

Authorised Absences

When a child has time off school because they are ill, we ask that Parents/Carers contact school on the FIRST morning of absence either by telephone or in person at the office.

Should I send my child to school today?

Your child should still go to school if he/she:

- Can get out of bed and play
- Can watch television for hours at a time
- Is only coughing or sneezing
- Is feeling tired (this is not an illness!)

Requests for other absences such as medical appointments, exams, public performances etc should be made in advance and leave may be granted if it is deemed suitable. Evidence for such occasions will be requested.

The school will NOT authorise absences for off-peak holidays, family gatherings, travel which overlaps the beginning or end of term etc. Such events should be arranged out of school hours or during the 13 weeks of holiday allowance during each academic year.

HOLIDAYS DURING TERM TIME ARE AGAINST THE LAW!

Term time holidays are an increasingly serious issue and **the Government** is advising schools to take serious action to make sure they do not happen!

Taking unauthorised time off school could result in a referral to the Local Authority's Education Welfare Service, legal action and even a fine!

Legal Proceedings

When a child's attendance level falls below 90% in any term without good reason, the school will begin to monitor the child's patterns of attendance and absence. The child's Parents/Carers will be made aware of this as an Early Intervention.

Once the trigger level of 85% attendance is reached, a referral to the school's Education Welfare Officer (EWO) will be made by the school. At this stage the child is known as a Persistent Absentee.

Following investigation, any unresolved issues could result in the Parent/Carer receiving a Penalty Notice or possibly be sent to court for Prosecution under the Education Act 1996 s.444.

The maximum penalty on conviction is a fine of up to £2500 and/or 3 months imprisonment in some cases.

We will ALWAYS try to support Families to improve their children's attendance levels before Legal Proceedings begin.

Our aim is to work WITH you to help each child become 'the best they can be'.

Bush Hill Park Primary School

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BUSH HILL PARK PRIMARY SCHOOL



Attendance Policy Summary



At Bush Hill Park Primary School and Children's Centre we believe that our Attendance Policy should reflect a child's right to 'Be the Best You Can Be'.

We know that children can reach their full potential only by receiving full-time education, through regular and structured attendance. Bush Hill Park Primary School expects all pupils to arrive and leave school punctually and we emphasise this to parents and carers.

Education Act 1996

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.

The school day for pupils in Reception Classes through to Year 6, begins at 8.50am and finishes at 3.15pm.

Our school website, Attendance Policy, Calendars and newsletters clearly state the time at which school sessions begin (8.50am) and finish (3.15pm)

Under the Education (Pupil Registration— Amendments) Regulations Act 1997, we are required to keep an attendance register. This is used at the beginning of each morning and at the start of the afternoon session, in which pupils are marked present or absent. Attendance registers are legal documents which may be required as evidence in court cases.

Registration

Morning:

Main class registration is between 8.50-9.00am

From this point onwards children will be marked late.

Afternoon:

Punctuality & Lateness

The school will take steps to actively encourage excellent levels of punctuality.

Punctuality is encouraged as an act of courtesy and provides children with a clear start to their day with their peers and teachers. Punctuality also ensures that teaching time is not wasted.

Concerns about lateness will be monitored and followed up in person by the class teacher or a member of the Attendance Team. In some cases letters of concern may be sent to the parents/carers.

Pupils are expected to be at school on time each day

We have a Breakfast Club open to pupils each morning. It provides something to eat and space to play until the morning bell rings at 8.50am. Pupils can take part in Breakfast Club for a small daily fee; they must arrive between 7.50am and 8.30am.

Why should children be
ON TIME for school?

Your child will be calm and ready to begin learning.

- ⇒ They will not miss registration
- ⇒ They will not miss the start of a lesson
- ⇒ They will not disrupt the teacher
- ⇒ They will not disrupt their classmates

Absence

Is it serious if my child does not go to school?

YES!

Here is Bob.....



He has a 90% attendance rate.

90% attendance sounds good doesn't it?

90% attendance = 1/2 day missed EVERY WEEK!

90% attendance = 4 WHOLE WEEKS of lessons missed every year!

Bob will fall behind in his learning.