



BEAL VALE PRIMARY SCHOOL

Part of Crompton House CofE Multi Academy Trust

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Attendance and Punctuality Policy

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ATTENDANCE AND PUNCTUALITY POLICY

RATIONALE

At Beal Vale Primary School, we believe that attendance and punctuality at school is not only a legal requirement, but is fundamental to the child's development and attainment. Local Authorities, Multi-Academy Trusts (MATs), Schools, Parents and the wider community all have a role to play in improving attendance. At Beal Vale Primary School, we have implemented procedures designed to ensure that all our pupils attend regularly. Beal Vale Primary School believes that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil because our school exists to serve the families of Oldham, working together for the development of our children with the belief 'Learning is for life. Enjoy the journey' at our core.

All members of our community, children, staff, parents, governors and friends work in partnership towards the values; Responsibility, Respect and Reflection in all we do. With this common bond we recognise the uniqueness of each child. Therefore, we aim to develop their particular talents and needs, thus allowing them to achieve their full potential.

The regular attendance of children at Beal Vale Primary School is a key responsibility of all parents/guardians, in conjunction with the school and Attendance Service who work together with parents. Without regular attendance our pupils cannot make the progress we want for them. The accurate keeping of registers and persistence in chasing up reasons for absence are crucial if we are to maintain a course of improvement.

From the age of 5 children are required by law to attend school for 190 days of the year, unless the child is ill or because of other extenuating circumstances. It is the parent's duty to see the child is sent to school, arrives on time, in correct clothing, and in a condition to learn e.g. not too tired.

Parents should ensure their children arrive at school on time, properly attired and in a condition to learn. Parents need to see themselves as partners with schools in the education of their children. This includes making sure that pupils complete homework on time and that their children keep school rules about behaviour. If the school has concerns about a pupil being absent or do not accept the explanation for an absence as genuine, the headteacher will raise the matter with the Education Welfare Service.

Attendance Vision

At Beal Vale Primary School, we believe that excellent attendance and punctuality are fundamental to ensuring every child achieves their full potential.

Regular attendance enables children to access high-quality teaching, develop positive relationships, participate fully in school life and achieve the best possible outcomes academically, socially and emotionally. We recognise that attendance is everyone's responsibility and that schools, parents, carers, governors and pupils must work together to promote excellent attendance.

Our school vision, "*Learning is for Life – Enjoy the Journey*", reflects our commitment to ensuring every child is present, engaged and ready to learn every day.

Attendance is also a safeguarding priority. Poor attendance can be an indicator that a child or family requires additional support. We therefore monitor attendance carefully and work proactively with families to identify barriers and provide support at the earliest opportunity.

This policy has been written in accordance with:

- Working Together to Improve School Attendance (DfE 2024)
- Keeping Children Safe in Education (KCSIE 2025)
- Working Together to Safeguard Children (2023)
- The Education Act 1996
- Local Authority Attendance Guidance

Introduction

Children of school-age who are registered at a school must attend school every day. For your children to gain the greatest benefit from their education it is vital that they attend regularly. Regular attendance is important, not just because the law requires it but because it is the best way of ensuring that your child makes the most of the educational opportunities in order to achieve well. However, we accept that there may be occasions when a child has to be absent, e.g. because of illness. It is very important, therefore, that you make sure that your child attends regularly and this policy sets out how together we can achieve this.

Beal Vale Attendance and Punctuality HERO Initiative

Beal Vale Primary School promotes excellent attendance and punctuality through its Attendance and Punctuality HERO initiative. **HERO stands for:**

H – Here

E – Everyday

R – Ready

O – On Time

We believe that children achieve their very best when they are:

- Here at school
- Everyday whenever possible
- Ready to learn
- On Time for the start of every school day

The HERO initiative is designed to celebrate positive attendance habits, promote a culture of excellent punctuality and recognise those pupils who consistently demonstrate commitment to their learning.

Weekly HERO Awards

Each week the school will recognise individual pupils who demonstrate the HERO values.

The following awards will be presented:

Individual HERO Awards

Each week:

- One EYFS/KS1 HERO will be selected.

- One KS2 HERO will be selected.

Successful pupils will receive:

- A HERO Certificate
- A HERO Sticker
- The opportunity to wear the HERO Cape

Award winners will be celebrated and announced during the Monday British Values Assembly.

Selection will be based upon attendance, punctuality, improvement in attendance and consistently demonstrating the HERO values throughout the school week.

HERO Class Award

Each week one class from EYFS/KS1 or KS2 will be awarded the HERO Class Award.

The winning class will receive:

- The HERO Lion to keep in their classroom for the week
- Additional playtime or break time (of 15 minutes Maximum)

The additional break time will be taken at a convenient time agreed by the class teacher.

The HERO Class Award will be determined through attendance, punctuality and collective commitment to the HERO values.

Termly Attendance Recognition

Pupils who achieve excellent attendance throughout each term will be recognised through attendance celebrations and certificates.

Additional recognition may be awarded to pupils who achieve 100% attendance during a term or across the academic year.

Roles and Responsibilities

Governing Body

The Governing Body will:

- Monitor attendance data and trends.
- Hold school leaders accountable for attendance outcomes.
- Ensure the policy complies with statutory guidance.

Headteacher

The Headteacher will:

- Lead on attendance strategy.
- Ensure effective implementation of this policy.
- Monitor attendance trends.
- Liaise with governors and external agencies.

School Business Manager

The School Business Manager will:

- Monitor attendance daily.
- Communicate with families.
- Coordinate attendance interventions.
- Maintain accurate attendance records.

Parents and Carers

Parents and carers must:

- Ensure their child attends school regularly.
- Ensure their child arrives on time each day.
- Notify school promptly of any absence.
- Work in partnership with the school to improve attendance where required.

Pupils

Pupils are expected to:

- Attend school every day whenever possible.
- Arrive on time.
- Demonstrate the HERO values.
- Engage positively with learning.

Why Regular Attendance is important

Any absence affects the pattern of a child's education and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

During the course of a year, attendance percentages equate as follows:-

10 days absent - 95%

19 days absent - 90%

29 days absent - 85%

38 days absent - 80%

47 days absent - 75%

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Attendance Expectations

The Department for Education identifies attendance as a key factor in educational achievement and safeguarding.

At Beal Vale Primary School, the attendance target is 96% or above for all pupils.

Attendance Percentage	Description
96% – 100%	Excellent attendance. Pupils are maximising their learning opportunities and are recognised through school rewards and celebrations.
90% – 95.9%	Attendance concern. Attendance will be monitored closely and support may be offered.
Below 90%	Persistent absence. Formal attendance procedures will be initiated and attendance support plans may be implemented.
Below 50%	Severe absence. Intensive support and statutory attendance interventions may be required.

Promoting Good Attendance

The school actively promotes good attendance through:

- The HERO Attendance and Punctuality Initiative
- Weekly attendance monitoring
- Positive communication with parents and carers
- Celebration assemblies
- Attendance certificates and awards
- Class attendance recognition
- Termly attendance celebrations
- Attendance information shared with families
- Early intervention and support where attendance concerns arise

The school adopts a supportive and relational approach whilst maintaining high expectations for attendance and punctuality.

Understanding Types of Absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised Absence – An absence is classified as authorised when a child is away from school for a reason, e.g. if a child has been unwell and the parent notifies school to explain the absence. **Only the Headteacher can authorise an absence.**

The Headteacher may authorise absence if: -

- A child is ill
- The child is attending a doctor or dentist's surgery or a hospital
- Religious observance
- A death of an immediate family member

The headteacher may request evidence to support absence from school for any of the above.

Absences occurring immediately before or after school holidays, bank holidays or other planned school closures will be subject to additional scrutiny. Parents/carers may be asked to provide medical or other appropriate evidence to support the absence. Where sufficient evidence is not provided, the Headteacher may determine that the absence should be recorded as unauthorised.

Unauthorised Absence – Unauthorised absences are those which the school does not consider reasonable and for which no authorisation has been given. This includes –

- Parents/carers keeping children off school unnecessarily;
- Absences that have never been properly explained;
- Shopping, looking after other children or birthday trips;
- Holidays in term time not agreed.
- Children who arrive at school after registers have closed;
- Persistent absences due to sickness that are not supported by medical advice.
- Persistent lateness.

This type of absence can lead to the Local Education Authority using sanctions and/or legal proceedings, e.g. Penalty Charge Notices. A pupil has to be absent from school in one of these circumstances for at least 10

sessions in a ten-week rolling period before being issued with a Penalty Charge Notice. A pupil becomes a 'persistent absentee (PA)' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

In every case, early intervention is essential to prevent the problem worsening. Prior to engagement of the Education Welfare Officer, the school may communicate concerns with parents through Studybugs, email, telephone calls, meetings or other agreed methods of communication. It is hoped that a quick response and improvement in levels of attendance will prevent the need for EWO involvement.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

All PA cases are automatically made known to the Education Welfare Officer.

Absence Procedures

If your child is absent you must:

- Contact us as soon as possible on the first day of the absence via the Studybugs app;
- Give a valid reason for the absence, stating the nature of the illness if the absence is health related;
- If your child is absent for more than 3 consecutive days, if you are part of an attendance management plan or have attendance lower than 90% you may be asked to provide a Doctor's note stating the nature of the illness and the amount of days your child will be absent from school.

If your child is absent, we will:

- Review Studybugs notifications each morning.
- Where no absence has been reported, parents/carers will receive an automated reminder via Studybugs requesting that a reason for absence is provided.
- If no response is received, the school will make contact by telephone.
- Where concerns exist regarding a child's welfare, the child is on the school attendance watchlist, or no contact has been made with parents/carers by the third day of absence, a welfare home visit may be undertaken.
- Invite parents/carers into school to discuss attendance concerns where appropriate.
- Refer matters to the Education Welfare Service and/or Local Authority Attendance Team where attendance concerns persist.

Attendance communication will be sent via Studybugs, telephone calls, email, meetings and other agreed methods of communication.

Parents are encouraged to work with staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Officer from the Local Authority. They will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Charge Notices or prosecutions in the Magistrates Court.

Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

Graduated Response to Attendance Concerns

Where attendance becomes a concern, the school will adopt a graduated response.

Stage 1 – Attendance Concern

Triggered when attendance falls below 93% or where patterns of absence, lateness or emerging concerns are identified.

The school may:

- Contact parents/carers
- Contact will be made via Studybugs, telephone calls, email, meetings and other agreed methods of communication
- Monitor attendance over a specified period
- Offer support and guidance

Stage 2 – Attendance Support

Triggered when attendance falls below 90% or concerns continue.

The school may:

- Arrange a meeting with parents/carers
- Implement an Attendance Support Plan
- Agree attendance targets
- Monitor attendance more closely

Stage 3 – Formal Attendance Intervention

Where attendance fails to improve.

The school may:

- Hold formal attendance meetings
- Involve external agencies
- Seek support through Early Help
- Refer concerns to the Local Authority Attendance Service

Stage 4 – Statutory Attendance Procedures

Where support has not resulted in improvement.

The school may request Local Authority intervention, which could include:

- Notice to Improve
- Penalty Charge Notice
- Parenting Contract
- Fast Track Attendance Procedures
- Prosecution in accordance with current legislation

At every stage the school's primary aim is to work in partnership with families to improve attendance outcomes for pupils.

Medical Appointments

Should a child have a medical appointment, it is expected that they return to school to complete the remainder of the school day wherever possible. Appointment cards, letters, text messages or other evidence showing the date and time of the appointment should be provided to the school when taking your child out of school.

Where possible, routine appointments such as dental appointments, optician appointments, vaccinations and other non-urgent medical appointments should be arranged outside of school hours or during school holidays to minimise disruption to learning.

Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting important information and news for the day. Learning starts at **8.45am PROMPT**. It is vital that your child is in class for the start of the school day. They also miss social time with their friends before lessons start. Late arriving pupils also disrupt lessons. It can be embarrassing for the child and can also encourage absence.

How we manage lateness

The school gates open at 8.30am and the doors to classes open at **8.45am**. We expect your child to be in class at that time.

Classroom doors are closed **at 8:55am** and registers marked by **8:55am**. Lessons start at **8.55am PROMPT**. Your child will receive a late mark if they are not in by that time.

From 08.55am classroom doors are closed. All children arriving after this time will come into school via the main entrance. The office staff will admit the children and record the late marks (L).

Children arriving at school after 9.25am will be recorded as late after the registers have closed (U) and signed in the attendance book by a member of the office staff.

All children arriving after 8:55am must be signed in by an adult using the InVentry System.

At 9.25am the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Charge Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Headteacher or School Business Manager to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Afternoon Registers

Registers must be submitted by staff straight after lunch before the afternoon lessons commence. This should be by 1.35pm.

Holidays in Term Time

Taking holidays in term time will affect your child's education as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school time to go on holiday. The school will not authorise holidays during term time unless exceptional circumstances exist and the Headteacher is satisfied that the request meets the criteria set out in current legislation and Local Authority guidance.

Therefore, any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. **All requests for a holiday/absence in term time should be made in writing by email, written letter and by completing a leave of absence form which is available from the school office.**

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Charge Notice. Where an unauthorised holiday is taken, the school is required to notify the Local Authority on the first day of absence and a penalty charge notice will be issued.

Unauthorised holidays taken will be followed by an application to the Local Education Authority for the implementation of a Penalty Charge Notice. This constitutes a fine of £80 per child if paid within 21 days. The fine increases to £160 if paid after this but within 28 days. The fine will apply to each parent of each child who fails to attend school. Both Penalty Charge Notices must be paid. If the fine is not paid, the parent/carer will be prosecuted for the non-attendance and will be summonsed to appear in Court. If a parent gets a second fine for the same child within three years, the amount will be £160. Parents can only be fined twice within a three-year period. After that, other steps like a parenting order or prosecution may be taken.

By adhering to this course of action, the school is working in the best interest of the child in that absence from school has a negative impact on educational achievement. All schools have to report on absences and children with 10% or more absence from school are classified as persistent absentees by the Department for Education.

The school has targets to improve attendance and your child has an important part to play in meeting these targets. Through the school year we monitor absences and punctuality to show us where improvements need to be made.

The minimum level of attendance for this school is 96%. Our target is to achieve better than this, however, because we know that good attendance is the key to successful education.

Please do not let your child miss out. Please support our school in providing your child with the education they deserve.

The people responsible for attendance matters in this school are:-

- Mr Adil Rashid– Headteacher
- Mrs Gillian Buckley- School Business Manager/Attendance Officer

Attendance and Safeguarding

Beal Vale Primary School recognises that attendance is a safeguarding responsibility. Children who do not attend regularly may be at increased risk of harm, neglect, exploitation or becoming missing from education.

Attendance patterns are monitored closely and concerns will be acted upon promptly. The school may undertake welfare checks, home visits and referrals to external agencies where attendance concerns indicate a potential safeguarding risk.

The Legal Framework

Schools and local authorities-

- Promote good attendance and rescue absence, including persistent absence.
- To ensure every pupil has access to full time education to which they are entitled.
- Act early to address patterns of absence.

Parents

- To perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual for their lessons.

This advice summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, headteachers, school staff, governing bodies, pupils and parents.

These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)

- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Working Together to Improve School Attendance (2024)
- Keeping Children Safe in Education (2025)

Attendance Recognition Awards

At Beal Vale Primary School, we believe it is important to celebrate excellent attendance, improved attendance and positive attendance habits.

Autumn Term Attendance Awards

At the end of the Autumn Term:

- Pupils who achieve 100% attendance during the Autumn Term will be awarded a Bronze 100% Attendance Badge.

Spring Term Attendance Awards

At the end of the Spring Term:

- Pupils who have maintained 100% attendance from September to the end of the Spring Term will be awarded a Silver 100% Attendance Badge.
- Pupils who achieve 100% attendance during the Spring Term only will be awarded a Bronze 100% Attendance Badge.
- Pupils whose attendance was below 93% at the end of the Autumn Term but has improved to 93% or above by the end of the Spring Term will receive an Attendance Improvement Certificate.

Summer Term Attendance Awards

At the end of the Summer Term:

- Pupils who achieve 100% attendance throughout the entire academic year will be awarded a Gold 100% Attendance Badge.
- Pupils who achieve 100% attendance throughout the Spring and Summer Terms will be awarded a Silver 100% Attendance Badge.
- Pupils who achieve 100% attendance during the Summer Term only will be awarded a Bronze 100% Attendance Badge.
- Pupils whose attendance was below 93% at the end of the Spring Term but has improved to 93% or above by the end of the Summer Term will receive an Attendance Improvement Certificate.

Excellent Attendance Award

At the end of the academic year, any pupil whose overall attendance is 96% or above will be awarded an Excellent Attendance Badge.

This award recognises pupils who have demonstrated a strong commitment to attending school regularly and acknowledges that, whilst some absences due to genuine illness are unavoidable, maintaining attendance of 96% or above is an excellent achievement.

All attendance awards aim to promote the importance of being Here, Everyday, Ready and On Time whilst recognising both excellent attendance and significant improvements in attendance.

Strategies to promote good attendance

Birthday Celebrations

At Beal Vale Primary School, we recognise that birthdays are an important milestone in a child's life. To promote excellent attendance whilst still celebrating these special occasions, pupils are invited to wear non-uniform on their birthday.

If a pupil's birthday falls on a weekend, school holiday or other non-school day, they may wear non-uniform on the nearest school day before or after their birthday.

Where a pupil's birthday falls on a planned non-uniform day, they may choose an alternative school uniform day closest to their birthday to wear non-uniform.

This initiative enables pupils to celebrate their birthday with their friends whilst reinforcing the importance of being Here, Everyday, Ready and On Time for learning.

School Newsletter

Beal Vale newsletter often includes an item to highlight the importance of good attendance and punctuality. It regularly reminds parents of the importance of attendance.

Parent's Evening

Parent's evenings provide an opportunity for class teachers to praise and recognise excellent attendance or share any attendance concerns.

Improving School Attendance

All parents or carers have a legal responsibility to ensure their child regularly attends school.

Regular attendance gives the greatest opportunity to learn new things and develop their skills and friendships and is an important step towards reaching each child's full potential.

The statistical links between attendance and achievement are very strong. Recognising poor behaviour and school attendance may be a sign of abuse, neglect, special needs, or vulnerability (NSPCC). Attendance is a safeguarding issue- it could be an early indicator or a symptom of a longer-term problem.



School attendance for all Oldham pupils has never been as important and must remain a priority so that children are given their chance to achieve their potential, they are **seen** and are **safe**.

It is especially important for our most vulnerable children so they can be linked to universal services. It's seriously detrimental to children to miss school because:

- A child who misses school twice per month will lose out on 18 days' education across the school year – that's nearly four weeks.
- Children who miss a substantial amount of school fall behind their peers and can struggle to catch up, this leads to big gaps in learning and confidence.
- It can be hard for a child who misses lots of school to form relationships with their classmates.
- Missing school just 10 days a year can significantly impact on outcomes - pupils who miss between 10 and 20% of school (that's 19 to 38 days per year) stand only a 35% chance of achieving five or more good GCSEs, compared to 73% of those who miss fewer than 5% of school days.
- Poor attendance also reflects badly on the child's school. [Ofsted](#) expect all schools to have good attendance rates, and they are marked down in inspections if their absence figures are too high.