



Broadfield Primary School Attendance/Punctuality Policy

Approved Date
Approved By Curriculum meeting 30/11/2017
Review Date 30/11/2019

Rationale

Broadfield Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their full potential. We strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. School staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. The school will establish an effective system of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance and punctuality, and will challenge the behaviour of those pupils who give low priority to attendance and punctuality. To meet these objectives we will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Legal Framework

Under the Education (Pupil Registration) Regulations 1995 the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

Absence from school should only occur when a child is unfit to attend due to illness; has a day of religious observance or leave of absence has been granted by the school.

Support systems

It is recognised that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home, in the community or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Arrival and registration

Registration takes place twice per day, at the beginning of the morning and afternoon sessions. Morning registration starts at 8.50 am. If a child arrives after the end of the registration period, they will be marked as **late**. If a child arrives after 9.30 am this will become an **Unauthorised Absence**.

Lateness

When children arrive in school late, or if they have to leave school early, the parent or carer should call at the school office to sign them in or out. The signing in/out register is used as an appendix to the class register as part of the school's health and safety procedures.

Categorising absence

When a pupil is absent, the register must show whether the absence is authorised or unauthorised. When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office immediately, who will endeavour to contact a parent or guardian on the first day of absence and or in some cases do a home visit to ascertain the where about of the child and a reason for the absence. During a home visit parents will be encouraged to send their child into school if they appear to be well. Absence can only be authorised by the school and **cannot be authorised by parents**. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Illness

The school office should be informed before 9:15am on the first day of a child's absence due to illness with an expected date of return. Parents should keep in regular contact with the school if the absence continues. Children should return to school as soon as they are well enough to attend. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription, GP's note, etc.

Medical appointments

Parents should make routine medical and dental appointments outside of the school day so as not to disrupt their child's education. If it is absolutely necessary to make an appointment during school time (e.g. a specialist medical or dental appointment), pupils should attend school for part of the day. Parents should show the appointment card to school.

Religious Observance

Broadfield acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends. The school will authorise absence on parental request for a day's absence for religious observance. Parents are requested to give advance notice to the school if they intend their child to be absent.

Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. Unsatisfactory explanations include:

- Sleeping in after a late night
- Going shopping or for a hair cut
- Celebrating your child's or family member's birthday
- Looking after the house or a sick member of the family
- Unapproved holidays
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory

Long-term absence

When children have an illness that means they will be away from school for over five days, the school will do all it can to send work home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Repeated unauthorised absences

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

Lateness

Late absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause.

Exclusion from school

Exclusion is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Leave of Absence

The school strongly discourages leave of absence during school time. Parents **do not** have an automatic right to remove their child from school during term time due to leave of absence.

The Government have issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice.

Roles and Responsibilities

Broadfield Primary School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

The Governing Body, in order to ensure that the school is complying with its statutory duties, will:

- Name a governor for attendance;
- Ensure that there is a named senior member of staff to lead on attendance;
- Review the school's Attendance Policy and ensure the required resources are available to fully implement the policy;
- Review attendance on a regular basis;
- Support (where appropriate) meetings in school with parents relating to attendance concerns;
- Have attendance as an on-going agenda item at Governors' meetings.

The School will:-

- Set an Attendance target and Persistent Absence target and share with staff, governors and parents. The target for this year is 95.5%
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Encourage a welcoming and positive atmosphere in which pupils feel safe and their presence is valued.
- Ensure the structure of attendance monitoring is effective with clear trigger points for attendance letters (below 95%, 92% and 90%).
- Maintain clear procedures for monitoring Persistent Absentees (PA).
- Make immediate contact with parents if there is concern about an absent pupil.

- Collect and analyse attendance data, on a monthly basis, in order to help identify patterns, set targets, correlate attendance with achievement, and support and inform policy/practice.
- Issue letters to parents of pupils who are regularly late for school or are consistently poor attendees expressing concern.
- Invite parents into school, if there is no improvement in attendance following a letter, to discuss the situation with the Attendance Lead/Headteacher.
- Reward pupils successes in achieving 100% attendance (termly and annually) and display the names of children that have 100% attendance on a termly basis.
- Record current attendance and number of lates on termly reports to parents/carers;
- Set targets for improvement for pupils whose attendance is cause for concern. The Head teacher will monitor and review these targets.
- Remind parents regularly (via newsletters, the school website, school prospectus, Learning reviews, annual report to parents etc.) of the importance of good attendance.
- Send work home to pupils who are absent through sickness for any extended period of time (when appropriate) and re-integrate them back into school upon their return.
- Prepare an individually tailored reintegration programme for pupils who have been absent for whatever reason for an extended period of time (when appropriate).
- Review Attendance and Punctuality Policy to ensure relevant attendance information is included.
- Make a termly report to the school's governing body, by the Headteacher, on attendance matters.
- Maintain the appropriate use of absence/attendance coding.
- Liaise with other agencies – when this may serve to support and assist pupils who are experiencing attendance difficulties

Parents have a very important part to play in supporting their children's education. Ultimately all those with parental responsibility are accountable for the regular and punctual attendance of children. In order to make a valuable contribution to their attendance parents should:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress;
- See themselves as partners with schools in the education of their children and must endeavour to instil respect for education and those who deliver it;
- Contact the school by 9.15 am on the first day of absence to let them know the reason why and the expected date of return. Parents should keep in regular contact with the school if the absence continues. Children should return to school as soon as they are well enough to attend;
- Avoid unnecessary absences. Make routine appointments for the doctors, dentists etc. outside of school hours or during school holidays;
- Contact the Headteacher should their child seem worried or upset about coming to school;

- Encourage good routines at home, for example, bed times, homework, preparing school bag and uniform the evening before;
- Not keep their child off school to go shopping, to help at home or to look after other members of the family;
- Ensure that their children arrive at school on time, appropriately dressed, and in a condition to learn;
- Ensure the school are kept informed of the progress during continued absence at regular intervals;
- Avoid taking their children on holiday during school time. If an occasion arises where this is felt to be unavoidable, honest communication should take place with school and the leave requested in advance.

Rewards for good attendance

All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. There are special prizes for any child who has 100 per cent attendance for a whole year.

School expectations of Pupils:

- Children should try their best to attend school regularly and punctually;
- Highlight attendance and punctuality in PSHE sessions and assemblies;
- Ensure rewards are consistently applied e.g. attendance stickers;