

Brockhampton Primary Academy

Attendance Policy

Policy Adopted	Sept 2022
Minutes Reference	
Date of Next Review	Sept 2024

Signature of Chair of Governors:

Attendance Policy

At Brockhampton Primary School we aim to provide a high quality education in a safe, caring and disciplined environment so that all pupils are able to reach their full potential during the primary phase and leave here with positive feelings and attitude towards education and its value to them.

Principles

The Education Act 1996 states that all pupils should attend school regularly and punctually.

It is important that all parents and children know that the staff value good attendance and punctuality.

It is important that parents and staff are aware of their rights and responsibilities with regards to the attendance of pupils.

Purpose

To improve and maintain levels to attendance and punctuality.

To minimise disruption to the learning environment caused by lateness and absence.

To enable children to acquire good habits.

To ensure that children have the opportunity to receive the full range of differentiated and independent learning opportunities which will enable them to reach their full potential.

Statutory Framework

Section 444 of the 1996 Education Act states that

“If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school; his parent is guilty of an offence”.

The school is obliged to by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if a request for absence letter is submitted to the Head Teacher and he/she is satisfied as to the validity of the explanation offered will the absence be authorised.

Rights and Responsibilities

Improving attendance is the responsibility of everyone in the school community: parents, pupils and all staff:

Head Teacher

The Head Teacher will ensure that registers are kept accurately and that absence figures will be given to the DfE yearly and to the LA termly.

The Head Teacher will clarify authorised and unauthorised absences with the Attendance Officer and Class Teacher if there is any doubt as to whether the reason for absence gives cause for concern.

The Head Teacher will send appropriate letters to parents and carers if a pupil's absence gives cause for concern.

The Head Teacher will promote regular attendance at assemblies, with parents at parents' evening and for each new intake.

The Head Teacher will consult with the Education Welfare Officer if despite school action, a pupil's attendance/punctuality continues to give cause for concern.

Class Teacher

The Class Teacher will keep an accurate record of attendance and absence.

The Class Teacher and Attendance Officer will monitor attendance and inform the Head Teacher if there are concerns.

The Class Teacher and Attendance Officer will encourage attendance and punctuality through the school reward system.

Attendance Officer

The Attendance Officer will differentiate accurately between authorised and unauthorised absence.

The Attendance Officer will follow up unauthorised absences.

The Attendance Officer will keep all absence letters for one term or longer if there are serious concerns.

Parents

Parents will notify the school by 10.00am that their child is absent due to sickness or unavoidable cause.

Parents will avoid making medical or dental appointments for their child during school hours.

Parents must put in writing a request for leave of absence in exceptional circumstances and make an appointment to discuss this request with the Head Teacher.

Pupils

Pupils will be aware of the importance of regular attendance at school.

Pupils will talk to a member of staff if there is anything which makes them feel unhappy at school or other reasons that could reduce their willingness to attend.

All staff will endeavor to create an atmosphere whereby pupils are willing and enthusiastic attenders.

Monitoring Procedures

The school has a special responsibility to reduce the number of children whose attendance is below 90% over the school year. This level of absence adds up to missing almost half a term out of the whole school year. Pupils who miss this much school are called “persistent absentees” by the government, whatever the reason for their absence. Special procedures may be applied to children who are at risk of falling into this category.

Registration

Calling of the registers:

Class Teachers are responsible for attendance registers

Morning Registration will take place at 8.40am

Registration will close by 9.00am

Afternoon registration will take place at 1.00pm in KS1 and 1.15pm in KS2.

Who will amend the register?

Pupils arriving between 8.40 and 9.00 will be marked as “late”.

Pupils arriving after 9.00 will receive an unauthorised absence mark. If an acceptable explanation for late arrival is received the absence will be authorised.

Where a pupil has returned to school following a period of absence the Attendance Officer will amend the register accordingly – providing a suitable explanation has been received and accepted. In cases where there is doubt about an explanation contact should be made with the parent.

Registers will be monitored weekly by the Attendance Officer in consultation with the Head Teacher who has overall responsibility for attendance.

Where appropriate the Attendance Officer will generate letters regarding absences and/or poor punctuality – pupils who are persistently late will automatically receive a letter.

First Day Response

Where no explanation for absence has been noted in the register the Attendance Officer will contact home. Persistent absentees and other vulnerable children will be called first.

A record will be kept of all efforts to contact parents/carers.

Letters home

At the start of each year, information is given to parents (Leave of Absence during Term Time) on the importance of attendance and the school's procedures. Parents/carers are also informed about other relevant information i.e. holiday dates, INSET dates. This is also published on the school's website.

Where appropriate the Attendance Officer will generate letters regarding absences and/or poor punctuality.

Pupils with outstanding absence notes will automatically receive a letter.

If a pattern of concern regarding attendance develops the Attendance Officer or the Head Teacher will write to the family initially, if there is no improvement, the Head Teacher will invite them into school to discuss the matter.

Where appropriate the Attendance Officer or Head Teacher will inform the family that future absences on health grounds will no longer be authorised without medical evidence.

If there is still no improvement the Head Teacher or Attendance Officer will make a referral to the Education Welfare Officer.

Where a family has failed to respond to contact attempts and attendance remains a cause of concern the Head Teacher will make an urgent referral to the Education Welfare Service.

Authorised/Unauthorised

Providing an explanation, staff may consider authorizing the following absences:

Dental/Medical appointments

Family Bereavement

Day of Religious Observance

Participation of approved public performance

Family Holiday, where prior approval has been obtained from the Governing Body in EXCEPTIONAL CIRCUMSTANCES only.

Absences will remain unauthorised if no legitimate explanation is received from parents/carers.

The following explanations will NOT usually be deemed legitimate:

Looking after siblings

Shopping Trip

Unexceptional special occasions, e.g. birthdays

Family Holidays

Family Holidays where prior permission was not sought or was refused.

Term Time holidays

It should be noted that a request for a term-time holiday is NOT a parental right. Leave may be granted in EXCEPTIONAL CIRCUMSTANCES, but arrangements should not be made without the school's agreement in advance. Taking leave without permission will be classed as an "unauthorised" absence and will be subject to a **Penalty Notice** or other legal proceedings by the LA.

Medical and Dental appointments

Wherever possible, parents are asked to make routine medical and dental appointments outside school time. Where such appointments in school time are unavoidable, staff should be informed in advance if at all possible. A "present" mark may still be awarded if the child attends for as much as the session as they can. It is always better to attend for some of the time rather than missing the whole day.

Children Missing in Education – CME

If a child has had 10 or more consecutive days' absence (either authorised or unauthorised) the school has a duty to report this to the Local Authority in accordance with CME guidance.

Acknowledging good attendance and punctuality

The Head Teacher will present an attendance certificate at the end of the summer term to pupils who have achieved good attendance and punctuality throughout the year.

Summary

The school has a legal duty to promote good attendance. Equally, parents have a duty to make sure that their children attend regularly. All staff are committed to working closely with parents as the best way to ensure the highest possible levels of attendance. We hope that you can work with us on this matter.

Appendix 1

[Working together to improve school attendance.pdf](#)

Appendix 2

[Attendance Matters Parent Guide.pdf](#)