BENGEWORTH CE ACADEMY

ATTENDANCE POLICY 2025-2026

September 2025

Bengeworth Multi Academy Trust

Brilliant People • Better Schools • Bright Futures

ATTENDANCE & PUNCTUALITY POLICY

At Bengeworth CE Academy we believe in promoting excellent attendance and punctuality for all of our pupils in order for them to make the most of the opportunities that school has to offer.

We believe that regular attendance is vitally important in promoting successful learning, as well as developing key life skills which are essential for success in the world beyond school. It has been proven that attainment can be closely linked to attendance and in order to achieve their full potential children should aim for the highest levels of attendance and punctuality.

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

(Working together to improve school attendance, August 2024).

We rely on our partnership with parents and recognise that it is a parent's legal responsibility to ensure that their children attend school in a regular and committed manner. In support of this, the following information outlines our commitments in ensuring that attendance at Bengeworth CE Academy continues to be of the highest priority.

AIMS

- To ensure excellent levels of pupil attendance and punctuality, aiming for 100%.
- To establish an ethos of 'school attendance matters' through proactive strategies to promote good attendance and punctuality.
- To work closely with parents/carers to fulfil our obligations to the children by placing high priority on the regular attendance and punctuality of all pupils.
- To ensure procedures within the school identify and follow up all absences and patterns of absence at the earliest opportunity.
- To have a clear and consistently applied escalation process.
- To continuously develop the school's celebration of good attendance and punctuality.
- To provide a school that has a "calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn" (Working together to improve school attendance, August 2024).

TARGET

We recognise that it "is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment" (Working together to improve school attendance – August 2024). Therefore, we expect all pupils to strive for 100% attendance and to arrive punctually by 9 a.m from Reception to Year 5 and 8;45am in Nursery. to start the school day. Whilst there is no longer a statutory requirement for schools to set whole school attendance targets, it remains good practice for schools to have a target in line with national averages and Ofsted guidance. A target is set by the Senior Leadership Team and agreed and

monitored by the Attendance Lead and Governors each academic year. This year the attendance target has been set at 97%.

ROLES AND RESPONSIBILITIES

Pupils

- Pupils should strive to attend school every day and be on time.
- Pupils should have a clear understanding of the importance of attending school as well as acceptable and unacceptable reasons for absence.
- Pupils should tell their parents/carers or class teacher of any reason that prevents them attending/wanting to attend school.
- In instances of lateness, pupils should report to the school office upon arrival.

Parents/Carers

- Parents/carers have a legal responsibility to ensure that their child attends school every day and arrives on time.
- Parents/carers should have a clear understanding of the importance of attending school, acceptable and unacceptable reasons for absence, and the fact that an absence will remain unauthorised until a satisfactory explanation has been given.
- Parents/carers should work closely with the school and inform the office on the first day of their child's absence and where necessary all other days thereafter.
- In circumstances where a parent is having difficulty getting the child to attend they seek the support of the school as quickly as possible through the Family Support Worker, Attendance Lead or a member of the Senior Leadership Team. This can be done by phoning the school office.

The Assistant Head

- The Assistant Head is the named member of staff with the lead responsibility for attendance and punctuality with support from office staff and class teachers. Governors have a responsibility for monitoring attendance targets. Members of school staff, the Senior Leadership Team, Governors, teaching and non-teaching staff all have responsibility for attendance and punctuality in school.
- Attendance monitoring is reported termly to the Governing body. The school will consult with any other relevant agencies such as the School Nurse, Early Help Team, Educational Psychologist, Children and Mental Health Service (CAMHS), Children's Services, Local Authority and others to seek to support individual cases as appropriate.

ABSENCE FROM SCHOOL

Parents/carers are asked to inform the school by telephone if a pupil is absent, because of illness, on the first day of absence no later than 9.30 a.m. providing the reason and where necessary on each subsequent day of absence. If school has not been contacted by the parents/carers, the office will make contact by telephone on the first day of absence. This will be recorded on the school Arbor system with the reason for absence. Where a pupil returns to school following an absence and school has not received a written or verbal explanation parents/carers will receive a letter home requesting the reason for absence.

After 2 days' absence, where there has been no contact from parents/carers, this will be referred to the Attendance Lead / Head of School / Head Teacher who will try to make contact with the parents/carers or any of the named contacts. If no contact is made a home visit will be conducted.

If no contact can be made a letter will be delivered by hand to the home address and where there are concerns the police may be asked to do a 'welfare check.' This will be reported to Children's Services.

Should there be frequent absence due to illness, the Attendance Lead will ask to meet parents and may ask for medical evidence, such as prescription/prescribed medication /appointment letter/letter from GP or consultant. If these are not provided the absence will be recorded as unauthorised.

If any member of staff is concerned about a reason for absence, the Attendance Lead or member of the Senior Leadership Team should be informed.

"Schools must record absence as authorised when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (not the parents)" (Working together to improve school attendance, August 2024). Parents are requested to complete a Leave of Absence Request form for this.

After 10 consecutive days' absence, we are required to report this on the Worcestershire Children's Services Portal. In line with the Education Regulation Act (1996) if a child is absent from school for longer than 20 days with no authorised reason the child's name could be taken off roll. We may also report this absence to the 'Child Missing in Education' Team.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill, for example, can be accepted without question or concern. In exceptional circumstances further evidence of a child's absence may be requested. However, schools can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

APPOINTMENTS

- We encourage parents/carers to make appointments outside of school hours. Many GP surgeries, dentists and hospitals offer before and after school appointments.
- We accept occasionally there will be the need for emergency appointments, however these will be rare. Parents/carers are requested to provide written or verbal confirmation of these appointments.
- Pupils must be signed in and out at the office and these absences will be recorded as appropriate.
- We do not expect pupils to be absent all day for a medical appointment, unless there are exceptional circumstances.

PLANNED ABSENCE FROM SCHOOL

- Government legislation states that no planned absence from school will be authorised, unless there are exceptional circumstances.
- Parents must notify school of any planned absence from school in writing using the 'Leave of Absence Request Form' available at the office, or on the school website. This must be made prior to the absence taking place. Absence requests for exceptional circumstances will only be accepted by the Headteacher when completed on this form.
- "Only exceptional circumstances warrant granting a leave of absence… it has been applied for in advance by the parent who the pupil normally lives with and the headteacher believes the

circumstances to be exceptional. Schools must consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion" (Working together to improve school attendance, August 2024).

PUNCTUALITY

- Pupils from Reception to Year 5 are expected to arrive at school from 8.45 a.m to 9.00 a.m., arriving after 9.00 a.m. will be considered as late. Pupils in Nursery are expected to arrive by 8:45am.
- Pupils arriving after 9.00 a.m. must report to the School Office so that their attendance can be recorded.
- Action to address lateness will be the responsibility of the Attendance Lead and/or Headteacher.
- Class registers MUST reflect the correct late code ('L' to be used prior to 9.30am, 'M' to be used if a medical appointment has resulted in the late arrival of a pupil). For further guidance on register codes please see Appendix 1.
- Valid reasons for lateness could include medical appointments, which have been agreed with school prior to the appointment.

REPORTING TO PARENTS/CARERS

A child's overall attendance will be reported to the parents/carers at the end of the academic year distributed within the end of year school report.

REWARDS

We have a number of attendance rewards in order to promote the importance of attendance and punctuality and our ethos that 'school attendance matters.'

- All staff reward good attendance and punctuality on a daily basis through praise and encouragement.
- Weekly assemblies promote attendance through two 'Attendance Class of the Week' trophies. These are awarded to the classes at Burford Road and King's Road with the highest attendance for the week in Golden Assembly and Little Stars.
- The weekly overall school attendance figure is displayed on the weekly newsletter with the school target.
- Attendance HERO postcards are awarded on a termly basis, to all children who have been Here Everyday Ready On time.
- Pupils who have previously had poor attendance/punctuality and make significant improvement following intervention will be issued with a praise letter or postcard acknowledging their improvements.

PROCEDURES

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions. If completed incorrectly this can constitute a risk in the event of an emergency evacuation. The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations. Bengeworth CE Academy use electronic registration (Arbor) to keep registers and the procedures for marking registers are as follows:

Procedure Person responsible

1. Registers must be taken at 8:45am in Nursery; 9.00 a.m. and 1:00pm (Reception, KS1 and Year 3) or 1.30 p.m. (Years 4 and 5) promptly - Class teacher
2. On each occasion a school must record whether a child was present, absent or present at approved educational activity. No pupil should be marked present unless actually in the room when the register is called or unless he or she has been given permission to be absent by the registering teacher - Class teacher
3. Spaces must not be left in the register - Class teacher
4. Record reasons for absence if known including who informed – Office staff
5. If unsure of code – leave as 'N' code – the code will be amended by Office team - Class teacher/ Office team
6. Daily – First Day Calling and updates to registers – Office Team
7. Weekly – checking for consistency in recording. Receptionist

Every half day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence is where the Headteacher has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised. At Bengeworth CE Academy the Headteacher has been designated to authorise absence [see The Education (Pupil Registration) (England) Regulations 2006 (SI No. 2006/1751) – reg 7(1)].

If the school is forced to close due to circumstances beyond our control this does not affect pupils' attendance. Attendance registers may be kept manually or electronically. The school complies with and uses the DfE compulsory national attendance codes, see Appendix 1.

POOR ATTENDANCE

School attendance of 95% or less is below average and below our school target of 97% and therefore, children whose attendance falls below 95% will be closely monitored by the Attendance Lead and further action considered. School will challenge the attitude of those pupils and parents/carers who give a low priority to attendance. Schools will analyse individual pupil data to identify quickly patterns of absence which cause concern and parents will be informed by the school where their child's attendance causes concern. School has a clear and escalating approach to intervention where there are concerns regarding school attendance including letters home, phone calls, regular meetings with parents/carers and home visits. After school has attempted to address attendance issues with the parents/carers and there is no improvement, external agencies may be involved.

COVID-19

In line with our transition to living with COVID-19, schools are no longer advised to use separate COVID codes on the register. Pupils with symptoms of COVID-19 are no longer required to get a test, but those who have symptoms of COVID-19 should follow the latest government guidance about when they should stay at home. Where a pupil is not attending because they have symptoms of COVID-19 or have had a positive test, school will record this using Code I (illness) unless another more appropriate code applies.

PERSISTENT ABSENTEEISM

Pupils with persistent absenteeism will be identified and tracked weekly by the Attendance Lead, including those pupils in Nursery (pupils with more than 10% absence rate) and a 'Plan of Action and Support' will be put in place through a formal Attendance Meeting to address the underlying reasons for the absence level. Where the child's attendance remains a concern following supportive strategies, further referrals may be made and may result in penalty action.

ATTENDANCE MEETING

Parents of pupils whose attendance gives cause for concern may be invited to attend an Attendance Meeting.

An Attendance Meeting is a formal meeting to discuss the child's school attendance, identify barriers and agree a formal Plan of Action and Support with clear actions, in order to improve school attendance. An Attendance Meeting is chaired by the Attendance Lead (or member of the Senior Leadership Team). In addition, where appropriate, Governors and other school representatives who are involved with the child/ren will be invited to attend.

POOR PUNCTUALITY

A child who is 10 minutes late for school every day effectively misses out on 6 full days of their education over a year, having an impact on their achievement. Persistent lateness is a form of absence and requires the Attendance Lead to speak with parents/carers to try and understand and support reasons for lateness. It is important that parents/carers are aware that persistent lateness can make a significant difference to their child's achievement. Persistent lateness is monitored by the Attendance Lead who will send lateness concern letters if there is an issue. If lateness persists the parents/carers will be invited in for a formal meeting to discuss it further. In some cases, the same procedure will be followed for those families taking unauthorised holidays. In certain circumstances, extremely low attendance with unexplained absences may also result in prosecution of parents for not ensuring their child's attendance at school.

FIXED PENALTY NOTICES

Fixed penalty notices are served on parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends school. Fixed penalty notices are intended to prevent the need for court action and will only be used where a fixed penalty notice is deemed likely to change parental behaviour. As stated in 'Working together to improve school attendance' (May 2022), fixed penalty notices could be issued for the following reasons;

- Where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour.
- Absence was unauthorised and support has been provided but has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g., an unauthorised holiday in term time).

REINTEGRATION

We recognise that reintegration for children that have had a long-term absence (such as a prolonged stay in hospital) or for those that have shared provision could be challenging. We also recognise that there may be other groups of children that may need support in the school environment. These may include pupils with Special Education Needs and Disabilities (SEND), medical needs, Children Looked After (CLA), and vulnerable and safeguarded pupils. In accordance with our Equal Opportunities policy all of these cases will be supported by the 8 school; individual needs will be assessed in order to seek support from relevant agencies as deemed appropriate. If issues to do with absence are centred around allegations including peer on peer abuse such as bullying or racial abuse, the school will draw on its Relationship and Behaviour Policy, Inclusion Policy, SEND Policy, Equal Opportunities Policy and Anti-bullying Policy to work through these issues with both the parents/carers and the children concerned. Please contact school immediately if these problems are suspected.

CONCLUSION

This policy highlights the importance of attendance and punctuality of all our pupils at Bengeworth CE Academy Our school is committed to working towards our attendance targets as a milestone in striving towards the goal of 100% attendance for all. We consistently use a whole school approach to support and encourage parents/carers and pupils to attend school every day. We operate an open door policy and will always address individual needs to the best of our ability. In return, we expect the support of both parents/carers and children in achieving the best possible levels of attendance.

To be reviewed annually. Next review date September 2026

Appendix 1: Attendance Codes, Descriptions and Meanings

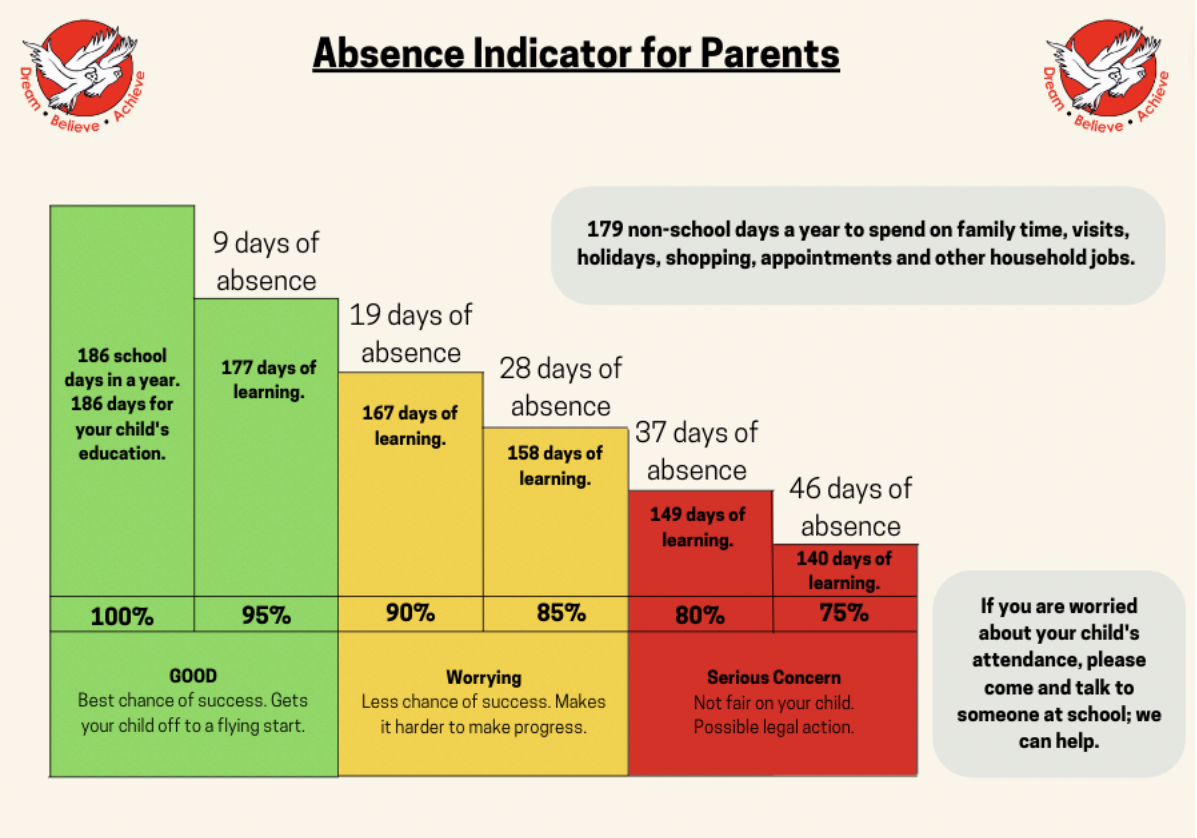
CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity
K	LA arranged provision at a place other than a school	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence

D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectantly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned closure)	Not counted in possible attendances

KEY

Present
Approved Education Activity (Present)
Authorised absence
Unauthorised absence
Not counted in possible attendances

Appendix 2 – Parent Handbook Guidance



If a child arrives at school after the bell has rung, the wooden gates to the playground will be locked and the classroom doors will be closed. The child must be brought to the school office to be registered where they will be marked as 'late' in the register with the reason for the lateness.

If the child is poorly and is not well enough to attend school, we ask that parents telephone the school first thing in the morning to let the school know. The school will telephone any parents who have not informed the school that their child will be absent that day. An answerphone service is available for parents to leave a message if the office staff are unavailable to answer the phone.

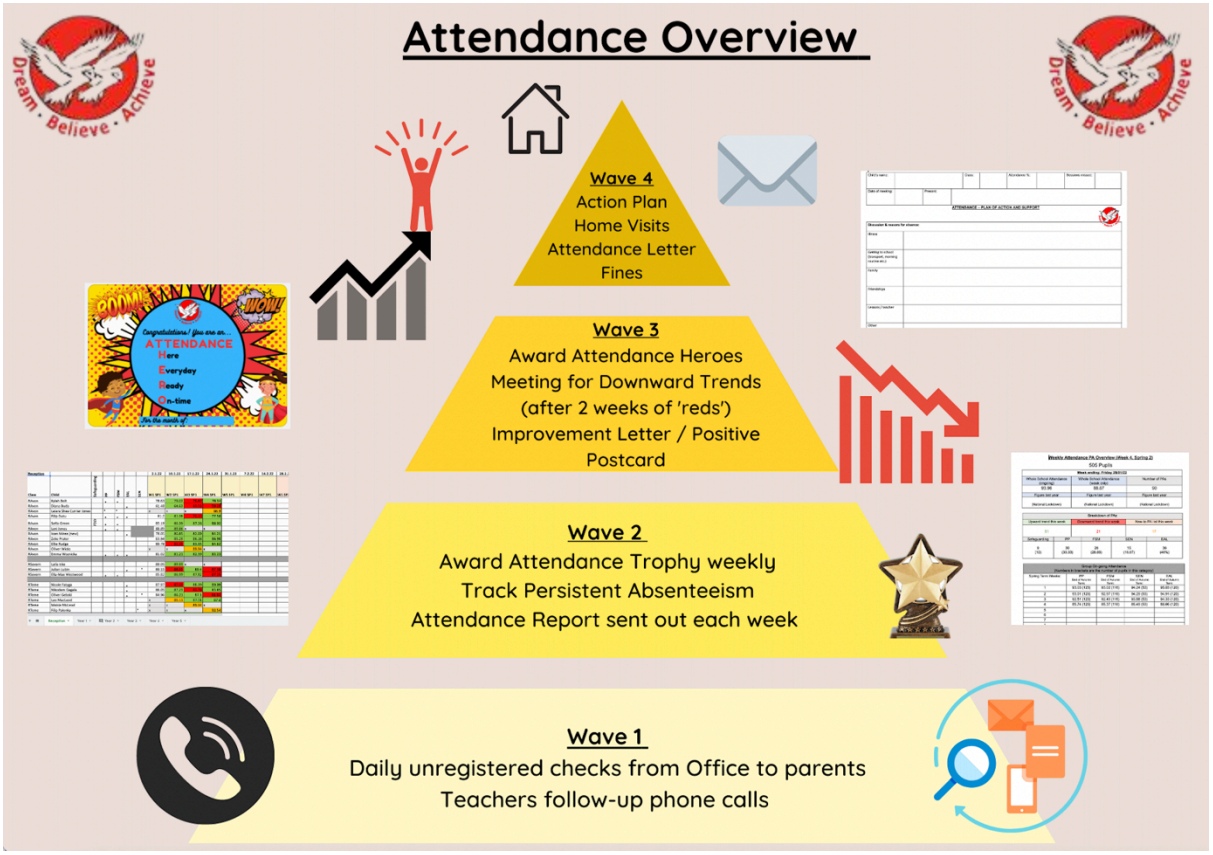
Children's absence is monitored as part of our school procedures. If a child's absence falls below 95% it will become a cause for concern and parents may be invited into school to discuss ways of improving attendance.

If a parent needs to bring anything to school during the day, they should go directly to the school office rather than the classroom doors. This also applies to parents who need to collect children for any reason during the day.

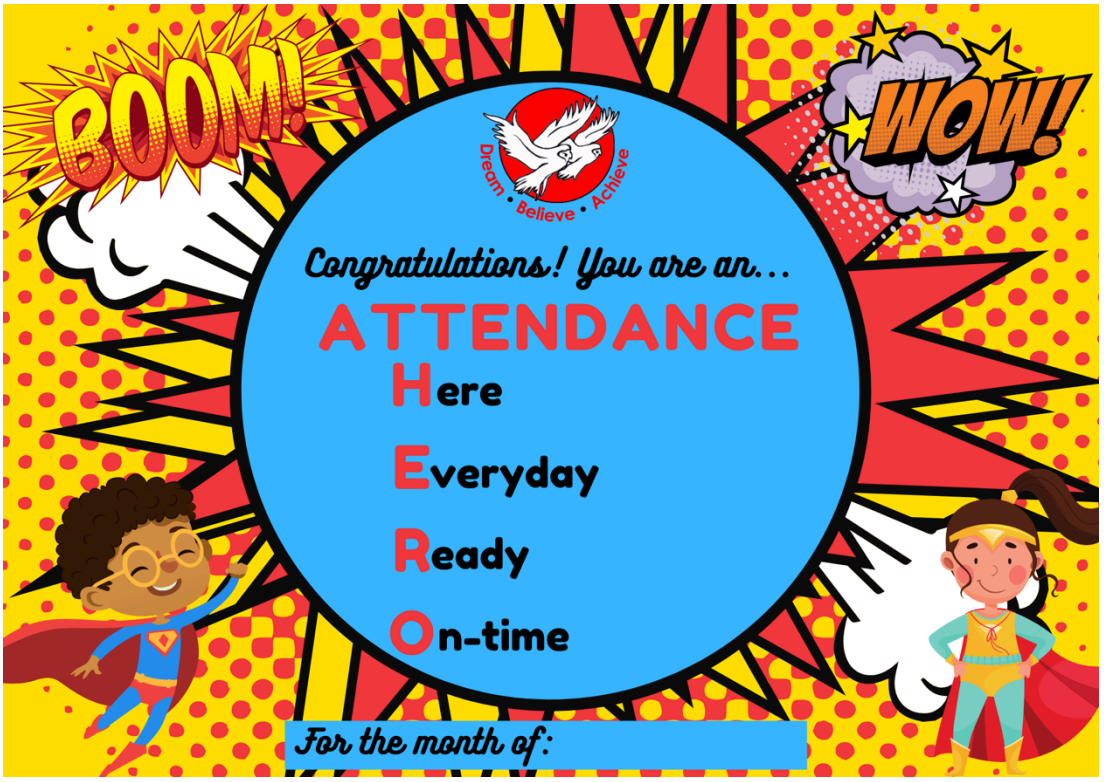
Holidays

Holidays or planned absences (other than illness) in school time are not authorised unless they are for exceptional circumstances. In all cases, parents must complete and submit an 'Application for Planned Absence' form on the school's website, which will be sent to the Head of School for consideration. Planned absence request forms should also be used for any external exams, such as ballet or dance, or for other circumstances where an absence is known in advance. It is the school's policy that teachers will not set work for children during the time that they are absent from school on holiday.

Appendix 3 – Graduated Response



APPENDIX 4 – HERO CERTIFICATE



Appendix 5 – Illness Guide For Parents

Days to be kept away from school as recommended by Public Health England

Rashes and skin infections: Children with rashes should be considered infectious and assessed by their doctor.

Athlete's Foot	None. Children will be required to keep socks on inside during PE lessons.
Chicken Pox	5 days from onset of rash AND until all spots have crusted over.
Cold Sores	None.
German measles (Rubella)	5 days from appearance of rash.
Hand, foot and mouth	Children can return once they are feeling better. They do not need to stay off until blisters have healed.
Impetigo	Children can return to school once sores are crusted and healed, or 48 hours after commencing antibiotics.
Measles	Children can return to school 4 days from onset of rash and if feeling well enough.
Ringworm	0 days, if treatment is applied.
Scabies	Children should stay off school until the first treatment has been carried out.
Slapped Cheek	None, once rash has developed.
Shingles	While rash is weeping, please keep your child off school.
Scarlet Fever	Children can return 24 hours after starting antibiotics. If no antibiotics, children are infectious for 2-3 weeks.
Warts and Verrucas	None.
Diarrhoea and Vomiting	48 hours from last episode of sickness or diarrhoea.
Flu	Until recovered.
Whooping Cough	48 hours from commencing antibiotic treatment, or 21 days from start of illness, if no antibiotic treatment given.
Conjunctivitis	None, but treatment before returning to school is recommended to help ease discomfort for your child.
Glandular Fever	Exclusion is required. Can return once well enough.
Head Lice	Your child can return to school once treatment has been applied.
Mumps	5 days from start of swelling, and once feeling well enough.
Threadworm	0 days, once treatment has started.
Tonsilitis	None.

Support

If you would like to share any health related concerns which are likely to impact your child's attendance at school please come and have a chat with either Jane Wadmore (Family Support Worker) or Katy Roleston (Assistant Headteacher)

Asthma

If your child has been diagnosed with Asthma, please ensure we have a working, in-date inhaler clearly labelled with their name and that you have completed the relevant forms. At school we have a Salbutamol inhaler, which can be administered in an emergency, however ONLY if you have completed and signed the appropriate consent form.

Allergies

If your child has a known allergy or develops a new suspected intolerance, please ensure we are informed ASAP. If this is severe and your child requires an Epipen to be kept in school, a personalised care plan will be devised and displayed in school. It is the parents responsibility to ensure that all medication is in-date.

Medical Appointments

We encourage parents / carers to make medical appointments outside of school hours, however we understand that this might not always be possible, i.e. hospital appointments which are often difficult to rearrange, or emergency appointments. We ask that advance notice is given when taking a child out of school for an appointment by phoning or emailing school.

Covid-19

Recommendation from Gov.uk

It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.

Bengeworth Parent and Carer Guide to Illness and Absence from School

When your child is unwell, it can be hard to decide whether to send them to school. This guide contains information about common illnesses.

My child is unwell. What do I do?

Please phone school ASAP and no later than 9.30am

01386 442047

State you child's name and class and the reason for his/her absence. If we do not hear from you, a member of the office will contact you on each day of absence.

Can my child have medication in school?

Please be aware that we can only administer medication if it is:
prescribed
AND
You have completed the agreement to administer medication form
(available from the office)

The NHS advise that a high temperature (a fever) in children is a temperature above 38°

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