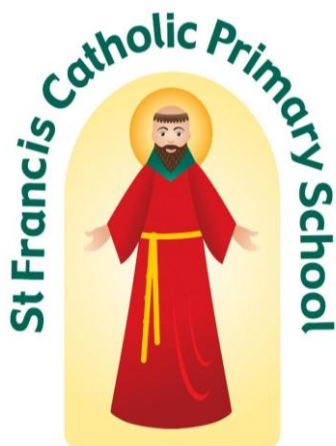




# Attendance Policy Summary

**Together we are exploring our special gifts;  
together we are growing closer to God.**

## Our Ethos

Rooted in our Catholic mission, we believe every child is known, loved and welcomed. Good attendance reflects our commitment to ensuring all pupils flourish academically, socially and spiritually.

## Our Principles

Attendance is everyone's responsibility and we believe strong relationships with families are key. We will use accurate data to drive early intervention, and high expectations are balanced with care and inclusion. A consistent Trust-wide approach ensures fairness.

## Our Expectations

Pupils will attend school **every day, on time**. If children are not going to attend, parents report absence **before 9:00am each day**. Medical appointments should be **outside school hours where possible** and evidence of such appointment must always be provided. Term-time leave is only granted in **exceptional circumstances**.

## Attendance Targets

Our school attendance target is 97%. We will contact parents by telephone and letter to improve attendance and punctuality across all year groups. We will intervene to reduce persistent absence (below 90%) and reduce severe absence (below 50%).

## Roles and Responsibilities

- **Governors:** Provide challenge, oversight and accountability
- **Headteacher:** Leads implementation and enforcement
- **Senior Attendance Champion:** Drives strategy, monitoring and intervention
- **Staff:** Record attendance accurately and promote high expectations
- **Parents:** Ensure regular attendance and communicate with school
- **Pupils:** Attend every day and be punctual

## Recording & Monitoring

Registers are taken twice daily using national codes in accordance with guidance from the DfE. Attendance is monitored **daily, weekly, termly and annually**. We analyse data by pupil, group and cohort. Any concerns are addressed quickly through structured support. Attendance is reported to governors regularly and our policy will be reviewed every 2 years.

## Supporting Attendance

We will work in partnership with families to:

- Identify and remove barriers to attendance
- Provide pastoral, SEND and mental health support
- Offer reintegration plans where needed
- Work with external agencies where appropriate

## Responding to Absence

We will contact parents for any unexplained absence. There will be ongoing monitoring and support. We will organise meetings with parents where concerns arise and formal interventions will be put in place if attendance does not improve.

## Authorised vs Unauthorised Absence

Illness, medical needs and religious observance may be authorised. Holidays and non-essential absence are **not normally authorised**, but all requests are considered on an individual basis by the Headteacher. All leave of absence, including religious observance must be applied for using the local authority Leave of Absence Form

<https://bradford.gov.uk/LOAForm>.

## Legal Framework & Sanctions

Our school follows DfE guidance (2024) and relevant legislation. Penalty notices may be issued for unauthorised absence: £80–£160 per parent. Further legal action may be taken if necessary

## Promoting Good Attendance

Build positive relationships and provide clear communication. Have consistent routines and expectations. We will recognise and encourage good attendance through phone calls and notes home. We will provide targeted support for vulnerable pupils

## Conclusion

This attendance policy is based on current government and Local Authority guidance and statutory regulations. St Francis' Catholic Primary School reserves the right to amend this to reflect any changes in this guidance or legislation as appropriate.

This policy should be read in conjunction with:

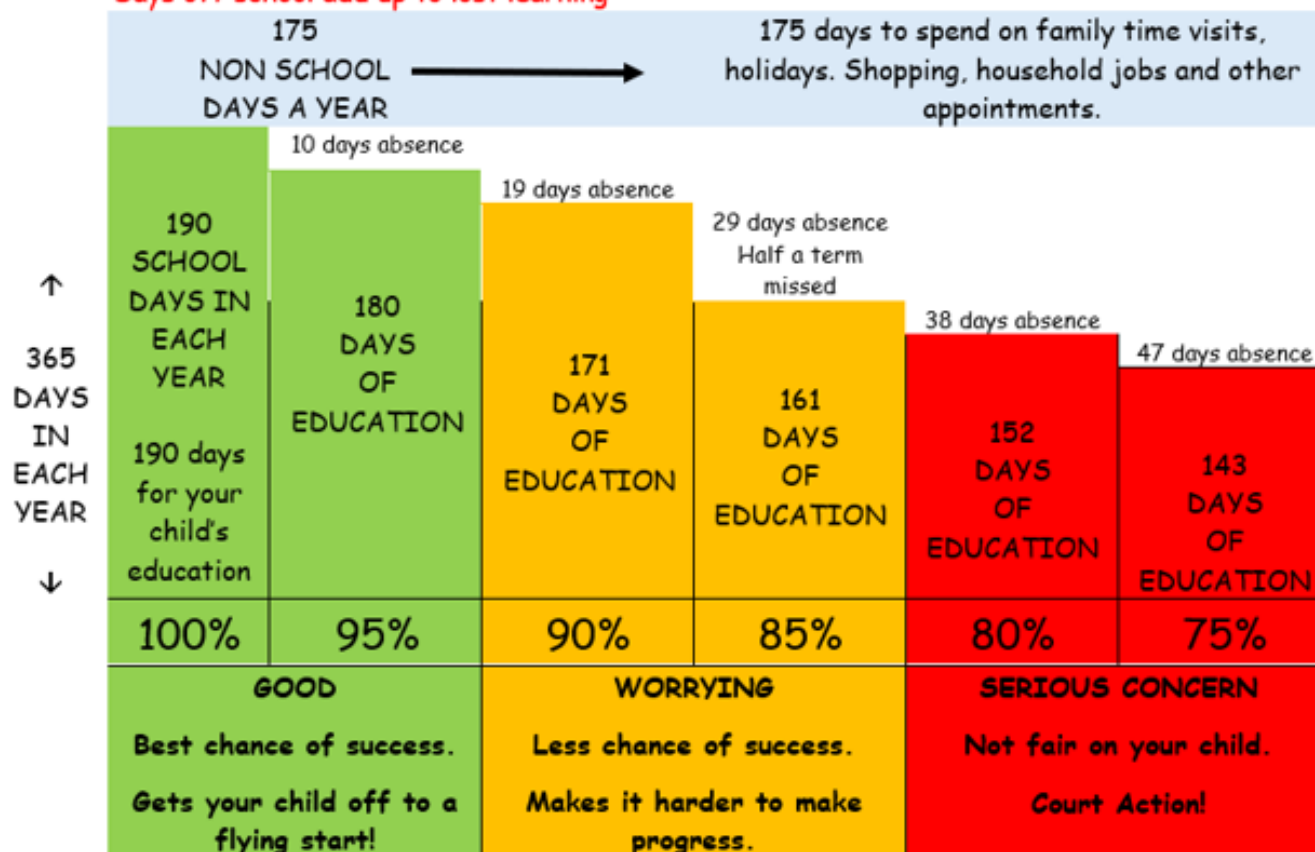
- St Francis Catholic Primary School's Child Protection Policy  
<https://www.stfrancis.bradford.sch.uk/key-statutory-information/safeguarding>
- Bradford Council's Staged Intervention Approach to Poor Attendance  
[Poor Attendance - Staged Intervention Process - UPDATED 21st FEBRUARY 2022 | Bradford Schools Online](https://www.bradford.gov.uk/bradford-schools/bradford-schools-online/poor-attendance-staged-intervention-process-updated-21st-february-2022)
- Working Together to Improve School Attendance – Department for education May 2022  
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- Children Missing Education Guidance for Schools:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)
- Keeping Children Safe in Education Part1 and Annex A DfE Sept 2022  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1101454/Keeping\\_children\\_safe\\_in\\_education\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf)

# Attendance Matters

Be on time at 20 to 9



Days off school add up to lost learning



- Please don't let your child miss out on the education they deserve.
- Every school day counts.
- If you are worried about your child's attendance, please talk to us at school.

Surely 1 or 2 days absence a week doesn't seem much?

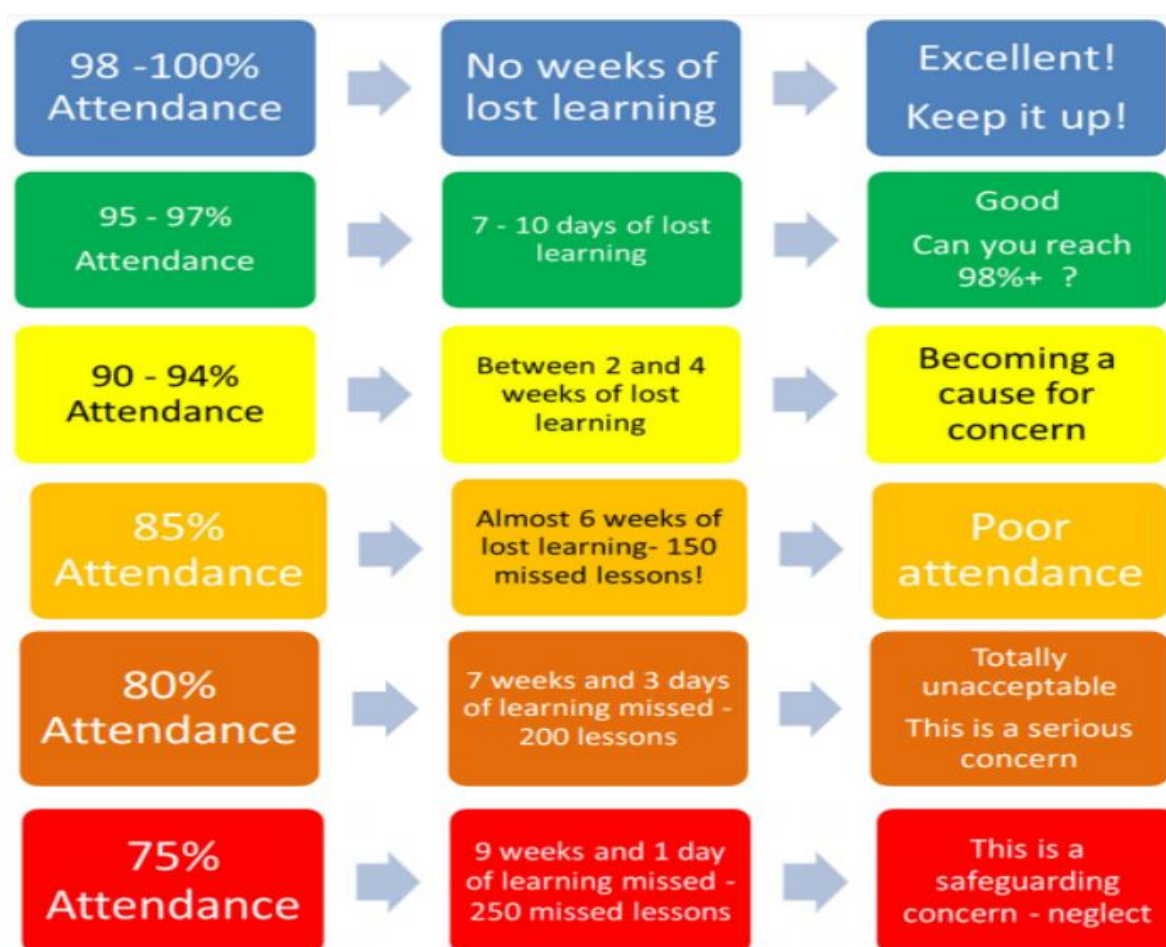
| If your child misses... | That equals...   | Which is...       | Over 13 years of schooling that's... |
|-------------------------|------------------|-------------------|--------------------------------------|
| 1 day per fortnight     | 20 days per year | 4 weeks per year  | Nearly $1\frac{1}{2}$ years          |
| 1 day per week          | 40 days per year | 8 weeks per year  | Over $2\frac{1}{2}$ years            |
| 2 days per week         | 80 days per year | 16 weeks per year | Over 5 years                         |

If your child is late 10 minutes a day...surely that won't matter or affect my child?

| Only missing just... | That equals...                 | Which is...                          | Over 13 years of schooling that's... |
|----------------------|--------------------------------|--------------------------------------|--------------------------------------|
| 10 minutes per day   | 50 minutes per week            | Nearly $1\frac{1}{2}$ weeks per year | Nearly $\frac{1}{2}$ a year          |
| 20 minutes per day   | 1 $\frac{1}{2}$ hours per week | Over $2\frac{1}{2}$ weeks per year   | Nearly 1 year                        |
| 30 minutes per day   | Half a day per week            | 4 weeks per year                     | Nearly $1\frac{1}{2}$ years          |

## What Does Excellent Attendance Look Like?

### A Guide to Lost Learning through Absence



| Date of Review: | Action:                                                                                                                                                                                                                                                                          | Initials: | Next Review Date: |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------|
| July 2017       | DH updated this policy                                                                                                                                                                                                                                                           | DH        | July 2018         |
| July 2018       | DH updated this policy                                                                                                                                                                                                                                                           | DH        | July 2019         |
| October 2019    | AH updated this policy                                                                                                                                                                                                                                                           | AH        | October 2020      |
| Sept 2022       | AH updated this policy in line with new Government guidance                                                                                                                                                                                                                      | AH        | Sept 2023         |
| June 2023       | AH updated this policy in line with Bradford's Staged Intervention Model and new guidance on Legal Action for Extended / Multiple Unauthorised Leave During Term Time, which came into effect on 1st April 2023<br><br>It was approved by the Local Academy Council in July 2023 | AH        | Sept 2024         |
| Sept 2024       | SH updated this policy in line with Bradford's new guidance on penalty notices                                                                                                                                                                                                   | AH        | Sept 2026         |
| July 2026       | SH updated this policy in line with BCWCAT revised attendance policy.                                                                                                                                                                                                            | AH        | July 2028         |