



BRIZE NORTON PRIMARY SCHOOL



Pupil Attendance Policy

Review Date Planned	Review Date	Date adopted by Governing Body
22nd June 2017	22nd June 2017	12th July 2017
July 2020	25th September 2019	25th September 2019
Sept 2022		

Introduction

All children of compulsory school age have the right to a full-time education, regardless of age, aptitude, ability and any special needs s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to him/ her.

Brize Norton Primary School takes seriously its responsibility to monitor and promote the regular attendance of all pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

The policy will aim to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Raising the awareness of the importance of a differentiated and relevant curriculum
- Promoting opportunities to celebrate and reward pupil's successes and achievements
- Raising awareness of the importance of good attendance
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

Statements of expectations

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available.

What is expected of the Pupils

- To respect themselves and others
- To do all they can to attend school regularly and punctually
- To inform a trusted adult if they feel that they are being bullied
- To encourage friendship and a sense of belonging
- To be happy and encourage others to feel happy

Parents have the prime and legal responsibility for ensuring that their child attends school regularly and punctually. Parents should also make sure that the children arrive on time, properly dressed, with the right equipment and in a fit state to benefit from the education offered to them. Parents may be prosecuted if a child does not attend school regularly and

punctually. This will be done under the 1996 Education Act and aims to ensure that parents carry out their duty to secure suitable education for their children.

If a child is in the care of foster parents or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the school, education welfare services and the social services where such a child's attendance is irregular.

What is expected of the Parents

- To keep requests for their child to be absent to a minimum
- To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend school giving the reason for absence.
- To ensure that their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn.
- A reason should be offered for any lateness
- To work closely with the school and Education Welfare Officer (EWO) to resolve any problems that may impede a child's attendance
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in special /exceptional circumstances.
- To support their child and recognise his/her successes and achievements

The school will endeavour to provide an environment that is conducive in educating every individual pupil. School attendance will be positively supported wherever possible and the promotion of good communication and co-operation between all parties involved will be paramount. The school has a statutory responsibility to record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions. A register of attendance has to be taken once at the start of the morning session and once during the afternoon session. The register has to record whether a pupil is present, engaged in an approved educational activity off site or absent. If a pupil is absent the register must record whether the absence was authorised or unauthorised.

What is expected of the School

- To create a school ethos that pupils want to be part of
- To meet the legal requirements set out by Government
- To give a high priority to punctuality and attendance
- To develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- To consistently record authorised and unauthorised absences within the guidance set
- To develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance
- To encourage open communication channels between home and school
- To develop procedures for the reintegration of long term absentees
- To develop procedures leading to a formal referral to the EWO
- To adequately provide for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum

The Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Early Intervention Hubs, the Local Authority provides support to schools and parents to fulfil their legal duty. This team provide the enforcement agency of the LA and as well as providing guidance and support through its officers, may take a parent to court for not fulfilling their duty under section 444

of the Education act 1996. The court may fine the parent and put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order.

School Procedures for Recording and Monitoring Attendance

Recording

The class teacher will take a register recording who is present and absent from school at **8.40am**. At **9.00am** the register is taken to the school office. If any pupil arrives late the office staff will record that the child has arrived late and follow this up if appropriate with the parent/carer.

The register officially closes at **9.10am** and any pupil arriving after this will be marked absent for the session. A reason for the lateness will need to be provided and a decision made by the school to mark it as an authorised or unauthorised absence.

Once a week the absences will be recorded onto the electronic registration system and all the present pupils marked present. The offered reasons for any late arrivals or any absences will be assessed and the appropriate code entered into the system. The register is returned back to the class teacher before the start of the afternoon session and the register is again taken at 1pm (Key Stage 1) and 1.10pm (Key Stage 2). Any unknown absence is investigated by a phone call home from the school office at 9.30am, where possible, or as shortly as possible afterwards. Reasons for absence may be offered verbally by phone or by a letter prior to the child's absence. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. This decision will be made within the guidance set out in the 1996 Education act, which identifies the following reasons as acceptable reasons for an authorised absence:

- The child is ill or is prevented from attending by unavoidable cause
- The LEA has failed to make suitable arrangements to register the child at a nearer school or the LEA has failed to make suitable transport arrangements
- The child is absent on days exclusively set apart for religious observance in their particular faith
- The child is absent 'with leave'. This refers to leave being granted by the school, not by the parent, and would only be granted under exceptional circumstances
- The child is engaged in an approved educational activity off-site

Where telephone contact with the parent has been unsuccessful on the first and second day of absence, the school will contact other emergency contacts on the second day. If this is unsuccessful, the school will seek further advice from the Local Authority.

Family Holidays and Extended Leave during Term Time

Amendments to the 2006 regulations (which came into force from 1st September 2013) remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

The Education (Penalty Notices) (England) Regulations 2007

Under the terms of the education related provisions of the Anti-Social Behaviour Act, parents/carers may be issued with a Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days if:

- They fail to ensure their child attends school, or other education provision regularly
- They allow their child to take holiday in term time without a school's agreement
- They fail to return their child to school on an agreed date after a leave of absence
- A child is found out of school, without permission, on two truancy sweeps, within the same school year
- A child persistently arrives late for school after the register is closed

Requests for Leave of Absence

If a parent wishes to request a period of leave they are required to complete a request form which can be obtained from the school office. This is then completed and returned. If the request is denied the school will inform the parent of the reason by letter and the request will be noted in the electronic register.

From September 2013 leave of absence will **not** be offered to pupils for family holidays except under exceptional circumstances.

Attendance codes

A set of standard codes are used consistently within the register. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to the absences.

Code	Description	Physical Meaning
/	Present (AM)	
\	Present (PM)	
B	Educated off site (not Dual reg.)	
C	Other authorised circumstances	
D	Dual registration	
E	Excluded	
F	Extended family holiday (agreed)	
G	Family holiday (not agreed)	
H	family holiday (agreed)	
I	Illness	
J	Interview	
L	Late (before registers closed)	
M	Medical/Dental appointments	
N	No reason yet provided for absence	
O	Unauthorised Abs	
P	Approved Sporting Activity	
R	Religious observance	
S	Study leave	
T	Traveller absence	
U	Late (after registers closed)	
V	Educational visit or trip	
W	Work experience	
#	School closed to pupils & staff	
Y	Enforced closure	
X	Non-compulsory school age absence	
Z	Pupil not on roll	
-	All should attend / No mark recorded	

Monitoring

The headteacher monitors the attendance of pupils on a half-termly basis and identifies any pupils with attendance of less than 90% or with cause for concern. The attendance of these pupils is then carefully monitored each week.

The headteacher will contact the parents of any pupil identified as having attendance problems informing them of the school's concerns and offering support to resolve any problems that may be impeding a pupil from attending. An attendance target will be set for the pupil at this point, which will then be reviewed 20 days later.

If a pupil's attendance after the 20 days does not improve, a Parenting Contract Meeting is held, with an attendance target set, to be reviewed after a further 20 days.

If within this time a pupil's attendance does still not improve an interagency planning meeting will be held by the school with parents, the hub and Attendance and Engagement Officer. At this point a formal referral to the Attendance and Engagement Team will be made to initiate further action.

Official Register

A copy of the electronic register will be printed weekly providing a paper version of the electronically stored information for the previous term. The register will also have an audit trail of changes printed with it to provide a 'history of change' for the registration period printed. The monthly printouts will be bound together to form a years record and stored for a period of 3 years in a secure location.

Strategies used to promote good attendance and punctuality

- Class teachers will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.
- Pupil attendance figures will be published with the annual academic reports.
- Positive verbal reinforcement is given to pupils who have been absent from school for a period of time and an education action plan developed to help them catch up with any missed curriculum and promote future attendance.
- Register checks are undertaken by the headteacher each half term and parents informed if their child's attendance has fallen below 90%.

APPENDIX 1

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Amendments to the 2006 regulations (which came into force from 1st September 2013) remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Please note that holiday leave requested in school time can no longer be authorised and will therefore be marked as "Unauthorised absence".**

If a parent wishes to request a period of leave they are required to complete this request form. Once completed this form should be returned to the school office.

The decision as to whether the absence has been authorised will be communicated in writing within 10 school days by the headteacher.

Please complete the form below and return it to the School Office.

Name of Child:	
Year Group:	
Start date of requested absence:	
End date of requested absence:	
Date child will return to school:	
Reason for requesting leave of absence	

Signed

Date.....

For office use only

Academic Year	
No. of sessions school been open to date	
Total no. of absences to date	
No. of unauthorised absences to date	

Authorised.....

Unauthorised.....

RESPONSE TO REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

The request for leave of absence for (name of child)
from to(dates) has been
authorised / not authorised.

Signed..... Date.....
Anna Fairhurst
Headteacher

Amendments to the 2006 regulations (which came into force from 1st September 2013) remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that headteachers may not grant *any* leave of absence during term time unless there are exceptional circumstances.

Please note that holiday leave requested in school time can no longer be authorised and will therefore be marked as "Unauthorised absence".

If your request for absence has been returned unauthorised this will mean that your request is not deemed as exceptional circumstances as directed by Statutory regulations.