



We are Kind

We are Resilient

We are Responsible

We are Benton Park

# Attendance Handbook

**Together we belong, develop character and achieve excellence**



# Attendance Operational Guidance

## Every Day Counts

A clear guide to attendance, reporting absence and getting attendance support at Benton Park School.

90% attendance equates to about 19 school days missed.

|                | Person responsible                    | Date           |
|----------------|---------------------------------------|----------------|
| Prepared by    | Vikki Taylor<br>Deputy<br>Headteacher | September 2026 |
| Approved by    | Nicholas Skilton<br>Headteacher       | September 2026 |
| To be reviewed | Vikki Taylor<br>Deputy<br>Headteacher | September 2027 |

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# Why Every Day Matters

## Learning and Progress

Secure knowledge and embed learning into long term memory

## Belonging

Develop positive relationships, friendships and sense of community

## Opportunity

Enjoy enrichment, extracurricular and wider school opportunities

## Safeguarding

Stay visible, supported and connected to the school community

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# Attendance Percentages

|           |                    |                   |
|-----------|--------------------|-------------------|
| 99–100%   | Excellent          | 0–2 days missed   |
| 97–98%    | Very good          | 4–6 days missed   |
| 95–96%    | Average            | 8–10 days missed  |
| 90–94%    | Needs to improve   | 11–19 days missed |
| Below 90% | Persistent absence | 20+ days missed   |
| Below 50% | Severe absence     | 95+ days missed   |

## Attendance Data Myth:

90% attendance may sound high, but it equates one day of absence every two weeks.

This is roughly one month of absence per year.

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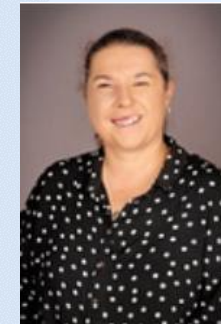
# Who Can Help and Provide Support?



Vikki Taylor  
Deputy Headteacher



Sam Collins  
KS3 Leader



Sarah Dobby  
KS4 Leader



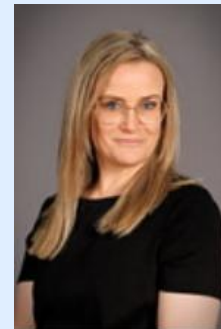
Karen Fox  
Attendance  
Manager



Lindsey Seddon  
Attendance &  
Welfare Officer



Miss  
Bond  
Y7 Lead



Nicola  
Downing  
Y8 Lead



Eve  
Bannister  
Y9 Lead



Sophie  
Charlton  
Y10 Lead



Summer  
Sykes  
Y11 Lead

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# Reporting and Absence

Please let school know before 8.20am every day if your child is going to be absent. Please include your child's name, year group, date of absence and reason for absence.

To do this, you can:

- Ring 0113 250 2330 to inform the attendance team
- Email [attendance@bentonpark.mlt.co.uk](mailto:attendance@bentonpark.mlt.co.uk)

Please inform school of your child's expected return date, and if any support is required to enable them to come back to school.

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# Appointments and Term-Time Leave

## Medical and Dental Appointments

- Please arrange outside school hours wherever possible.
- If an appointment is unavoidable, please choose a time that allows attendance before or afterwards and provide evidence when requested.

## Term-Time Leave

- Family holidays are not normally authorised by the school.
- Leave may only be granted in exceptional circumstances and must be requested in advance using the school form linked here:

[Benton Park School - Attendance](#)

# Is my child too ill for school?

Does your child have a high temperature (38°C or more)?

**YES**

Keep them off school until it goes away.

**NO**

Follow the guidance below.

Your child can usually go to school with a mild cough or cold if they are otherwise well. If you do keep your child at home, it's important to phone the school or nursery on the first day and give them the reason.

| Should go in                                                                                                                                                                                                                                                                                  | Should go in<br>(let the school know)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Seek treatment before<br>returning to school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Keep them off (at first)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A cough, cold or sore throat</b><br>Fine with slight cough or common cold symptoms, such as a runny nose, sore throat or headache, as long as they're otherwise well and do not have a high temperature.<br><b>Threadworms</b><br>Speak to your pharmacist, who can recommend a treatment. | <b>Cold sores</b><br>Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.<br><b>Conjunctivitis</b><br>Fine unless they are feeling very unwell. Seek advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.<br><b>Head lice &amp; nits</b><br>You can treat head lice and nits without seeing a GP.<br><b>Hand, foot &amp; mouth disease</b><br>If they seem well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.<br><b>Slapped cheek syndrome</b><br>Once the rash appears, they're no longer infectious. Let the school or teacher know if you think your child has slapped cheek syndrome. | <b>Impetigo</b><br>They'll need treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.<br><b>Ringworm</b><br>See your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.<br><b>Scarlet fever</b><br>They'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.<br><b>Chickenpox</b><br>Keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared. | <b>Ear infection</b><br>If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.<br><b>Measles</b><br>They'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.<br><b>Vomiting &amp; diarrhoea</b><br>Stay away from school until they have not been sick or had diarrhoea due to illness for at least 2 days (48 hours). |

**Feeling worried or anxious:** It's normal for any of us to feel worried sometimes. We may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can sometimes make a child's worries about going to school worse. If your child is struggling, please speak to school as soon as possible to explore available help. If your child is still struggling and it's affecting their everyday life, you should contact GP or school nurse.



# Attendance Support

## Attendance Tracking

- Patterns in a child's attendance are identified from their data.
- Potential reasons for absence are explored and shared with families.
- Appropriate support is identified to help the child re-engage with school.
- Impact of the support is regularly checked and reviewed.

## What can you expect?

- Regular communication from school about your child's attendance.
- The opportunity to meet with key staff to identify and remove barriers.
- Regular updates on improvements and potential areas of concern.

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# Unauthorised Absence

Benton Park will always aim to work collaboratively with families to resolve attendance issues, whilst also meeting statutory attendance duties.

## **10+ Unauthorised Sessions**

Stage 1 warning process may begin.

This may include a notice to improve.

## **20+ Unauthorised Sessions**

Stage 2 process may begin.

This occurs within a 12-week rolling period, involving Leeds Local Authority.

## **No Sustained Improvement**

The case may be referred for consideration of a penalty notice.

More formal legal processes may be triggered.

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# How can I track my child's attendance?

Log into your child's Arbor account, scroll down and you will see your child's year-to date attendance.

Year-to-date attendance is the overall % of your child's attendance. Every student has a target of 97%, although it is expected that all students should aim for 100%, wherever possible.

Inevitably, there are times when a child is too unwell to attend – in these circumstances, please let school know.

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# Further Support

If you would like to discuss your child's attendance, or if you have any concerns, please email the relevant year group inbox or the attendance team:

Year 7 – [year7@bentonpark.mlt.co.uk](mailto:year7@bentonpark.mlt.co.uk)

Year 8 – [year7@bentonpark.mlt.co.uk](mailto:year7@bentonpark.mlt.co.uk)

Year 9 – [year8@bentonpark.mlt.co.uk](mailto:year8@bentonpark.mlt.co.uk)

Year 10 – [year10@bentonpark.mlt.co.uk](mailto:year10@bentonpark.mlt.co.uk)

Year 11 – [year11@bentonpark.mlt.co.uk](mailto:year11@bentonpark.mlt.co.uk)

Attendance Team - [attendance@bentonpark.mlt.co.uk](mailto:attendance@bentonpark.mlt.co.uk)

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