools)
- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/working-together-to-improve-school-attendance)
- [Children missing education \(wigan.gov.uk\)](https://wigan.gov.uk/children-missing-education)
- [Consequences of not attending school \(wigan.gov.uk\)](https://wigan.gov.uk/consequences-of-not-attending-school)

Appendices

Appendix 1: Holiday in term time request form

Guidance Notes

- Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form **does not** mean your request has been approved.
- The Education (Pupil Registration) Regulations 2024 states that headteachers may not grant any leave of absence during term time.
- If your leave of absence request is not approved, then the absence will be marked as ‘unauthorised’ on the attendance register.
- For such ‘unauthorised’ absence, you may be liable to be issued with a penalty notice (fine). The fine is £80 per parent per child if paid within 21 days, increasing to £160 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

Exceptional Circumstances: In considering whether any ‘exceptional circumstances’ apply, the Headteacher will consider if the reasons are **rare, significant, unavoidable, and short**. The Headteacher will also take into consideration the factors listed below:

- can the event for which the absence requested can be reasonably taken during school holidays?
- levels of attendance and unauthorised absence over the last 12 months
- any leave of absence taken previously
- whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
- age and year group of the pupil

CHILD’S DETAILS

Surname		First Name	
Date of Birth		Year Group	
Address			

PARENT/GUARDIAN’S DETAILS

Surname		First Name	
Relationship to child			
Address (if different to above)			
Telephone no.		Mobile no.	
Email			

DETAILS OF REQUEST FOR LEAVE

Date of Departure		Date of Return	
No. of School Days Absence		Destination	
Local/emergency contact name		Emergency contact number	
Address resident at whilst on leave			
<p>Please provide details and reasons for requesting this leave of absence and in particular any 'exceptional circumstances'. If necessary, please provide any documentary evidence in support of your request.</p>			
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			
<p>I certify that the information provided on this form is correct. I understand that the school reserves the right to issue a penalty notice or remove my child from the school register for unauthorised leave.</p>			
Signature		Date	

- FOR COMPLETION BY THE SCHOOL -

Authorised	YES / NO		
Exceptional Circumstances			
Signature		Date	
Name		Position	

Appendix 2: Attendance codes

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Appendix 3: Attendance and absence data

The tables below equate percentage attendance to time missed from school.

Table 1: Attendance over one whole school year for each pupil

Attendance	Missed Days
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 5 days / 10 sessions (school target)
95%	Less than 10 days / 20 sessions
90%	20 days / 40 sessions
85%	27 ½ days / 55 sessions
80%	37 ½ days / 75 sessions
50%	95 days/190 sessions

Table 2: Attendance over 5 years for each pupil

Attendance	Missed Weeks
85-90%	19 weeks – ½ year absence from school
80%	38 weeks = 1 full year absence from school

What does ‘percentage attendance’ mean?

Parents/carers should be advised that the Government have categorised those pupils who have attendance of 90% and below as ‘Persistent Absent’ pupils (PA). The table below shows the learning time lost against percentage attendance figures.

Attendance during one school year	Equivalent Days Missed	Equivalent Sessions Missed	Equivalent Weeks missed	Equivalent Lessons Missed
95%	9 days	18 sessions	1.4 weeks	45 lessons
90%	19 days	38 sessions	3.4 weeks	95 lessons
85%	29 days	58 sessions	5.4 weeks	145 lessons
80%	36 days	72 sessions	7.1 weeks	180 lessons
75%	48 days	96 sessions	9.3 weeks	240 lessons

As of May 2022, the Department for Education have categorised those pupils who have attendance of 50% and below as ‘Severely Absent’ pupils. The Department for Education advises all pupils who fall within this category to have a robust multi-agency plan and approach in place to support.



CHILDREN MISSING EDUCATION REFERRAL & CHECKLIST

As outlined in the statutory guidance for Local Authorities 'Children Missing from Education' are children of compulsory school age who are not a registered pupil at a school or are not receiving suitable education other if they are not registered at a school.

Where a pupil has not returned to school for ten days without authorisation, the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. The appropriate completion of this checklist ensures that the Local Authority and school have fulfilled this responsibility.

It is school's responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you require advice and guidance, please contact the Children Missing Education inbox CME@wigan.gov.uk. Where there are concerns in relation to safeguarding or child protection issues contact the Children First Partnership Hub on 01942 828300.

It is important that one checklist is completed for each child within the family, please do not include all children on one.

During the first 10 days of absence (reason unknown), school must complete this referral form and checklist. Once completed if the child's whereabouts remains unknown, please make a referral to the Children Missing Education CME@wigan.gov.uk within 5 days or earlier if all checks have been completed.

At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care please contact 01942 828300

Please note that if the child is residing or located in the Wigan Borough, they are not a CME and should not be removed from school roll. Policies in relation to school attendance should be followed in these cases.

CHILD'S INFORMATION:

Child's Name:		DOB:
Child's Address:		
Previous Address: (if known)		
School:		
Parent/carer's names:		
Parent/carer's address:		
Contact names & numbers: (include emergency)		
Any known siblings & school:		

<u>Name of Member of staff completing form</u>			
<u>School checklist</u>	<u>Dates/Times</u>	<u>Outcomes</u>	<u>Name</u>
School attempts to contact parent on first day of absence. This includes Truancy Call, First Day calling, Text, Email, all emergency contacts. Please detail all contact methods - whether a message was left, if the phone is working, is there an international dialling tone.			
School to check possible whereabouts with staff and pupils? This should include checking with family friends, all staff members, the child's friends, social media Contact all emergency contact numbers you hold in school.			
Visit to address(es) by school. Leave card if no answer. Does the property look empty? Is someone at home but not answering the door? NB if school policy does not permit home visit a police welfare check to be requested			

Contact made with involved agencies within 5 working days (Social Care, EMAS team, School Nurse etc)			
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Contact made with agencies to understand when they last had contact/saw the child (no consent needed) - Social care - school nurse (when did health have any contact with the child)			
School to contact the new school or Local Authority the child is believed to have moved to? What were the outcomes? https://www.gov.uk/find-local-council			
NB – Has the child been seen? State when & by whom. If not seen, what further action has been taken? (Refer to CME Policy Doc for advice)			

Reason for CME checks:	
Any other agencies involved:	
Known vulnerability/risk factors. Do you feel this child is at risk of harm or neglect Y/N please provide detail:	
Is this child Gypsy Roma Traveller? Y/N	
Is this child parents service personnel? Y/N	
Has this child had any Missing from home episodes? Y/N	
Is this child known to the Youth Justice System? Y/N	
Does this child have any SEN/learning needs? Y/N	
Are there any other vulnerabilities of which you are aware? Please provide detail;	
Date:	

All boxes must be completed, if not relevant please enter N/A

ALL BOXES MUST BE COMPLETED, IF NOT RELEVANT PLEASE ENTER N/A

Please submit this referral to CME@wigan.gov.uk