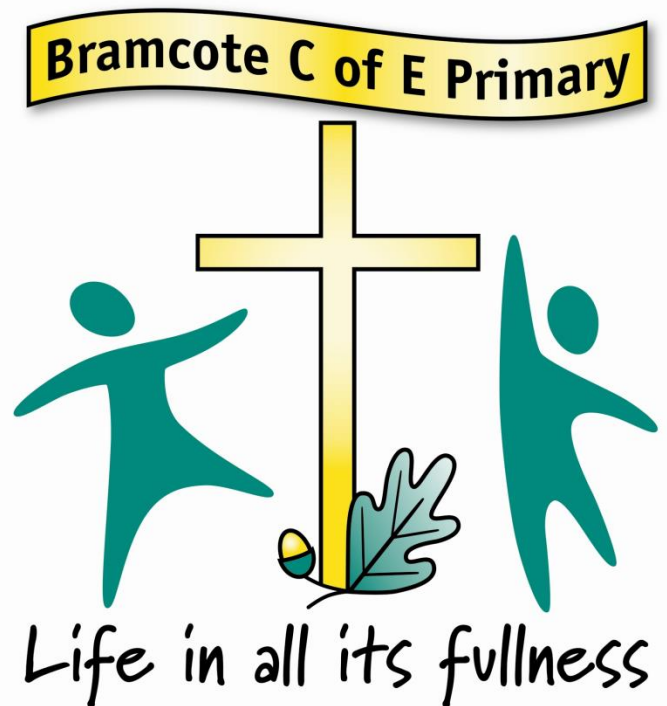


**BRAMCOTE CofE PRIMARY SCHOOL**



**ATTENDANCE POLICY**

**March 2016**

## AMENDMENTS TO ATTENDANCE POLICY

<b>MARCH 2016</b>	<p>Page 3 The Headteacher Must bullet point 1: addition of published on school website.</p> <p>Page 4 Registration of pupils: Addition of bullet point 1: We have a breakfast club available to children from 8.15am each morning. (This is a paid for service)</p> <p>Page 4: Registration of pupils: Addition of additional points: In extreme cases it may be referred to the Early Help unit who can support with on-going issues. Ultimately the Local Authority can take legal action.</p> <p>Page 5: Top of page substitution of Educational Welfare Officer or equivalent to Early Help Unit.</p> <p>Addition of Appendix 1: Good Attendance table</p>
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At Bramcote C of E Primary School we are committed to providing an education of the highest quality for all its pupils and recognise this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually children will be able to take full advantage of the educational opportunities available to them.

**We aim to:**

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

**To do this we will:**

- Keep an accurate and up to date record of attendance.
- Inform parents where attendance and punctuality issues arise.
- Identify causes of non-attendance and take action.
- Seek to improve attendance of individuals, groups and the School.

**We all have a role to play in ensuring there is good attendance.**

**The Headteacher must:**

- Implement The Attendance Policy and inform parents (published on the school web-site.)
- Annually monitor and review The Attendance Policy.
- Set and monitor attendance targets.
- Implement system of rewards to mark good attendance termly.
- Give attendance a high profile at during assemblies and in the School newsletter.
- Make contact with parents if attendance for their child is of concern.
- Report on attendance to the schools governing body.
- Facilitate meetings with the educational welfare officer (or equivalent),
- Keep records of any meetings held with parents and third parties.

**The Teaching Staff must:**

- Be a good role model for students by ensuring punctuality and attendance.
- Give attendance a high profile.
  - Praise students for arriving on time.
  - Take prompt action where students are late or absent without explanation.
- Keep an accurate register.
- Return register to the School office promptly at the end of morning and afternoon registration.
- Inform Head teacher when absence is causing concern.

**Attendance co-ordinator must:**

- Oversee administration of the SIMS Register system.
- Provide regular attendance information
- Phone parents on 1st Day of absence if no contact/message has been received from parent.
- Alert teachers and Headteacher when concerns arise.
- Work with colleagues to identify causes of non-attendance.

## Parents / Carers must

- Ensure that children arrive at school on time every day.
- Provide written /verbal explanation for children's absences from school.
- Endeavour not to take children out of school in term time.
- Notify the school as soon as problems arise with child's attendance.
- Make contact with school on the first morning of child's absence.

## Children must:

- Arrive between 8.40am and 8.50am each morning in time for 8.50am registration.
- Be on time for lessons.
- Pass on any messages or notes sent from parents to explain absences.

## Registration of pupils

The school is required by law to keep an attendance register twice each day; once at the start of the day and once during the afternoon session. Classroom teachers are responsible for completing the attendance register using a pro-forma which is then added to daily to our SIMs system. (Management information system used to record attendance).

- We have a breakfast club available to children from 8.15am each morning. (This is a paid for service)
- We operate a flexible entry whereby children can come into the classroom from 8.40am.
- Registers are returned to the Office at 9.00am. If a child arrives between 9.00 and 9.20 they should report to the Office and be given a L for late
- Morning registration starts at 8.50 a.m and the registers are closed at 9.20 a.m. pupils arriving during this period receive a late mark 'L'.
- Pupils arriving after 9.20 a.m. sign in late at the office and receive a mark which denotes 'Late after the register is closed' 'U' which counts as an **unacceptably late**.
- Afternoon registration starts at 1.10pm for Key Stage 2 and 12.55p.m. for Key stage 1, and the registers are closed at 1.30 p.m. pupils arriving during this period receive a late mark L.

Pupils arriving after 1.30 p.m. sign in late at the office and receive a mark which denotes 'Late after the register is closed' 'U' which counts as an **unacceptably late**.

If a child is persistently late the attendance coordinator will ring the parents to see if there is any way to improve the lateness.

If lateness continues a letter will be sent from the Headteacher inviting parents to a meeting to discuss the issue.

In extreme cases it may be referred to the Early Help unit who can support with on-going issues.

Ultimately the Local Authority can take legal action.

## Absence

At Bramcote C of E Primary School parents can report their child's absence from school at any time by leaving a message on our answer phone system or by e-mailing the school office.

We also operate a first-day calling system. This means that parents are telephoned on the first day of a pupil's absence to establish a reason for this absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge.

Where it is not possible to make contact with parents on the first day of absence, the school will phone every day of absence and if necessary refer a case of concern to the Early Help Unit.

## **Authorised Absences**

Absence will be authorised in the following circumstances, for example –

- Where the school is satisfied that the child is too ill to attend.
- The school considers that routine **optician, dentist and doctor's appointments** should be made out of school times and do not constitute exceptional circumstances unless in the case of emergencies. Some other appointments e.g. at the hospital or orthodontist may be harder to arrange; these will be authorised in these cases.
- A pupil is to participate in an approved performance for which a license has been granted by the Local Authority
- A pupil is involved in an exceptional special occasion – (e.g. a member of close family w wedding.) in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered)
- Where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- In other exceptional circumstances (e.g. a family bereavement) and for a very limited period.
- External music examination.
- Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

All leave of absence in term time is at the discretion of the Headteacher. Where ever possible a parent/carer should apply for any leave of absence at least four weeks before leave is intended.

## **Unauthorised.**

Some examples of reasons for not authorising absence would be:

- No explanation has been given by the parent.
- The school is not satisfied with the explanation.
- The pupil is staying at home to mind the house.
- The pupil is shopping during school hours.
- The pupil is absent for unexceptional reasons, eg a birthday.

## **Holidays in term time**

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that Headteacher's may no longer grant any leave of absence during term time unless there are exceptional circumstances.**

Family holidays from September 2013 will therefore be marked in the register as unauthorised. Parents wishing to request additional leave of absence, whether for a holiday or an extended visit abroad, should write to the Headteacher explaining the circumstances at least four weeks prior to absence. In each case the school will write to the family explaining that the additional days will be recorded as either authorised or unauthorised depending on whether they are deemed to be exceptional.

Should parents choose to take holidays in term time could be issued with a penalty notice which could lead to a fine between £60 -£120 this will be issued via the Local Authority.

### **Monitoring**

The attendance co-ordinator will ensure that attendance data is complete, accurate, analysed and reported to the Headteacher, parents and the governing body.

The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection. It is also analysed by gender, ethnicity, pupils with special educational needs and those who are vulnerable to poor attendance.

Attendance is monitored by class teachers by reasons for absence. Any concerns are immediately identified and reported to the Headteacher. Accurate attendance returns are made to the LA and DFE within the stipulated time frame.

The Headteacher has overall responsibility for the policy and its implementation; for liaison with the Governing Body, parents/ carers and appropriate outside agencies and for the appointment of the administrative staff that will have responsibility for the handling of the daily implementation of the policy.

The Governing Body makes arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

The Strategic Development Committee monitors this policy and its impact on attendance within the school annually. The committee reports its findings and recommendations to the Full Governing Body, as necessary, if the policy needs modification. They will approve the school attendance target annually.

The Governing Body gives consideration to any comments from parents about the process of assessment and makes a record of such comments.

Sarah Meredith

**POLICY REVIEWED:** March 2016

**POLICY REVIEW:** March 2017

## APPENDIX 1

### Good attendance

What are the benefits and what are the consequences of missing a few days over the school year?

Our expectation is that all children will attend school for at least 96% of the time

Attendance		Missing days from school
100%	Zero days off	<b>Excellent!</b> A child can take advantage of all learning opportunities.
98%+	Less than a week	<b>Very good</b> –This will help all aspects of their progress and life in school. A child should reach his/her full potential, leading to the best possible start to their formal education.
97 – 98%	5 days – a school week	
96 – 97%	6 days	<b>Good attendance</b> A child has a good start to their schooling and can make the most of all opportunities to do their best.
95.2- 96%	8 days	<b>Satisfactory Just above the average</b> - a child is likely to achieve their targets; however they should strive to build on this.
93- 95%	10 days – two school weeks	<b>Below the average attendance nationally.</b> If a child has more than two weeks away from school they may fail to make the progress expected.
92- 93%	15 days - three school weeks	<b>Poor attendance:</b> absence is now affecting attainment and progress at school. Parents will need to work with the school to improve the situation.
<b>Below 90%</b>		<b>20 days – four school weeks</b>
<b>85%</b>		<b>25 days – five school weeks</b>
82%	30 days - a half term	<b>Unacceptable</b> - A child will now be finding it extremely difficult to keep up and achieve their best. Below 85% attendance is considered persistent absenteeism and the Local Authority may become involved to take action.
78%	40 days	Children with this attendance are <b>missing a day for every week in school</b> . Absence is causing <b>SERIOUS CONCERN</b> . It is seriously affecting attainment and progress and is disrupting the child's learning. The school will be supported by the Local Authority to take action against the parents/carers.

## APPENDIX 2

### REGISTER CODES – REVIEWED AUGUST 2013

#### Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at School

**Registration Code / \:** Present in school / = am \ = pm

**Present in school during registration.**

**Code L:** Late arrival before the register has closed

**Attendance codes for when pupils are present at approved off-site educational activity are as follows:**

**Code B:** Off-site educational activity. This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site.

**Code D: Dual Registered** - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school e.g, hospital school, special school, referral unit, Gypsy, Roma or Traveller children.

**Code J:** At an interview with prospective employers, or another educational establishment

**Code P:** Participating in a supervised sporting activity

**Code V:** Educational visit or trip

**Code W:** Work experience

**Code C:** Leave of absence authorised by the school

**Only exceptional circumstances warrant an authorised leave of absence.**

**Code E:** Excluded but no alternative provision made

**Code H:** Holiday authorised by the school

Head teachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

**Code I:** Illness

**Code M:** Medical or dental appointments

**Code R:** Religious observance

**Code S:** Study leave

**Code T:** Gypsy, Roma and Traveller absence

#### **Unauthorised Absence from School**

**Code G:** Holiday not authorised by the school or in excess of the period determined by the head teacher.

**Code N:** Reason for absence not yet provided

**Code O:** Absent from school without authorisation

**Code U:** Arrived in school after registration closed



### **Administrative Codes**

#### **The following codes are not counted as a possible attendance in the School Census:**

**Code X:** Not required to be in school this code is used to record sessions that non-compulsory school age children are not expected to attend.

**Code Y:** Unable to attend due to exceptional circumstances

**Code Z:** Pupil not on admission register

**Code #:** Planned whole or partial school closure