Bassett House School
S15B - Attendance Policy

Revised September 2026

Summary

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.

Regular attendance is expected at Bassett House School. It is important that children arrive and leave school on time. However, children should not attend school if they are unwell.

Bassett House School recognises the importance of developing good patterns of attendance.

In building a culture of good school attendance, it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of day-to-day school life;
- the interplay between attendance and wider school improvement efforts, integrating attendance into strategies for attainment, behaviour, SEND support, safeguarding, wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for attendance and punctuality and communicating these regularly and effectively to pupils and parents;
- that attendance is a continuous process requiring ongoing communication and review;
- that children missing education may signal safeguarding concerns including neglect, abuse, or exploitation.

Children learn best when they are happy, relaxed and focused. All staff show care and concern for each child's welfare. Attendance is crucial to effective learning and the continuity of learning experiences. Parents are informed of this expectation upon joining the school.

This policy addresses statutory obligations on the school to record attendance and absence, and applies to all pupils in the school, including EYFS.

This policy has been reviewed and updated in line with the Department for Education's statutory guidance ***Working together to improve school attendance*** (August 2026), to ensure compliance with current expectations and best practice.

Monitoring Attendance

The school aims to maintain at least 90% attendance. Data is reviewed regularly to identify patterns and provide support. This includes:

- half-termly data analysis;
- benchmarking across year groups;
- monitoring impact of attendance interventions;
- supporting Head in relevant reports.

In accordance with statutory guidance (KCSIE 2026) the school's Designated Safeguarding Lead will report to the local authority any pupil who fails to attend school regularly or has been absent, without the school's permission, for a continuous period of 10 school days or more.

The School's Responsibility:

Bassett House School acknowledges that attendance underpins positive outcomes and requires proactive management. The school:

- promotes good attendance with high expectations;
- works collaboratively with pupils, families, and external agencies to resolve attendance issues;
- has systems in place to track and monitor attendance at individual and cohort level;
- analyses data regularly to inform early interventions
- shares daily pupil-level attendance data with the Department for Education and Local Authority via its Management Information System (iSAMS) in line with statutory requirements. This data supports early identification of attendance concerns.

Staff Responsibilities:

The school's Attendance Champion is Alastair Moulton, Deputy Head and DSL

The Attendance Champion is responsible for:

- setting a clear vision for improved attendance;
- maintaining effective systems for tackling absence;
- monitoring and evaluating attendance strategies;
- analysing attendance data;
- communicating clear attendance messages to pupils and parents;
- staying up to date with national guidance and policy changes relating to attendance, and for ensuring that the school's procedures and practices reflect current statutory requirements and best practice.

Class Teachers are responsible for:

- take registers accurately each morning and afternoon via iSAMS;
- follow up on absences promptly;
- monitor trends and escalate concerns to the Attendance Champion;
- manage punctuality issues in line with the behaviour policy.

Parents' Responsibilities – Requests for Absence

The school expects each parent to ensure that his or her child has the best attendance record possible. To this end, the schools publish calendar dates well in advance and it, therefore, expects support from parents in this matter

Parents and carers are responsible for:

- ensuring children arrive punctually for registration;
- signing in/out if arriving late or leaving early;
- notifying the school as close to registration as possible on the day of absence via phone and email;
- updating contact details;
- applying for term-time absence only in exceptional circumstances and in writing, addressed to Mr Padraic Fahy (Head), copying in Fiona Holland (info@bassetths.org.uk).
- Requests should be made at least two weeks in advance wherever possible. Each case will be considered individually. Written responses will be provided within five school days.
- If leave is granted, dates will be clearly specified. Failure to return on time may result in a Penalty Notice.

Additional Needs

All pupils of compulsory school age are entitled to a full-time education that is suitable to their age, aptitude, and any special educational needs they may have. In some cases, this education may be delivered partly at school and partly in another educational setting, or through alternative provision, in accordance with section 19 of the Education Act 1996 or sections 42 or 61 of the Children and Families Act 2014.
Time away from school to receive education in other ways must be recorded in the attendance register using the appropriate codes.

In very exceptional circumstances, where it is in the pupil's best interests, the school may provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable. This will be used to meet individual needs – for example – where a medical condition prevents a pupil from attending school or another setting full-time, and a part-time timetable helps them access as much education as possible.

A part-time timetable is not used to manage a pupil's behaviour.

A part-time timetable will:

- Have the agreement of both the school and the parent or carer with whom the pupil normally lives;
- Be guided by a clear ambition and integrated into the pupil's wider support, health care, or reintegration plan;
- Include regular review dates, involving the pupil and their parents, to ensure it remains in place only for the shortest time necessary;
- Have a proposed end date, based on the pupil's individual circumstances, after which full-time attendance – either at school or alternative provision – is expected. This period may be extended as part of the regular review process. In limited cases, a pupil with a long-term health condition may require a part-time timetable for a longer duration.

Where the pupil has a social worker, the school will keep them informed and involved throughout the process.

Reasonable adjustments will be made for those with disabilities or SEN, and the school will work with parents and the LA to provide appropriate support, including referrals for Early Help where necessary.

Sickness Return

Children should not return to school or nursery until at least 48 hours after the last episode of vomiting or diarrhoea.

If a pupil is recorded with code "I" for illness and is likely to miss 10 or more school days (cumulatively or consecutively), the school will report this to the Local Authority.

Communication and Follow-Up

Parents must contact the school by phone and email on the first day of absence. If no contact is received, the school will follow up by phone and email the same day.

All leave requests must be submitted in advance to the Head. Retrospective authorisation is not good practice and will not normally be granted.

Truancy and Concerns

Suspected truancy is treated seriously. If a pupil is absent without explanation, the Deputy Head will contact parents. Reasons for absence will be discussed and support offered.

If lateness or absence persists, class teachers will raise concerns with parents. If unresolved, the matter will be escalated to the DSL and Head and monitored accordingly.

Where attendance concerns persist despite early intervention and support, the school may, in collaboration with the Local Authority, progress through a staged approach which may include:

- An **Attendance Contract** (formalised agreement with parents to improve attendance);
- A **Parenting Contract** or **Education Supervision Order**, where appropriate;
- **Penalty Notices** for unauthorised absence;
- **Prosecution** in cases of persistent unauthorised absence.

These steps will always be preceded by clear communication and reasonable support for the family, following a “support first” approach.

Recording Attendance

Registers are taken using iSAMS as follows:

- Morning Register: 08:40-08:45
- Afternoon Register: Time appropriate to phase, but not later than 13:40.

Registers are backed up electronically each month and retained for six years.

Admissions and Reporting

Admissions and deletions from the roll are managed in accordance with the Pupil Registration (England) Regulations 2024.

The school will notify the LA of deletions at non-standard transition points, providing all required details.

The school also reports to the LA when a pupil has 10 consecutive days of unauthorised absence.

Governor Oversight and Accountability

The governing board receives regular reports on attendance trends, persistent absence, and the impact of interventions. Governors are responsible for:

- Holding school leaders to account for improving attendance;
- Ensuring staff receive appropriate training;
- Monitoring implementation of the attendance policy.

The policy is reviewed annually or in response to statutory updates.

Review

Policy reviewed	September 2026
Next policy review	August 2027

Appendix I – School Attendance Codes

Present Codes	
/ \	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	