



BECKWITHSHAW, KETTLESING & RIPLEY ENDOWED C.E. PRIMARY SCHOOLS

"At the federation of Beckwithshaw, Kettlesing Felliscliffe and Ripley Primary schools we aim to provide an environment of mutual respect and love where all children flourish and who grow together, guided by love."

Date reviewed: January 2026

Next review: January 2027

Reviewed by: Governing Body

ATTENDANCE POLICY

The Federation of Beckwithshaw, Kettlesing Felliscliffe & Ripley CE Primary Schools will follow the advice and requirements of the NYCC legal document 'School Attendance Support Pathway'.

Through early intervention strategies, we are committed to ensuring that children and families receive the help and support they need to ensure that children maintain the good attendance which is crucial for their well-being and attainment.

Good attendance is that which is a minimum of 95%.

Attendance which triggers a concern that a child is at risk of becoming persistently absent is that of 95% or higher.

Attendance which is classed by the DfE as persistently absent is that of 90% or lower.

Severe absence is classed as 50% or lower.

Role of Federation

The Federation of Beckwithshaw, Kettlesing Felliscliffe & Ripley CE Primary Schools are committed to building an effective whole school culture of high attendance which is underpinned by clear expectations, procedures, and responsibilities. The Executive Headteacher is dedicated to championing and improving attendance with the overall responsibility for the strategic approach to attendance in school. Through this policy, we will ensure all leaders, staff, pupils, and parents understand these expectations.

We will promote the benefits of good attendance and take an active role in attendance improvement, including robustly following up absence. Attendance registers will be closely monitored with data being proactively used to identify children at risk of poor attendance.

We will work closely with identified children and their parents to address any barriers and provide support.

Role of Parents

In accordance with the Home-School Agreement, it is the responsibility of parents to:

- Ensure children attend punctually every day school is open except when a statutory reason applies, arriving between 8.30am and 8.45am and being collected at 3.15pm (Ripley) 3:30pm (Beckwithshaw and Kettlesing).
- Notify the school before 9:00am when a child has to be unexpectedly absent (e.g. sickness) via the school administrators. For Beckwithshaw, Mrs Fiona O'Connell via 01423 504642 or Beckadmin@rbk.n-yorks.sch.uk, for Kettlesing, Mrs MaryBeth Russell via 01423 770576 or

Kettadmin@rbk.n-yorks.sch.uk and for Ripley, Mrs Sam Randall via 01423 770160 or Ripleyadmin@rbk.n-yorks.sch.uk

- Ensure that for cases of vomiting or diarrhoea, children are kept off school for 48 hours following the last episode
- Only request leave of absence in exceptional circumstances and do so in advance using the 'Application for pupil leave of absence in exceptional circumstances during term time' form which is available on the school website or from the school office. The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':
 - Service personnel returning from active deployment.
 - Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
 - Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
 - When a family needs to spend time together to support each other during or after a crisis
- Book any medical/dental appointments around the school day where possible and where not possible, provide school with evidence of such appointments and ensure children return to school immediately following the appointment.

Where there are concerns that a child is a risk of becoming persistently absent, it is the responsibility of parents to:

- Work with school to help understand their child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.

Where a child is persistently absent, it is the responsibility of parents to:

- Work with the school and local authority to help understand their child's barriers to attendance.
- Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.

Registration and Attendance Data

A registration system is in place to record, in an accurate manner, attendance, lateness and absences. This complies with Government and Local Authority guidelines.

- School's official entry time is 8:45am when the school gate closes and registers are taken at this time
- Any child arriving after this time will therefore be registered with a late mark
- Children arriving after this time should report to the school office as they will be required to sign in and provide a reason for the lateness
- If a child arrives after registration closes at 9:00am they will be marked as an unauthorised absence for the whole morning session. ***Note – this is based on the Education (Pupil Registration)(England) Regulations 2006 and could be used as evidence against parents if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.***

Where there are concerns that a child is persistently late for school, a letter in line with Letter 1 from the NYCC procedure will be sent to parents by the SLT. Punctuality will be closely monitored and where there is no improvement, an action plan will be established alongside consideration of a request from outside agencies through the Common Assessment Framework.

When a child fails to attend school for one or more sessions this will be recorded as an absence. Unless informed of the absence previously by a parent/carer, the School Office will telephone home from 9:00am on the morning that a child is not in school.

Absences will be shown as authorised or unauthorised, following Local Authority guidelines. The school determines whether an absence is authorised or unauthorised using these guidelines.

When absences are unaccounted for, school will telephone and/or send a letter home to try to ensure all absences are explained.

Attendance Data is collected and closely monitored. Attendance figures are published for individual pupils in their termly school reports. Where pupils' attendance causes concern the parameters and procedures detailed in this policy will be followed.

Attendance information is passed on when pupils transfer to other schools.

Leave of Absence from School during Term Time

The Department for Education regulations give no entitlement to parents to take their children on holiday during term time. Parents can make an 'Application for pupil leave of absence in exceptional circumstances during term time' via the form which is available on the school website or from the school office. Applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances.

'The Application for pupil leave of absence in exceptional circumstances during term time' should be completed by the parent/carer and returned to the school as far in advance as possible and preferably at least **6 weeks** before the first date of the period of leave being requested.

Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis

This is not an exhaustive list and the Executive Headteacher will consider the individual circumstances of each case when making a decision on this matter. Where the Executive Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Executive Headteacher is final.

Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing an application form parent/carers are asked to consider the effect on their child's continuity of education.

Headteachers would not be expected to class any term time holiday as exceptional. Therefore, the Executive Headteachers will only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Executive Headteacher.

No parent/carer can demand leave of absence as of right.

Early Intervention

Amber Attendance (95% or below)

Attendance data will be monitored half-termly across school.

When absence dips below 95% the following procedure will be put in place:

- The class teacher will speak informally with the parent about the child's attendance and ascertain if they are any barriers to the child attending school or anything that school need to know about family or home circumstances.
- School will then put on place any support measures needed to resolve identified barriers.
- The school administrator will be informed and will set up an 'amber attendance log' for the child.
- The child will be added to the vulnerable children list.

If a child is absent, the reason for the absence will be logged on the 'amber log' and monitored carefully.

In the next instance of non-attendance that causes concern, a letter in line with Letter 2 from the NYCC procedure will be sent to parents by the SLT.

If at the next round of half termly monitoring attendance is still under 95% - but not triggering red - a formal meeting will be arranged.

Red Attendance (90% or below)

Should a child's attendance dip below 90% the following procedure will be implemented:

- A letter in line with Letter 3 from the NYCC procedure will be sent requesting a meeting with the SLT.
- The SLT will ascertain what barriers there are to attendance and will put in place strategies to ensure attendance improves.
- SLT will be clear with parents about the reasons for good attendance. The NYCC policy and procedures will be shared with parents.

After red procedures have been completed, if there is continued poor attendance, we will implement the NYCC School Attendance Procedure 'Fast Track Pathway'