Broadstone Hall Primary School

Broadstone Hall Rd South,
Heaton Chapel,
STOCKPORT,
SK4 5JD,
0161 432 1916

Headteacher: Mr. Martyn Taylor

school.office@broadstonehall.stockport.sch.uk

Attendance Policy

November 2025

Approved by Governors		Date:
Last reviewed	Date: November 2025	
Next Review	Date: November 2026	

Introduction

At Broadstone Hall Primary we believe that all children and young people have a right to an education as enshrined in the UN Convention on the Rights of the Child and in UK Law. The opportunities provided by education are fundamental to enabling all children and young people to reach their potential and lead happy and rewarding lives. Evidence shows that there are clear links between good attendance and high achievement in school. Regular school attendance is essential to ensure the best outcomes for children and young people. The definition of regular attendance in law is that children and young people attend school each and every day that they are expected to attend.

At Broadstone Hall Primary we will work with parents' carers and children to ensure that children engage in education and maximise their full potential. We believe that pupils that children who attend school regularly are more likely to feel settled I school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident, independent and cooperative adults who are able to realise potential. This runs throughout our school through our core values and behaviour blueprint.

At Broadstone Hall Primary we recognise that there may be exceptional circumstances when children and young people may be unable to attend school. Absence may be agreed in line with national code guidance. Absence from school will be looked into taking into account the specific needs and circumstances of the children and young people concerned.

What does the law say about school attendance?

Parents Legal Duties

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. Children are of compulsory school age from the beginning of the term following their 5th birthday until the last Friday in June in the school year in which they reach the age of 16.

Under section 576 of the Education Act 1996 (EA 1996), the definition of parent includes natural parents or other people with legal parental responsibility (whether or not they live with the child), and anyone who has care of the child.

For children receiving full time education at a school, parents must ensure that attendance is regular and punctual. Regular attendance means attending at every timetabled session required by the school. If a child of compulsory school age fails to attend regularly at the school at which they have been registered the parents may be guilty of an offence, and can be prosecuted by the Local Authority.

Schools Legal Duties

Broadstone Primary School is required to:

Carry out all their functions with a view to safeguarding and promoting the welfare of all pupils at the school.

Promote good attendance and identify patterns of poor attendance at an early stage

Maintain and preserve accurate registers as required by regulations (Education Pupil Registration) (England) Regulations 2006) and make them available for inspection by the Local Authority.

This includes:

- Monitor pupils educated Off-Site and ensuring that the school register mirrors the attendance information held by the off-site provision.
- Have clear procedures for the closure of registers during each session.
- Comply with legal requirements regarding adding or removing pupils' names to or from the school roll including ensuring that:
- Pupils' names are added to the school roll on the expected date of attendance.
- Pupils' names are removed from roll only when one of the legal grounds in the Education (Pupil Registration) England Regulations 2006 is satisfied.

- All removals from roll are reported to the Local Authority.
- Information is shared and enquiries made jointly with the Local Authority in order to locate missing pupils.
- Report pupils who fail to attend regularly to the Local Authority. This includes both authorised and unauthorised absences. In the case of pupils on part-time timetables, the Local Authority also requires a part-time timetable Notification Form to be completed.
- Report Missing Pupils (pupils who are continuously absent for 10 days or more without reasonable explanation) to the Local Authority.

Absence from School

All absences must be recorded in the school register, and categorised as either authorised or unauthorised.

Authorised absence from school

Only the Head teacher can authorise absence from school. Authorised absence is an absence agreed by the school. Examples of authorised absence can be seen below:

Illness

- Parents are asked to contact school on every day that their child is unable to attend school, except where information from a health professional has been provided indicating an expected return date.
- Where a child or young person has frequent absence due to illness, parent/carers will be asked to attend a meeting in school to put together a medical action plan.
- Where pupils are likely to miss more than 15 days of school, they may be entitled to educational provision from the Education of Sick Children Service, and it is the school's responsibility to ensure that a referral is made in appropriate cases. Broadstone Hall Primary School will work in partnership with parents and health professionals to identify and refer pupils entitled to such provision in line with the Education for Sick Children Policy.

Medical/Dental appointments

- Parents are requested wherever possible to make routine medical or dental appointments outside of the school day. However, we understand that hospital appointments and specialist clinic appointments often occur in the school day. The student should only be out of school for the minimum amount of time necessary for the appointment.

Leave of absence may only be granted in **exceptional circumstances**

- Parents must put their request in writing in advance to the headteacher. If the absence is not authorised by the headteacher and parents remove their child from school the school will request that the Local Authority issues an Education Penalty Notice.

Other examples of authorised circumstances include:

- Part-time timetables may be agreed in exceptional cases, for example where medical issues prevent a pupil from attending full time or as part of a re-integration package. This should only ever be used as a temporary arrangement and must be regularly reviewed.
- Where a pupil is absent from school due to exclusion.
- Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.
- When traveller families are known to be travelling for occupational purposes and have agreed this with school, but it is not known whether the pupil is attending another school. In order to fulfil legal requirements, in such cases, pupils must attend school for at least 200 sessions in every 12 months.

Unauthorised Absences from School

Unauthorised absences are absences from school for which the school has not given permission, including arriving late at school after the registers have closed. Absence will not be authorised unless parents have provided a satisfactory explanation that has been accepted by the school.

Late Arrival at School

Morning registration is from 8:45 – 9:00 registers will close at 9.15am. Pupil arriving after 9.00am will be marked as present but arriving late (L code). Pupils arriving after the close of register will be marked as late with the U code, this counts as an unauthorised absence for the session. This will not be authorised and will count as an absence for that school session.

Roles and Responsibilities

Broadstone Hall Primary School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

As such, the Governing Body will:

- Support and hold to account the leadership team regarding its obligations in relation to attendance.
- Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- Ensure that the importance and value of good attendance is promoted to all school staff, pupils, and their parents.
- Review and monitor the school's attendance data termly as part of the full governing board meeting.
- Ensure that there is a named senior manager to lead on attendance and ensure that that manager is allocated sufficient time and resources.
- Contribute and participate in initiatives to promote good attendance across the school.

The leadership team will:

- Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- Return school attendance data to the Local Authority and the Department for Education as required.
- Respond to requests for information and recommendations from the Local Authority in relation to specific compliance issues.
- Actively promote the importance and value of good attendance to all pupils and their parents and the wider staff team.
- Ensure that there is a whole school approach that reinforces good school attendance for all pupils.
- Ensure good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance.
- Ensure that attendance data is collected and analysed **weekly** to identify causes and patterns of absence.
- Monitor the implementation of the Attendance interventions
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Ensure all interventions around attendance are accurately recorded and documented

Teaching, pastoral support and SENCO staff will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Contribute to a whole school approach that reinforces good school attendance.
- Contribute to the provision of good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- Work with other agencies such as Stockport Family to implement strategies to improve attendance and to support pupils and their families.
- Contribute to the evaluation of school strategies and interventions.
- Accurately record and document interventions around attendance.

Parents will:

- Ensure their child attends regularly as required by law.
- Ensure school has up to date contact information including: Parents' and pupils' addresses, parents' telephone numbers and email addresses, telephone numbers for emergency contacts
- Details of new addresses and schools in the event of a move away from the area
- Comply with the school's absence procedures by:
    - Telephoning school on every day that their child is unable to attend school due to illness (except where a doctor's report has already been provided indicating an expected return date).
    - Requesting leave of absence only in exceptional circumstances and in advance by providing the request in writing to the headteacher with at least two weeks' notice where possible.

- Providing medical or other evidence in relation to absence if required by the school.
- Arranging medical or dental appointments to take place outside school hours wherever possible.
- Not taking family holidays in term time.
- Not taking leave of absence for any reason without prior agreement.
- Raise any issues or concerns which my impact on attendance with school staff at the earliest opportunity.
- Attend meetings with school staff to discuss concerns if requested by the school.
- Work in partnership with school and other agencies to address any attendance problems.
- Encourage good routines at home to ensure children have good sleep patterns and are prepared for school each day.
- Take an active interest, participate in their child's educational progress, and instil the value of education and good attendance.

Managing attendance in school

Broadstone Hall Primary School recognises that poor attendance is often a sign of wider difficulties in a child's life whether at home or at school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance or behaviour at school, such as bereavement, divorce/separation, or incidents of domestic abuse, or special educational needs or disabilities. This will help the school identify any additional support that may be required.
Broadstone Hall Primary School recognises that some pupils are more likely to require additional support to attain good attendance – for example, pupils with special educational needs and disabilities, those with physical or mental health needs, migrant refugee pupils and looked after children.

Broadstone Hall Primary School will implement a range of strategies to identify cases requiring support including:

- Regular attendance monitoring meetings between the lead attendance officer and relevant teaching/pastoral staff/SENCO and at agreed periodic intervals.
- Regular analysis of attendance data by the leadership team and governing body including vulnerable pupils and pupils with SEND.

Broadstone Hall Primary School will implement a range of strategies to provide support to pupils and families including:

- Early contact with parents by telephone/text – school will attempt to make immediate contact with parents whenever a child is absent without explanation.
- Home visits – school staff will visit pupils' homes to check on a pupil's welfare and/or offer support to improve attendance.
- Attendance letters – Broadstone Hall Primary School will notify parents in writing if there are attendance concerns and offer support.
- Meetings in school – school will invite parents to meetings in school at an early stage to discuss attendance concerns.
- Early Help Assessments – school will use Early Help Assessments to support families in identifying barriers to good attendance and attainment and put in place plans to overcome them. TAC/TAF
- Team Around the School – After appropriate action by school and where internal interventions have not been successful, pupils and families requiring further support around attendance will be referred to the Team Around the School (TAS). The TAS includes representatives from services working with children and families in Stockport so that appropriate support can be allocated.
- Referrals to the Education Welfare team – the school will refer cases to the Education Welfare team who offer a range of measures to improve attendance including, Parent Contracts and Education Penalty Notices (see below).
- For Looked after pupils designated teacher will ensure that attendance issues are addressed in Pupil Education Planning Meetings (PEPs)
- For Pupils with SEND the SENCO will ensure that attendance issues are addressed in all assessment and review processes

Broadstone Hall Primary School will also consider a range of other strategies to improve individual pupils' attendance including:

- Whole School Strategies – Broadstone Hall Primary School will promote good attendance using a range of initiatives including:

- Rewards systems, to celebrate good and improved attendance
- Pupil Voice activities
- Restorative approaches
- Implementation of the Stockport Emotional Health and Well-being Strategy
- PSHE activities
- Whole school assemblies
- Reintegration Support Packages – where a pupil has missed a significant amount of school a reintegration package can be arranged in consultation with parents and pupils and other relevant services to ensure a smooth return to school.
- Part-time timetables – in exceptional circumstances where a pupil is unable to manage full time attendance a temporary part-time timetable may be put in place.
- Alternative provision – in exceptional circumstances where it is felt that a pupil's needs may be better served outside of the mainstream curriculum; referrals may be made to alternative education providers.

Legal Sanctions

Regular school attendance is a legal duty on parents and carers. If a parent fails to ensure their child attends school regularly, they are guilty of an offence under section 444(1) or (1A) Education Act 1996.
A parent who commits this offence may be liable to prosecution in the Magistrates' Court and, depending on which offence they are convicted of, may be liable to a fine of up to £2500 or a term of imprisonment of up to three months.

Although school will offer support in addressing attendance issues, it will also refer pupils whose attendance fails to improve, or who take leave of absence from school without agreement, to the Education Welfare team within Stockport Council. This can take several routes:

- Education Penalty Notices (EPNs) are fixed penalty fines issued by Stockport Council. Since the start of the 2024-2025 school year new rules the following rules have applied to EPNs:
  For the first fine issued for after the start of the 24-25 school year, the fine is £80 per parent per child if paid within 21 days, or £160 if paid within 28 days.
  If a second fine is then issued to the same parent for the same child within three years of the first fine it will be for £160.
  Subsequent offences - no further fines can then be issued if two have already been issued to the same parent for the same child within the previous three years (starting with the date of the first fine); instead, the parent will be prosecuted by the Local Authority in the Magistrates' Court.
- Education Penalty Notices for Irregular Attendance. Where a pattern of regular or sporadic instances of unauthorised absence which consists of at least 10 sessions (whether or not consecutive) of unauthorised absence within a 10-school week period, an Education Penalty Notice can be issued, but normally only after the child's parent has first been given an opportunity to improve attendance by the LA in the form of a Notice to Improve. A school week is any week in which a school meets at least once and the 10-school week period may span different terms or school years.
- Education Penalty Notices for unauthorised leave of absence. Education Penalty Notices will also be issued where a pupil is taken out of school for five days or more without the school's consent – such as for a term time holiday. In these cases, the fine is sent by the Council without an initial warning being issued.
- Parent Contract referrals – a Parent Contract is an agreement which usually involves the school, parents, members of the Local Authority Education Welfare team and, in some cases, the pupil. The agreement sets out the actions required by all parties to overcome the barriers to improved attendance. Compliance with the contract and the progress of improving attendance are reviewed regularly at Parent Contract Review Meetings. Should a parent fail to participate and/or fail to ensure that attendance improves, prosecution in the Magistrates' Court is likely to ensue.

Attendance Escalation of Interventions

95% - 100%	Pupils whose attendance is within these parameters should be congratulated and receive positive encouragement.	Class Teachers/Family Liaison officer/SLT • Celebrate • 100% attendance certificates • Attendance assemblies
93% - 95%	Attendance at this level is beginning to cause concern. Early intervention is a preventative measure. BHPS staff will work together ensuring that pupil's attendance does not deteriorate further.	Class Teachers/Family Liaison officer • Speak to child about reasons • Speak to parent/carer about reason and concerns record on CPOMs • Set individual attendance targets if necessary. • Send letter notifying parents of current attendance and concerns. • Peer support • Early Help referral • Small group work • Multi-Disciplinary Referral • Stage 1 Attendance Improvement Letter sent by Family Liaison Officer
90%-93%	Attendance at this level continues to cause concern. Pupil is now at risk of becoming persistently absent (PA). A more formal approach may be required by Family Liaison officer.	Class Teachers/Family Liaison officer • Speak to child about reasons • Speak to parent/carer about reason and concerns record on CPOMs • Set individual attendance targets/action plan • Peer support • Early Help referral • Multi-Disciplinary Referral if necessary • Stage 2 Attendance Improvement Letter sent by Family Liaison Officer • Implement an Attendance Support Plan • Attendance Improvement Meeting with Family Liaison Officer • Completion of Attendance Contract / Parenting Contract agreed including targets reviewed after 4-6 weeks • Penalty Notice requested if appropriate • Home visits are a continuing process where attendance is a concern • Early Help Referral • Primary Jigsaw support request • Make weekly contact with parent/carer
Below 90%	There are serious concerns over attendance at this level and the pupil is now persistently absent (PA). Formal approach required by Family Liaison officer and supported by SLT.	Family Liaison officer/SLT • Speak to child about reasons • Speak to parent/carer about reason and concerns record on CPOMs • Early Help referral

		• Multi-Disciplinary Referral/CSC Referral if necessary • Stage 3 Attendance Improvement Letter sent by Family Liaison Officer • Check targets on Attendance Support Plan • Attendance Improvement Meeting with Family Liaison Officer supported by SLT. • Completion of Attendance Contract / Parenting Contract agreed including targets reviewed after 4-6 weeks • Penalty Notice requested if appropriate • Home visits are a continuing process where attendance is a concern • Early Help Referral • Primary Jigsaw support request • Make weekly contact with parent/carer
Below 80%	Pupils with this level of attendance are defined as persistently absent over a period of time. Family Liaison Officer will ensure support is available and liaise with SLT to initiate strategies to raise pupils' attendance out of the Persistent Absence status.	<u>Family Liaison officer/SLT</u> • Attendance Improvement Meeting with Headteacher • Considerations of Children's Social Care or legal intervention to ensure parents accept their legal responsibilities to support their child. • FPN (Fixed Penalty Notice)/Prosecution • Review Parenting Contract • Monitor and support child • Review & coordinate resources to support child • Multi-Disciplinary Referral/CSC Referral

Absence Procedure

If a child is absent from school and the parent/carer makes contact with school to provide a reason then this is recorded and class teachers are notified. This absence is also noted on the weekly SLT attendance update.

If a pupil is absent and no reason has been provided:
Office staff will make a first day call to parents and record this in SIMs.

Parent/carer does not answer; If no reasons for absence are given, office staff & Family Liaison officer will consider circumstances/history of the pupil to make decision whether a home visit is necessary. If there's a Safeguarding concern, a home visit must be completed.	**Parent/carer answers and provides a reason for absence that is deemed appropriate or the child subsequently arrives late;** The appropriate attendance registration mark will be entered on the register (e.g. L or U late mark depending if a child arrived before or after register closed)	**Parent/carer answers and provides a reason for absence that is deemed inadequate;** Parent/carer is verbally informed that the reason for absence is not justified and will not be authorised. The appropriate attendance registration mark will be entered on the register ('O'). If there's a Safeguarding concern, a home visit must be completed.
Home Visit completed: If there is no answer at the home, a note will be left asking for the parent/carer to make urgent contact. Outcome of the home visit is recorded. The N mark will be amended appropriately once school makes contact with parent.	**Where there are repeated periods of illness or illness of 5 days or longer, parent will be asked to provide supporting medical evidence for the absence(s) to be authorised.** Attendance concerns will be raised in accordance with the school's escalation of interventions.	**Where there are repeated unauthorised absences, a warning letter will be sent to parents/carers by our Family Liaison officer and parents/carers will be required to attend a face-to-face attendance concern meeting.** Early Help support to be offered to parent/carer and response recorded.
If absence persists and no contact is received, the school will follow Child Missing Education procedures and/or contact the relevant agencies and the pupil may subsequently be taken off roll. Actions will be recorded on pupil files and the register.	**Actions will be recorded on pupil files and the register.** Parents may be required to attend a face-to-face attendance concern meeting.	**If unauthorised absence persists.** Further Attendance Meetings and Statutory Action may be requested in accordance with the school's escalation process. Actions will be recorded on pupil files and the register.

Weekly Report Sheet

Week:	Date:	Prepared by:

Current whole school Picture	Number on roll	% Authorised	% Unauthorised	% Attendance
Whole School				
Pupil Premium				
Non-Pupil Premium				
SEN Support				
EHCP				
Boys				
Girls				

	Names	Notes
93%-95%		
90%-93%		
Below 90%		
Below 80%		

Name	Action Required/Target updated