



East Bierley CE (VC) Primary School

Attendance Policy

2017

ATTENDANCE POLICY

October 2017

Aims

Our attendance policy aims to:

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- Enable pupils to progress smoothly, confidently and with continuity through the school;
- Make parents/carers aware of their legal responsibilities;
- Ensure attendance meets Government and Local Authority targets.

Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

Expectations

We expect that all pupils will:

- Attend school every day;
- Attend school punctually;
- Attend appropriately prepared for the day;
- Discuss promptly with their class teacher or school office any problems that may affect their school attendance.

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities;
- Ensure that their child arrives at school punctually and prepared for the school day;
- Endure that they contact the school **daily** of absence or if known in advance, whenever their child is unable to attend school.

Example:

Authorised Absence	Unauthorised Absence
<ul style="list-style-type: none">• Genuine illness of the pupil;• Hospital/dental/doctor appointment for the pupil;• Major religious observance;• Visits to prospective new schools;• External exams or educational assessments	<ul style="list-style-type: none">• Shopping/daytrip/visit to theme park;• A birthday treat;• Oversleeping due to a late night;• Looking after other children or other family member;• Appointments for other family members

- Contact school promptly whenever any problem occurs that may keep their child away from school;
- Notify the school of any home circumstances that might affect the behaviour and learning of their child;
- Notify school immediately of any changes to contact details.

We expect that the school will:

Provide a welcoming atmosphere;

Provide a safe learning environment;

Provide a sympathetic response to any child's or parent's concerns;

Keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality;

Contact parents when a child fails to attend and where no message has been received to explain the absence.

Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.

Encourage good attendance and punctuality through a system of reward and recognition.

Inform parents of the % attendance of all pupils on the school report;

Make initial enquiries regarding pupils who are not attending regularly.

Refer irregular or unjustified patterns of attendance to the Attendance & Pupil Support Service. Failure by the family to comply with the planned support set by Attendance & Pupil Support Service may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. The school doors are open from 8.40am.

School must take a morning and afternoon register and record the attendance or absence of every pupil.

Morning registration takes place at 9.00am and pupils who arrive after this time will be recorded as late to school.

Afternoon registration is taken as 12.30pm for Reception, Years 1, 2 and 3 and 1.20pm for Years 4, 5 and 6.

Persistent lateness by a pupil may be referred to the Attendance & Pupil Support Service.

Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools on leaving.

Pupil Leaving During the School Day

Whenever possible, parents should try to arrange medical and other appointments outside of school time;

Parents are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving and the expected return time.

Where a pupil is being collected from the school, parents are to report to the school office to sign the Day Book before the pupil is allowed to leave the site.

Leave of Absence

The school holiday dates are published a year in advance and leave of absence/holidays during term time will not be authorised in line with the Government's amendments to the 2006 regulations (appendix 1).

Notification of intention to take holiday/absence leave must be made on a Term Time Leave of Absence Form obtained from the school office and submitted for consideration by the Headteacher, no less than 2 weeks prior to the requested date. If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and a Penalty Notice may be issued.

Penalty Notices for Holidays

In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

The Headteacher must submit a request that the local authority consider a Penalty Notice to parents when pupils are taken out of school for 5 or more days leave of absence when taken within a six week period (15% of possible attendance) without school authorisation.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days.

If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance.

Penalty notices are issued to **each** parent, for **each** child.



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First-Day Calling Procedure

1. Class registers completed and saved
2. Late children checked against registers if recorded separately
3. Absence calls listened to/attendance emails checked
4. First day call to first name on contact list within 30 minutes of school start time
5. If no response to call, text sent to first name on contact list within 45 minutes of school start time asking for response
6. Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted
7. If no reply send second text and email to first and second contacts on list
8. Alert HT/DSL that this child is absent and no contact has been made within an hour of school start time
9. HT/DSL to risk assess the current level of concern and consider whether circumstances warrant a home visit
10. Home visit to be made following decision at 9, where possible by school staff or any other agency involved with the child
11. Contact Police to initiate a “safe and well” check if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the 101 number.