



Attendance Policy 2018



As a Rights Respecting School, the core values of the UNICEF convention on the rights of the child underpin all that we do at Bridge farm Primary.

*Policy Reviewed and agreed at the Safeguarding Committee Meeting dated:
18/01/2017*

Policy Ratified by the Full Governing Meeting

Chair of Governors:

Next Review date: Please see Policy Review Schedule



Rationale:

At Bridge Farm we place a high value on the regular attendance and punctuality of all pupils. Every lesson in school has an educational value, therefore attendance and punctuality support the schools foremost aim of pupil learning. Prolonged absence, irregular attendance and lack of punctuality can all serve to undermine educational achievement and result in considerable long term disadvantage to children.

Aims:

1. To maximise attendance rates for all pupils individually and for the school community as a whole.
2. To clarify staff roles and responsibilities regarding attendance and punctuality.
3. To inform pupils and parents of the clear procedures to be followed in cases of absence or lateness.
4. To make effective use of the Education Welfare Officer (EWO) when the attendance or punctuality of individual pupils causes concern.

Methods:

1. All adults in school to provide a good role-model for pupils in terms of punctuality and attendance.
2. Accurate and thorough marking of the registers at the beginning of each school session, using the agreed system of symbols.
3. Parents will, where possible, inform the school by telephone before 9.00am that their child is ill and will not be attending school that day. A note must be provided when the child returns to school explaining the reason for their absence.
4. Teachers/Admin staff to pursue reasons for all absences when they have not been given and to inform headteacher if no satisfactory reason is given by the parent/carer.
5. Headteacher and relevant staff to use SIMS to monitor and analyse whole school, group and individual pupil attendance.
6. Full attendance certificates will be awarded every term with a special prize for those pupils achieving full attendance for the complete academic year (EWO involvement).
7. The school does not authorise Holiday absences apart from exceptional circumstances thus being:
 - Bereavement
 - Compassionate Leave
 - Parents Wedding – for one day in term time.
 - Educational experiences discussed with the Headteacher in advance of the holiday being requested.



- Services or essential personal holidays where it is impossible to take holiday at alternative times.

Therefore, any *holiday absences will be classified as unauthorised* and parents will be informed accordingly.

School will invite parents to discuss any proposed holiday in term time. Each request will be considered individually.

Parents must return a completed leave of absence form at least 10 school days before going on holiday. This leave of absence form is available on the school web site and can also be requested from the school office by parents.

8. Any absence will be marked as unauthorised if:

- No explanation is forthcoming.
- The school is dissatisfied with the explanation.
- The pupil is absent for unexceptional special occasions (eg a birthday).
- The pupil is on a family holiday without permission or if the parents have failed to apply for permission in advance of the holiday.
- If pupil attendance falls below 90% or there has been a pattern of irregular or poor attendance over time.

9. Pupils late for the start of the morning and afternoon session will report to the school office. The secretary will register them in the late book and record their reason for absence (reported as an L registration mark) and their dinner requirement. Year 1-6 pupils arriving after 9.00 am and Reception pupils arriving after 9.05am (15 minutes after the close of the register) will no longer be deemed as late and will be classified as an unauthorised absence.

10. Headteacher will report to the governing body on the levels of attendance and punctuality. Termly letters to parents of pupils whose attendance falls below 90% are to be issued.

11. When an individual pupils attendance falls below 90% for any term or there is a cause for concern regarding attendance or punctuality, this will be discussed with the EWO on the next scheduled visit and a referral to Education Welfare may be made.

12. Pupils who are late for school more than four times in any one term will also be discussed with the EWO. And any unauthorised absence due to lateness will be subject to a fixed penalty notice.

13. Penalty notices may be issued to parents who do not comply with schools policy. These will include:



- All unauthorised leave of absence (including holidays) which have duration of 4 days or more or where there have been 8 sessions of unauthorised absence.
- Where lateness after the register closes results in unauthorised absence parents will be subject to a fixed penalty fine.