



ATTENDANCE POLICY



AIMS AND PRINCIPLES

The ethos of the school and the actions of the Head Teacher and staff are significant factors influencing pupils' behaviour and attitudes, including attendance.

Attendance is influenced more by school organisation and procedures, curriculum and relationships, than by the characteristics of the individual pupils.

Pupils need to feel supported, to have their attendance valued, noted, and rewarded, and to be helped by the school to participate successfully.

The majority of pupils want to attend school to learn and to achieve and may not be able to do so for reasons beyond their control, which the school needs to identify and investigate.

Pupils have the right to equal access to the curriculum and should not be deprived of opportunity by their own or others' non-attendance.

Pupils and parents have responsibilities to the school, as well as rights, where they are rewarded and supported.

Good communication with home is a fundamental ingredient in the schools success generally and in promoting good attendance and punctuality.

The start and end of the school day, and procedures for registration, have a substantial influence on pupils' attitudes and attendance. Good punctuality and school systems for ensuring pupils are punctual are a significant factor in promoting attendance.

Pupils are less likely to be poor attendees when attendance is monitored and followed up swiftly and when the school has systems for identifying and responding to the needs of different pupils' reasons for absence.

The school are more likely to influence pupils when their views are sought, they are listened to and there is an appropriate response to their needs and opinions.

Pupils' achievements and progress are directly influenced by attendance, motivation and involvement and suffer when these are unsatisfactory.



ATTENDANCE POLICY

ROLES AND RESPONSIBILITIES

The Head Teacher has oversight and responsibility for the attendance of all personnel at the school. Any absence of teaching or non-teaching staff is reported to the Head Teacher and recorded in accordance with the Yorkshire Collaborative Academy Trust (YCAT) requirements using the appropriate monthly or weekly (Mid-day Assistants) return form from NYCC. The `A1 Return` also includes details of any absence of the Head Teacher.

Class Teachers have responsibility for the day-to-day records of pupil attendance via the attendance registers, which are completed at the beginning of morning and afternoon sessions.

Communication about attendance and punctuality exists between Head Teacher, Governors, staff, parents and pupils.

Persistent Lateness or Absence of pupils is reported by the staff to Mrs Choma, Attendance Officer in school and to the Head Teacher and contact is then made with parents if attendance falls below 85% or when the number of times a pupil is late reaches five separate occasions, usually by use of a standard letter expressing "Concern about Pupil Attendance". A copy is filed. Meetings are arranged, as may be helpful. Serious problems (and these are very rare) can be referred to the attendance officer at NYCC.

Registration

Registers open at 8.50am and close at 9.30am and will be marked in black in accordance with the list of symbols shown in the register.

If a pupil fails to arrive before the registers are closed, they will be marked as "absent". Lateness is recorded by "L" from 8.51am to 9.30am and "U" from 9.31am onwards. Pupils who arrive after the registers have been closed will have their arrival logged by the school administrator. *(The school administrator will amend the register entry from "N" to read "absent/late")*. If a pupil is persistently late, the headteacher will contact the parent/carers.

In the afternoon the register is called at 1.00pm and closes at 1.05pm.

Parent/carers are reminded that, if a child arrives in school after the registers have closed and an acceptable explanation is not given, the pupil must be recorded as "unauthorised absence" for that session.

The headteacher will inspect the registers at the end of each half-term to ensure that the correct procedures are being followed.



ATTENDANCE POLICY

Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required on the day of absence.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- day trips and holidays in term time which have not been agreed

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Holidays

Parent/carers are strongly urged to avoid taking family holidays during term-time. Indeed, parent/carers do not have the right to take their child out of school for such a holiday.

Amendments to the Department for Education's 2006 regulations **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.

Applications for leave of pupil absence during term-time by parent/carers will be considered by the headteacher and the Governing Body following the NYCC "Application for Pupil Leave of Absence in Exceptional Circumstances during Term-Time" Policy and Procedures (refer to guidance).

If appropriate, homework missed during the holiday will be given on their return. On request, the learning objectives for Literacy and Numeracy will be shared.



ATTENDANCE POLICY

Procedures for Following Up Absence

Parent/carers are asked to contact the school by telephone or email with an explanation for the absenteeism for each day of absence. If no email or telephone message is forthcoming, the school administrator will text parent/carer to contact the school for an explanation. If no contact is made by the parent/carer by 11 a.m, the school administrator will telephone the parent/carer, as well as the emergency contact numbers provided to us, for an explanation. It is vital that all parent/carers keep all relevant contact numbers up to date. If there is no answer, the absence will be logged as 'unauthorised'. In exceptional circumstances, if we are not able to establish the whereabouts of a child through these means we will contact the Prevention Service or the police.'

- If a pupil is persistently absent or late, the headteacher will write to the parent/carers/carers and invite them to attend a meeting in school.
- If a pupil is persistently absent or late, and the school's effort to effect an improvement have been unsuccessful, the situation will be referred to the Education Social Worker during their consultation visit.

Notes from parent/carers will be kept with registers and dated. They will be stored at the end of the year in a brown envelope and kept with the register. All telephone messages regarding lateness/absenteeism will be recorded in the Class Absent Book and kept with the register.

Strategies for Promoting Attendance

Bilton Grange Community Primary School will work to provide an environment where:

- Children feel valued and welcome
- Pupils feel their presence in school is important and necessary
- Where they will be missed when they are absent/late
- Where follow up action regarding unauthorised absence will be taken.

Attendance data will be regularly collected and analysed in order to identify patterns of absence and to help support and inform policy/practice.

Approved by the Governing Body Summer 2016

Policy to be reviewed Summer 2018

Signed by: (Governor)