



Broadheath  
Primary School

# Attendance Policy 2016

# BROADHEATH PRIMARY SCHOOL

## Policy on Attendance

### 1. Introduction

- We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register of pupils who are present at the start of both the morning and the afternoon sessions of the school day
- It is good practice, particularly in terms of safeguarding pupils and encouraging good attendance, for schools to follow up on any unexplained absence immediately through First Day Calling initiatives.

### 2. School Day

#### Nursery sessions

|              |            |
|--------------|------------|
| a.m. session | 8:45-11:45 |
| p.m. session | 12:45-3:45 |

#### Reception to Year 6

|           |              |
|-----------|--------------|
| 8.55 a.m. | -Doors Open  |
| 3.20 p.m. | -School Ends |

### 3. Registration Procedures

|                       |  |
|-----------------------|--|
| 8.55 a.m.             | Doors Open   |
| 9.00 a.m. – 9.05 a.m. | Morning Registration will take place between this time                                 |
| 9.05 a.m. – 9.30 a.m. | Children late (marked late before registers closed – present-<br>authorised L)         |
| 9.30 a.m.             | Registration Close (marked late after registers closed – unauthorised<br>absence – U). |
| 1.10 p.m. – 1.15 p.m. | Afternoon Registration   |

## Registration

- School doors shut at 9.00 a.m.
- After 9.00 a.m., parents and children **must** report to the **Office** to register a child. Office complete appropriate register with appropriate mark.
- Electronic registration is used to mark pupil attendance at the beginning of the morning and afternoon session. In the absence of the electronic format a paper system is used.

## Appointments

- Children with appointments during the day must report to the **Office**, who will be collected from the Office by their parent.
- Parents and children who arrive at school after an appointment must report to the Office. Children are then sent to class.
- Register completed by Office with appropriate mark.

## Late Arrivals/Punctuality

- If a child enters the classroom once the register has been marked and sent then they will be registered as late.
- Parents and/or children who appear after 9.30 a.m. (Registration closed) report to the Office. Register completed by the Office with appropriate mark to identify late after the register has closed.
- Children should be collected promptly at the end of the school day or Nursery session.

## Absent

- Absent notes need to be held by the Office. The Office will send notification of absence to the Class Teacher.

Children who are sent home during the School day should be sent to the Office who will inform the parents. Parents collect children from the Office.

- Absent Report each half month – the attendance manager will receive a list of those children whose attendance is less than 90% in the previous month. He may follow this up with contact with parents or a home visit.

## 4. Definitions

### Regular Attendance

Regular Attendance is the expectation that all parents and carers ensure that children attend school regularly and punctually to ensure high attendance across the year. Children should only be absent from school if unwell or if special circumstances exist.

## **Authorised absence.**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.
- The High Court has confirmed that schools, not parents, authorise absence.
- When the student is prevented from attending by sickness.
- A period set apart for religious observance by the religious body to which the parents belong.
- No suitable transport is available and the school is not within walking distance.

## **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

## **5. Procedures if a child is absent**

When a child is absent unexpectedly, the office will record the absence on the register and will endeavour to contact a parent or guardian. The School Office staff will then inform the Class Teacher.

The Office will operate 1<sup>st</sup> Day Calling, contacting Parents to discover the whereabouts of absent children, where Parent's have not given reasons for their child's absence.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

When the child returns to school, a note should be brought from a parent or guardian to explain the absence.

A note may be sent to school before the day of absence e.g. if a child has a medical appointment. The Class Teacher will send the note to the Office and Office staff will complete the appropriate register.

## **Requests for leave of absence**

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence. Very rarely there may be exceptional circumstances in which the Headteacher may grant permission for leave of absence.

Parents should write to the Headteacher to request leave of absence. It is at the discretion of the Headteacher to grant permission with the consent of the Governing Body.

## **Long-term absence**

When children have an illness that means they will be away from school for a long period the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

## **Persistent Absence**

The school will contact the parent or guardian of any child who has repeated absences. Contact will be made with the parents or guardians in order to discuss the problem. If the situation does not improve, the school will then contact the Education Welfare Officer or other LA support services who will make contact with the parents or guardians and may visit the home to ensure that they understand the seriousness of the situation.

The governors supported by the LA reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis. The school will follow the Trafford Penalty Notice Code of Conduct in relation to non-attendance at school.

## **EWO**

The Attendance Manager will meet regularly with the School EWO. They will consider and discuss migration reports, attendance data for specific groups and individual pupil attendance data and reports where attendance falls below 90%. The Attendance Manager will cooperate with the EWO to provide advice and support families to facilitate the early identification of potential persistent absence developing or issues with punctuality. Where improvement is not made then a fine may be issued to the parent.

## **Attendance targets**

The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The attendance targets are then agreed with the LA link inspector as well. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

## **Monitoring and review**

It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the Headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them and to seek to ensure that our attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three years.

Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is a concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance or the punctuality of a particular child, this will be reported to the Headteacher, contact will be made with the parents or guardians.

This Policy is reviewed every three years.

**Signed:**

**Date:**