



Vision statement
BRIDGE is a family of schools committed to high performance. We embrace a universal culture of excellence in the learning communities we build.
Aims
<ul style="list-style-type: none"> To continue building a Multi Academy Trust that promotes strong values, an excellent education for all children, develops highly effective Academy Teams, is financially secure, and ensures effective governance.
<ul style="list-style-type: none"> To nurture, support and encourage aspirations by providing excellent learning opportunities, inspiring teaching environments, and a creative approach to curriculum subjects that secures engagement from all our learners resulting in high levels of academic progress and outcomes.
<ul style="list-style-type: none"> To develop outstanding leadership, teaching and support teams by valuing committed, reflective staff, and providing rigorous and challenging professional development for continual School Improvement.
<ul style="list-style-type: none"> To develop hubs as centres of learning excellence to disseminate best practice, firstly within and then beyond, the MAT.
<ul style="list-style-type: none"> To successfully engage and communicate with parents/carers in our local communities, supporting pupil progress, well-being and achievement.

Attendance Policy

Purpose
For children to gain the greatest benefit from their education by attending school regularly.

January 2018

Date Adopted by Trust Board	29/01/18	Signature of Chairman of the Trust Board	
		Signature of Chief Executive	
Date Policy Issued	30/01/18	Next Review Date	30/01/19
Date of Review	<u>Autumn 18</u>	Reviewed by	<u>SLT</u>

Aims:

- Children to be at school, on time, every day the school is open unless the reason for the absence is unavoidable
- To work with parents and carers, communicating with them the importance of good attendance and punctuality
- To achieve a Trust target of at least 96% attendance with a Persistent Absence target of under 8%

Principles and Practice:

- Promote why regular attendance is so important related to learning and safeguarding.

Learning: Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is the parent/carers legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to 'Working together to Safeguard Children' (2018): Protecting children from maltreatment. Preventing impairment of children's health or development. Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care. Taking action to enable all children have the best life chances.

Failing to attend our school on a regular basis will be considered as a safeguarding matter.

Our Method:

- We follow our Trust specific guidelines as detailed in the appendices
- We work alongside the Local Authority Education Welfare Officers
- We follow the law, abiding by legislation such as '**There is no automatic entitlement in law to time off in school time to go on holiday** and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this.'

Roles and Responsibilities:**Bridge Schools will:**

- Provide a template policy and procedure to give a consistent approach in all the schools
- Support schools to improve attendance and punctuality
- Provide a consistent approach from the Education Welfare Officer, by reviewing progress on a termly basis

School will: Help to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

- Give parents/carers details on attendance in a regular Newsletter;

- Report to parents/carers at least termly on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Provide parents/carers with an attendance leaflet, explaining types of absence, why attendance at school is so important and possible consequences of poor attendance;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events;
- Telephone/text/email parents/carers on the first day of absence if they have not heard from them;
- Invite parents/carers in to discuss the situation with the Attendance Officer (usually Head of School), if the absences/lateness persist;
- Refer the matter to the Education Welfare Officer (EWO) if attendance moves below 95%;
- Review each requested absence on an individual basis;
- Inform parents/carers of the school attendance target.

Parents/carers will: Work alongside school to ensure that smooth communication occurs, resulting in maximised outcomes for every child.

- Contact school as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence – this must happen even if they have already telephoned school;
- Or, call into school and report to reception, who will arrange for a member of staff to speak with parent/carer;
- Provide school with up to date phone numbers. Parents/carers have a duty to notify school as soon as possible of any changes to contact details;
- Contact school at an early stage and to work with the staff in resolving any problems together. [Inline with KCSIE 2018, school requires at least 2 contacts for each child.](#) This is nearly always successful;
- Ensure that their child is at school on time. If their child is not in school when the register is taken, they will receive a late mark. The register closes 30 minutes after the start of the school day. If a child arrives after that time, they will receive a mark that show they are on site, but will not count as a present mark- denoted as an unauthorised absence.;
- Understand that schools do not expect parents/carers to take their children on holiday in term time;
- Complete a 'leave of absence' request form at least 5 days prior to the requested leave date if needed;
- [Work with school to improve the overall attendance, inline with its target.](#)
- [If an absence, including a holiday, has been refused for 5 days \(10 sessions\) or more, then Bridge Schools Trust will follow procedures to enforce a Penalty Notice. This refers to cases where parents/carers know their absence has been refused, but still withdraw the child/ren from school.](#)

Appendices:

- Template Letter 'N'- no contact for explanation of absence
- Template Letter 'MED'- request for medical evidence
- Explanation and Consequences of unauthorised absence
- Template Letter 'Stage 1'
- Template Letter 'Stage 2'
- APT Form- Attendance and Punctuality Tracker
- Absence Request Form
- Vulnerability Criteria
- Attendance and Punctuality Procedures