








ATTENDANCE POLICY

0 days missed	7 days missed	11 days missed	15 days missed	More than 18 days missed
100%	96%	94%	92%	Less than 90%
				
Very best chance of success	Off to a flying start	Less chance of success	Harder to make progress	Persistent Absentee <small>(not fair for your child)</small>

INTRODUCTION

At Broad Heath Primary School we recognise that regular attendance by pupils is one of the key factors in raising achievement. We also consider that the prevention of unauthorised absence forms an integral part of our attendance policy to promote good behaviour and discipline.

AIMS

- To encourage and secure good attendance in line with government targets.
- To reduce the percentage of unauthorised absence
- To reward good attendance.
- To improve the monitoring of attendance at both a school and individual pupil level.

RATIONALE

In the school's endeavours to improve attendance we consider that there are several important elements:

- The continued development of our computerised attendance system (SIMS) and the use of the data and the reports it can generate
- Raising the profile of attendance across the whole school
- Encouragement of parental involvement
- Close working relationships both internally with the Learning Mentors (LMs) and the Children's and Families First team (CFF)

REGISTERS

The registers are taken electronically (SIMS) and show whether the pupil absence is authorised or unauthorised. Authorised absence is where the school has given approval for the pupil to be absent or has accepted the explanation offered as a satisfactory justification for absence. The Sims system will show any messages that have been received which relates to an absence.

Examples of absences that may be treated as authorised

- Illness, medical and dental appointments
- Days of religious observance
- Interviews for school places
- Dual registration
- Exclusion – a pupil with a fixed term exclusion will remain on roll as will a permanently excluded pupil until the exclusion is confirmed
- Traveller children when travelling if a child has dual registration
- Family bereavement

Lateness & late collection

The registers will remain open until 9:05am i.e. 5 minutes after the start of the session and where patterns of lateness begin to emerge the school will seek to involve the LM's and CFF team at an early stage.

Parents are reminded that lateness after the register has closed will incur an unauthorised absence mark for the whole morning or afternoon session and therefore persistent lateness could result in their being issued with a fixed penalty notice.

Any child not collected within 10 minutes of the end of the school day brought to the school office where a member of staff will remain with them until an adult arrives. This will be recorded in the late collection book. Please see separate policy

Our computer software capability enables us to:

- Print out a pupil's attendance record over a period which can be used when discussing attendance with a parent/carer or as part of an insert into a school report
- Set up vulnerable and/or specific groups, siblings etc. to monitor their attendance
- Make first day phone calls requesting an explanation for an absence
- Identify lists of high attendees for a range of rewards or lists of low attendees for particular attention
- Identify classes in Key Stages 1 & 2 with the least number of late attendance for weekly award
- To identify classes in Key stages 1 & 2 with the highest attendance for weekly trophies

- The head will report termly to the governors about attendance

CLOSE WORKING RELATIONSHIP WITH CFF

The Assistant Head will meet regularly with the LMs and then together they will meet half termly with the CFF Schools Officer for children whose attendance is causing concern or has fallen below 85%.

The CFF Schools Officer will usually carry out a home visit and send any reports/actions to the school. The school will undertake regular checks of the attendance records and follow up any pupils whose attendance falls below 90%

The CFF Schools Officer may also provide the following support:

- Intensive support for identified pupils
- Work with parents, supporting those in difficulties over their child's non-attendance or over a broader range of problems
- Support with strategies for improving attendance and punctuality e.g. Early Bird Week initiatives, breakfast club
- In-service training for staff

INVOLVEMENT OF PARENTS:

We believe that the involvement of parents is vital in addressing issues surrounding improving attendance. We will ensure that parents are made aware of their responsibilities with regard to attendance as per the Government guidelines – 'that in addition to securing regular attendance they also have a responsibility to ensure that the children arrive on time, properly attired and in a condition to learn'. The school's Home School Agreement, which parents sign, confirms this.

We will also regularly remind parents of the need to inform the school of the reason for the child's absence as soon as possible.

We consider that in the case of absence it is a reasonable expectation that parents or carers communicate the reasons for absence:

- Day 1-Contact school via telephone (02476 689558) or in person. Home Visit will be undertaken on Day 1 for Year 6 pupils and work provided.
- Day 2-Contact school via telephone (02476 689558) or in person.
- Day 3-Home Visit and work provided if appropriate.

If the child is likely to be absent for longer than a day, they are then required to contact the school again on the 2nd day of absence.

If none of the above methods were possible we would require a note or verbal message stating reason for absence when the child returns to school.

Absence will be carefully monitored by the LMs and **any unexplained absence will be followed up by a home visit**. If no response the absence will be **unauthorised**. Where there are particular difficulties the help of the LM or CFF Schools worker will be sought.

In cases where unacceptable reasons are given i.e. parents have condoned the absence for example to take a child shopping, we will seek to discuss these matters with the parents and if serious concerns do arrive we will enlist the support of the CFF. The absence will be **unauthorised**.

ABSENCE

The school Governing Body follows Government guidelines on making decisions regarding absence and will not authorise an extended Leave of Absence unless there are exceptional circumstances.

All parents must complete and submit a **Leave of Absence request** if they are considering taking their child out of school. This form will then be given to the Headteacher to action.

Parents do not have the right to withdraw their child from school for an extended leave of absence, including holidays, during term time and if the school does not grant leave of absence and the child still does not attend then not only will the absence be recorded as unauthorised but they also may be liable to prosecution and a fixed penalty notice may be issued.

TERM-TIME ADMISSIONS

All newly admitted children in term-time will attend an admission meeting with a member of the Senior Leadership Team (SLT). The importance of attendance and punctuality will be an integral part of this meeting.

RAISING THE PROFILE OF SCHOOL ATTENDANCE

The Governors believe that good attendance should be rewarded. The school has a number of initiatives to support this. They include:

- Weekly class attendance bricks
- Special recognition for 100% school year attendance

Targets will be set for individual pupils with poor attendance patterns or poor punctuality at the appropriate Parent's meetings.

REMOVAL OF PUPIL'S NAMES FROM THE REGISTER

The circumstances under which registered pupils can be deleted from the admission register are set out in Regulation 9 of the Education (Pupil Registration) Regulations 1995.

The school will adopt the guidance and procedures in the LA “missing person” policy.

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