

Broom Valley Community School



We dare to dream big

Policy Attendance

February 2018

Policy			
Review Frequency	Annually	Review Date	February 2019
GB Committee Responsible	Full Governing Body	Staff Responsible	Kim Reaney
GB Ratification Date	20.02.2018	Website	Yes

Attendance Policy

Aims and Principles of Good Attendance

- The school are committed to maximising the achievement of all pupils;
- There is a clear link between good attendance and educational achievement;
- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school and nursery;
- Parents/Carers play an important role in supporting the school and nursery and encourage pupils to reach good attendance levels;
- A broad and balanced education is dependent on regular attendance at school and nursery;
- The school and nursery will take appropriate action to promote and encourage good attendance.

Expectations

Parent/Carer Responsibilities:

- To fulfil their legal duty to ensure their children attend school regularly and on time;
- To ensure they contact the school or nursery on the first day of absence either by telephone, email or in person, as soon as possible, to help us comply with safeguarding;
- To ensure children arrive on time and are well-prepared for the school day (reading diaries, completed homework, PE kit etc.) rested and mentally alert for the day ahead.
- If a child is late they should report directly to the school office with their parent if appropriate;
- To contact the Class Teacher, Receptionist or Head Teacher in confidence whenever any problem occurs that may keep their child away from school;
- To inform the school office and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside the school day;
- To ensure the continuity of children's education by taking holidays during the school holiday period. Any holiday requests made during term time will be considered by the Head Teacher and a decision confirmed in writing. All

Parents/Carers can expect that all requests for leave of absence during term time will be refused and therefore unauthorised;

- Should Parents/Carers need to take longer leave of absence; the parents should inform the school of their plans to educate their child whilst away. Following the local authority guidelines (eg 20 days of absence), the child will be taken off role.

School Responsibilities:

- A broad and balanced education that is dependent on regular attendance at school and nursery;
- The encouragement and promotion of good attendance;
- Regular, efficient and accurate recording of attendance;
- First day contact with Parents/Carers when a pupil fails to attend without providing good reason, this may be by telephone or a home visit;
- Prompt action on any problems notified;
- Close liaison with Early Help to assist and support parents and pupils where needed;
- Notification to Parents/Carers of their child's attendance record through regular reports home.

Attendance Procedures

- Registration begins at
 - Nursery morning 8:45 a.m. Afternoon 12:15 p.m.
 - Foundation Stage full time 8:55 a.m. Afternoon 12:45 p.m.
 - KS1 Morning 8:55 a.m. Afternoon 1:00 p.m.
 - KS2 Morning 8:55 a.m. Afternoon 1:10 p.m.
- Class teachers insert a mark for every pupil whether it is a present or an absent mark on SIMS.
- In school if pupils arrive after:
 - EYFS & KS1 Morning 9:00 a.m. Afternoon 1:00 p.m;
 - KS2 Morning 9:00 a.m. Afternoon 1:10 p.m.they will be deemed to be late with an (L) recorded.

Responding to Lateness

- Pupils arriving after morning or afternoon registration must report to the school office and sign themselves into school on the inventory system;
- The attendance register will be amended accordingly i.e. inserting an 'L' in the absent code O;
- If a morning lateness occurs, the dinner register will be updated accordingly;
- The school's response for dealing with more than 3 'lates' in any half term is for the Receptionist to contact the Parents/Carers by telephone.

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate, acceptable reason and the school has received an appropriate notification from the Parent/Carer. For example, should a child be unwell and the Parent/Carer telephones the school to explain the reason for absence.

Parents/Carers do not have the authority to authorise an absence.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of both the school and the Parent/Carer or if the child is away from school without good reason even with the support of a Parent/Carer (eg shopping or birthday).

Response to Attendance Issues

- Appropriate strategies will be employed in order to address the attendance of individual children;
- The school will record all attendance-related incoming messages from parents, notify the Receptionist and record on the computer;
- Where a pupil is absent and contact that day cannot be made by telephone, staff will visit the home of the pupil;
- Where the school's procedures have failed to contact the home or poor attendance persists, the school will make a referral to Early Help, who will liaise with the relevant staff;
- School, class and year group attendance data will be collated (SIMS), analysed and monitored. The school will respond to any areas of concern identified.

Rewards and Targets (school)

- Incentives will be used to promote and maintain good attendance:
 - Any class attaining more than 96% attendance for one week will choose a golden envelope in assembly;
 - Any child achieving 100% attendance for a term is invited to a special workshop with Mrs Addis.
- Attendance targets will be set for
 - Identified children;
 - Whole school.

Involvement of Parents/Carers

It is vitally important that Parents/Carers are actively engaged in promoting good attendance.

- Good attendance is highlighted in the Home/School Agreement;
- Records of Achievements give individual attendance figures;
- An 'Attendance Matters' leaflet is given to Parents/Carers of new children, which summarises the main point of the Attendance Policy;
- Parents/Carers will be reminded about the need for good attendance during the induction meetings on entering Nursery, Foundation Stage and at any other point of entry into school.

Reintegration into School/Nursery after Absence

- The School/Nursery will endeavour to support pupils returning to school after a long period of absence;

- School/Nursery staff, including the Pupil Engagement Worker and Early Help, will liaise closely on this issue and employ appropriate reintegration strategies as required;
- Children in Public Care (CIPC) will be supported following significant disruption to their education by implementing a Personal Education Plan; Pupils may be referred to the Education Support Team for Looked After Children for support with reintegration, where appropriate.

Family Holidays and Extended Trips Overseas During Term Time

The school will:

- Consider any request for holiday absence. The school will look at individual circumstances and take account of:
 - The age of the pupil;
 - The time of year proposed for the trip;
 - Its nature and Parents/Carers' wishes;
 - The overall attendance pattern of the pupil;
 - The pupil's stage of education and progress;
- Actively discourage Parents/Carers from arranging term-time holidays;
- Remind Parents/Carers that they cannot expect leave of absence for the purpose of holidays to be granted as a right;
- Categorise the absence as unauthorised for the duration of the agreed period, except in exceptional circumstances when the holiday will be authorised by the Head Teacher.

For children visiting their country of origin:

- A return date will be obtained prior to the visit taking place;
- Parents/Carers will be informed that the school will remove the child's name from the roll after 20 days. Parents/Carers will need to re-apply for a place at the school when they return;
- For the duration of the agreed period the absence will be categorised as unauthorised;
- On return, if re-admitted, the child will be placed back on roll.

Leave of Absence for Religious Purposes

- A maximum of two days absence will be granted for religious observance if these days fall within the school term time. This would make a total of two days for religious purposes and will be recorded as R in the register. This does not affect children gaining 100% for the year.

Attendance Roles and Responsibilities

Senior Management

- The senior members of staff with overall responsibility for attendance are:
 - Ms Sarah Lloyd – Head Teacher;
 - Mrs Kim Reaney – Assistant Head for Inclusion;
 - Mrs Anna Harper – Assistant Head for KS2;
 - Mrs Susie Bourne – Assistant Head for Early Years;
 - Miss Newton-Smith – Assistant Head for KS1.

- The Head Teacher shall be responsible for setting and monitoring targets for improving attendance within the school and will keep the Governing Bodies informed.

The Senior Leadership Team will:

- Be responsible for the development, monitoring and review of the policy, as appropriate;
- Support staff in their work related to attendance;
- Identify individual pupils with known punctuality/attendance problems and ensure these pupils are closely monitored;
- Liaise with other partner agencies and services towards improving and developing strategies to raise levels of attendance;
- Ensure Admin Staff, Pupil Engagement Worker, Teaching and Support Staff carry out their duties regarding attendance;
- Update the attendance leaflet for parents when necessary;
- Ensure standardised systems for all parents;
- Regularly review the statement on absence in the Home/School Agreement;
- Raise the issue of attendance with new parents at the parents' induction meetings;
- Make parents aware of the possible consequences where failure to return to school on the correct date, where return dates are agreed between the parent and the school, after an extended holiday is planned.

Class Teachers

Class Teachers will:

- Complete registers accurately;
- Have regular discussions with pupils and their family about the importance of regular attendance and punctuality;
- Collect reasons for absence from pupils i.e. absence notes;
- Monitor individual pupils, as well as whole class attendance, in line with the school's procedures and policy;
- Identify trends in the attendance of individual pupils and responding appropriately;
- Inform the Head Teacher of any queries surrounding absence e.g. no note, odd reasons etc.

Receptionist

Receptionist will:

- Complete statistical returns for the LA, DCFS;
- Collate the attendance data for the DFE, LA and Governors;
- Keep the SIMS attendance module up to date, in line with school procedures;
- Monitor all holiday leave to ensure pupils do not take more than 10 days allocated and write to Parents/Carers to inform them that, where further holiday leave is planned, the child will be removed from role;
- Complete the monthly returns for RMBC;

- Refer pupils to Early Help when attendance gives cause for concern, and remain aware of strategies being used with these pupils and their families ensuring support for these strategies within the school;
- Telephone Parents/Carers on the first day of absence when pupils are absent without notification;
- Communicate the reason for absence to the relevant member of staff;
- Identify any families that need to be home visited when no contact can be made by telephone (in liaison with the leadership team).

Pupil Engagement Worker / EAL Lead

- Collect individual children from their homes to enable them to attend school where required (requested by the head teacher);
- Ensure that the 'Walking Buses' function each day with the necessary numbers of staff to comply with insurance regulations;
- Ascertain reasons, where possible, why pupils may not want to attend school.

The Governing Body

- Receives information from the Head Teacher on attendance;
- Will be involved in setting school targets on attendance;
- Will report to parents in their annual report on issues relating to attendance and punctuality;
- Will contribute to plans in response to where attendance is a cause for concern;
- Will support the school in its efforts to raise attendance.