



Barrowcliff School

Attendance Policy

December 2024 – December 2025

1. Introduction

Barrowcliff School is committed to promoting excellent attendance and punctuality to ensure all pupils can access a full-time education, enabling them to achieve their full potential. This policy aligns with the Department for Education's (DfE) guidance *Working Together to Improve School Attendance* (August 2024) and reflects our statutory duties under the Education Act 1996.

2. Aims

- To ensure all pupils attend school regularly and punctually.
- To provide a supportive framework for families in promoting good attendance.
- To monitor attendance effectively and act promptly to address concerns.

3. School Times

- School gates open: **8:40 am**
- Registration begins: **8:45 am**
- Pupils arriving after **8:45 am** will be marked as late (**L**).
- Arrival after **9:15 am** (close of registers) will be recorded as an unauthorised absence for the session (**U**), unless a valid reason is provided.

4. Reporting Absences

Parents/carers must report any absence **before 8:45 am** on each day of absence. This can be done via:

- Telephone: 01723 351767
- Text Message/WhatsApp: 07887 094606
- Email: admin@barrowcliff.n-yorks.sch.uk

The reason for absence must be clearly stated. If no reason is provided, parents will be contacted to provide a reason. If no reason is forthcoming, the absence will be recorded as unauthorised.

5. Authorised and Unauthorised Absences

The school may authorise absences for:

- Illness or medical appointments (evidence may be requested).
- Religious observances.
- Exceptional family circumstances, agreed in advance by the Headteacher.

Absences such as holidays during term time, unless exceptional circumstances apply, will not be authorised.

5. Attendance Expectations

Regular attendance is essential to ensure children benefit fully from their education.

- The school expects all pupils to maintain attendance of at least **97%**.
- Attendance below **90%** is considered persistent absenteeism and will be addressed as a serious concern.

6. Addressing Poor Attendance

We are committed to working with families to identify and overcome barriers to attendance. The following steps will be taken if concerns arise:

1. **Informal Support:** Initial contact with parents/carers to discuss reasons for absence or lateness.
2. **Monitoring Period:** Attendance will be closely monitored, and a meeting may be arranged with the Attendance Officer.
3. **Formal Support Plan:** If attendance does not improve, an Individual Attendance Plan (IAP) will be created, potentially involving external support services.
4. **Referral:** Continued poor attendance may lead to a referral to the local authority for further action, including the potential issue of penalty notices.

7. Lateness

- Pupils arriving after **8:45 am** but before **9:15 am** will be marked as late (Code L).
- Pupils arriving after **9:15 am** without a valid reason will be marked as unauthorised absence for the morning session (Code U).

Persistent lateness will be addressed in line with the attendance procedures outlined above.

8. Authorised and Unauthorised Absences

Absences may be authorised in the following cases:

- Illness, where medical evidence is provided if requested.
- Medical appointments that cannot be arranged outside school hours.
- Religious observances.
- Exceptional family circumstances (at the discretion of the Headteacher).

Unauthorised absences include:

- Holidays during term time unless exceptional circumstances apply.
- Absences where no explanation has been provided.

9. Term-Time Holidays

Parents/carers must request permission in writing for any term-time leave of absence. Requests will only be granted in exceptional circumstances at the

discretion of the Headteacher. Unauthorised holidays may result in a penalty notice being issued by the local authority.

10. Monitoring and Review

The school will monitor attendance data regularly and review this policy annually to ensure it meets statutory requirements and supports improved attendance outcomes.

11. Roles and Responsibilities

Parents/Carers:

- Ensure children attend school regularly, punctually, and prepared to learn.
- Report absences by **8:45 am** on each day of absence.

Pupils:

- Attend school regularly and on time.
- Inform a trusted adult at school if they face barriers to attending.

School Staff:

- Accurately record attendance and punctuality.
- Monitor attendance data and identify concerns early.
- Work with families and external agencies to support improved attendance.

Local Governing Body:

- Review attendance data and ensure the school is meeting its statutory duties.
- Support the school in implementing effective attendance policies and procedures.

Created:	December 2024
Date of last review:	December 2025
Review due:	December 2026