

Secure.Tolerant.Ambitious.Resilient

Co-ordinator: Claire Woolley

Date of Issue: September, 2026

Next Review Date: September, 27

Our Vision

Every Child a Reader

Every Child Writer

Every Child Numerate

A school where every child has the chance to shine and is prepared for a future of possibilities

Barton Moss Community Primary School seeks to ensure that all its pupils receive an education which enables them to maximise opportunities to reach his or her full potential. Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups. Therefore, those pupils will have a positive experience of learning and a more successful transition from primary to secondary and beyond to further education and training.

Barton Moss Community Primary School aims to meet the yearly government target figure of 94% for whole school attendance. Barton Moss Community Primary School recognises that poor, irregular attendance at school disadvantages children. We aim to ensure that children registered at our school attend regularly and on time. The school follows a staged, published procedure designed to encourage consistent attendance.

We utilise Bromcom in a continued commitment to high quality, accurate methods of data collection and control. E' Registers within Bromcom is used by staff to record attendance and punctuality.

Attendance.

Awareness and improvement initiatives.

- ❖ Barton Moss Community Primary School will ensure all parents/carers are fully informed of current government and school attendance targets, responsible parties, actions, rewards and sanctions. All policies and relevant information is available to parents/carers via the school website.
- ❖ Publication of weekly attendance figures on the attendance notice board, Termly attendance target letters will be sent home, visits to parents, telephone calls, regular texts and emails to parents/carers ensure a high profile.

- ❖ Meetings with the Head of School regarding Home/ School Agreements, Parent Contracts, Action Plans for Absence and Punctuality, provide a regular opportunity to communicate school and government attendance expectations to parents/carers and support families to improve.
- ❖ Weekly assemblies, attendance recognition and incentives for both classes and individuals provide initiatives to parents/ carers and children.

Enforcement

- ❖ Referral/ discussion with Education Welfare Officer (EWO) or Early Help if attendance is cause for concern.
- ❖ Half termly attendance meeting with parents where absence is classed as persistent (under 90%). Consideration for a Penalty Notice Request (PNR). Submitted to the Local Authority - 10 unauthorised sessions on registration certificate within the academic year.
- ❖ Holidays in term time. Not permitted unless there are exceptional circumstances, each case will be given careful consideration by the Head of School in line with current legislation published by the Department of Education (DfE). Holidays taken in term time without permission will result in immediate issue of a Penalty Notice Request (PNR) if the criteria are met.
- ❖ Fast Track to prosecution when appropriate.

5. Guidelines for staff on the registration process

- ❖ Registers are legal documents and cannot be removed from the school premises. Teachers are required to complete the class register at the beginning of each morning/ afternoon session every day. 'E' Registers are electronically stored on Bromcom, should a paper register be used it will be completed and returned to the administration department immediately.
- ❖ Registration will close at 09.00 and 13.10 respectively, any pupil arriving at school after 09.00 will sign the late register at administration prior to joining their class. **Arrival between 09.00 - 09.19 will be recorded on the register as code L (authorised late arrival), arrival after 09.20 will be recorded as code U (unauthorised late arrival).**

Induction programme for new staff

- ❖ Attendance and punctuality information/ training will be addressed as part of the induction programme for all new staff including temporary/ supply personnel by the Head of School.

Parents/carers and their legal responsibilities

- ❖ Parents/carers have a legal responsibility to ensure that their children have access to an education. This means registering their child at a school. If a parent chooses to remove their child from school it is the parents' responsibility to provide the school with new details including – forwarding address/ details of new school (as appropriate). Failure to provide these details will result in referral to the Children Missing in Education Officer (CME)/ EWO.

Information for parents/carers

- ❖ At parents' evenings and new intake meetings
- ❖ BM Attendance Policy
- ❖ School Website
- ❖ Attendance Notice Board.
- ❖ Additional information made available to assist parents and children to ensure excellent attendance i.e. Local Education Authority.
- ❖ Termly attendance reports sent home.

Effective and consistent communication between home and school

- ❖ First and third day contact/ follow ups (telephone/text/email)
- ❖ Home visits by the SLT
- ❖ BM Attendance Policy for Parents
- ❖ Absence Request Form
- ❖ Medical Slip (available on the website and at the office)
- ❖ Letters to Meeting/ Notices to Improve/attendance action plans created – Absence
- ❖ Letters to Meeting/ Notices to Improve/punctuality action plans created - Punctuality
- Termly attendance reports sent home
- ❖ Teachers to Parents – Text Messaging Services.
- ❖ School Website
- ❖ Invitation to Attendance/ Punctuality Panels

Absence from school during term time.

- ❖ Allocation and authorisation of absence during term time is requested via the 'Absence during Term Time Request Form', available at administration and on the school website.
- ❖ If the absence is due to a medical/ dental appointment evidence of the appointment is required. A school 'Medical Slip' can be obtained from the administration office, or, downloaded from the school website. Parents can take the 'Medical Slip' to the appointment to be stamped as evidence of attendance and return the slip to administration.
- ❖ Authorised absence is absence which has been authorised by the Head of School or, via a 'Medical Slip', appointment letter or other form of evidence which is authorised by a valid stamp at a medical or dental practice.
- ❖ Pupils with an attendance figure of 90% or below will be asked to provide evidence that they are unable to attend school. Pupils with an attendance figure of 90% or below who are absent from school without evidence via an 'Absence during Term Time Request Form' authorised by the Head of School, completed/ stamped 'Medical Slip', appointment letter or other form of evidence which

is authorised by a valid stamp at a medical or dental practice will be coded 'unauthorised' on their registration certificate.

- ❖ Unauthorised absence during term time will result in an invitation to parents/ carers to meet with the Head of School to -
 - Review current school and government rules regarding absence during term time.
 - Review/ absence, inform parent/carer prior to a discussion with the EWO/EH.
 - Inform parent/ carer of a Penalty Notice Request (PNR) to be issued as a result of 10 unauthorised sessions being recorded on the pupils' registration certificate for the academic year.

Safeguarding

- Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility. The Attendance Policy has a direct link to safeguarding policy; the behaviour policy; anti-bullying strategies and the Health and Safety Policy. Barton Moss Primary has also adopted the Local Authority Policies on Children Missing Education, Elective Home Education.
- Barton Moss Primary also follows Local Authority guidance in relation to coding absence for families who travel as part of their culture.
- All these policies have been endorsed by our local governing body, which support the school in all attempts to improve the attendance and safeguarding agenda. Development and implementation of this policy will be considered under School/ Academy obligations from the Equality Act 2010 and the UN Convention on the Rights of the Child.

Unauthorised absence

- ❖ First contacts for absences without notification or authorisation are dealt with via telephone, text and email messages.
- ❖ Home visits are carried out by the FSW.
- ❖ Written contact is made to the pupils' home address provided by the parent/ carer. *(It is the responsibility of the parent to ensure that they update all contact information with school administration)*
- ❖ 10 sessions coded O / G/ U – unauthorised, will result in consideration of a penalty warning and request to the LA (Local Authority)

Barton Moss Community Primary School reserves the right to record any absence from school as unauthorised if there is reasonable doubt as to the validity of the information received.

Recording and improving late arrival into school

Children regularly arriving late to school:

- Are absent for important parts of teaching and learning.
- **Are embarrassed at disrupting assemblies/ class.**
- Can develop a negative attitude towards school.

- ❖ Late arrivals – the school day starts at 08.45am, after 09.00am when the school gates are closed children enter school via the reception/ administration department. A record of the child's name and time of arrival is recorded on the late register. Parents/children are asked for an explanation for the late arrival which is then recorded as an 'E' Comments Log on Bromcom. Information from the late register is input onto Bromcom and the 'E' register daily as soon as the register is closed to ensure effective communication with Class Teaching Staff.
- ❖ Arrival at or after 09.00 to 09.19 is coded - L, arrival at or after 09.19 is coded – U on the register. Persistent poor punctuality has a negative effect on a child's academic achievement. 10 sessions coded O/ U on a register in one academic year will result in consider of a Penalty Notice Request (PNR).
- ❖ Where lateness persists, a meeting between the parent/ carer, Head of School and SLT is requested.
- ❖ If lateness does not improve, registration certificate and 'E' comments report is used to support a referral to the EWO and/or consideration of a Penalty Notice Request (PNR)

Rewarding good attendance and punctuality

- ❖ Weekly presentation of Attendance and Punctuality trophy to the class with the highest attendance and punctuality
- ❖ Half Termly/ Termly attendance certificates and/ or rewards.
- ❖ Certificates and awards at end of academic year for children with attendance above 98%.
- ❖ Weekly attendance Notice Board recognising both whole school and individual class attendance.