



Great Bedwyn C. E. Primary School

ATTENDANCE POLICY

This policy was adopted by the Governing Body on: 30 September 2014
Date Reviewed: February 2018
Will change in line with legislation
Review Body: Full Governing Body

Attendance Policy

Great Bedwyn C.E. Primary School strives to provide a welcoming and caring environment, where each member of the school community feels valued and secure. We are proud of our attendance record, which is good, and are grateful to our supportive parents and carers who work with us to promote and encourage good attendance by their children. School staff will work with pupils and their families to ensure each child attends school regularly and punctually. Good attendance at school is important for a child's education and establishes a positive working ethos early in life. 100% attendance is our aim but we realise that this is not always possible due to illness or other circumstances.

To meet these objectives Great Bedwyn C.E. Primary School has an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support with regard to the attendance of pupils.

Aims of the policy

- To improve the overall attendance percentage of pupils at our school.
- To provide support, advice and guidance to parents and pupils.
- To continue to develop positive and consistent communication between home and school.
- To maintain a systematic approach to gathering and analysing attendance data.
- To maintain an effective partnership with the Education Welfare Officer and other agencies.
- To recognise the individual needs of each pupil and family with regard to attendance.
- To ensure that our children make the best use of their educational opportunities by attending regularly, punctually and in a state of readiness for learning.
- To encourage, recognise and reward good attendance.

The legal framework

Parents must ensure that their children are educated. For most parents this means registering their child at a school and ensuring their regular attendance. Failure to do so can result in the issue of a Penalty Notice or being prosecuted.

By law schools are required to:

- take an attendance register twice a day; at the start of the morning session and once during the afternoon.
- report to the LA pupils who fail to attend regularly or who are absent for 10 consecutive school days or more without known reason.

By law, the attendance register must show for every session, whether a pupil is present, attending approved educational activity or unable to attend due to exceptional circumstances.

Authorised absence is when the school has given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as a satisfactory justification for the absence. **All other absences are unauthorised.**

Roles and Responsibilities

Staff, in school, have the following responsibilities:

- improve and maintain good attendance.

- maintain an attendance profile through staff meetings, monitoring registration process, liaison with EWO, parent/carer contact when necessary and other external agencies if and when necessary
- ensure accurate registration, follow-up notes and parent/carer contact.
- ensure first day contact and maintenance of records.

The Headteacher is the designated attendance leader and office staff, under management of the School Business Manager are responsible for checking registers and following up concerns.

Parents have, in partnership with the school, an important role to ensure that good attendance is maintained and have the following responsibilities:

- ensure their child arrives in school on time, appropriately dressed and in a 'condition to learn'.
- work in partnership with the school to help their child gain an appreciation of the importance of attending school regularly.
- work in partnership with the school to take an active interest in their child's education.
- work in partnership with the school and other agencies to resolve problems relating to non-attendance or which may have a negative impact on their child's attendance.

The pupils also have a responsibility to make sure they follow school procedures made known to them for receiving their registration mark, and in particular when arriving late.

Safeguarding

The school takes the safety of all children very seriously and if a child does not come in to school we must have a valid reason for their absence. We need to be sure that a child has not left home in the morning and failed to arrive at school. We will contact parents if we have not been informed of a reason for a child's absence.

Procedures

Lateness

The school actively discourages late arrivals by pupils as a late arrival may seriously disrupt not only his/her continuity but that of others. The registers close at 9:10 am and any child arriving between 9:10 and 9:30 will be registered as late. Arrival after 9:30 will be registered as absent.

Doors Open	School Starts	Late From	Unauthorised From
8:45am	9:00am	9:10am (L)	9:30am (U)

Children arriving late for school need to come through the main door to be registered by the office staff.

Persistent lateness by pupils will be investigated by the Headteacher with the parents, to see if there are difficulties at home or genuine unavoidable circumstances which are contributing to lateness.

Absence due to ill health

Parents are asked to inform the school if their child is unwell by 9.15 am on the first day of absence (by note, telephone call or personal contact). If no contact has been made by 9.30 am when the registers close, the school office will phone the parents. Parents may be asked for proof of illness if staff have a valid reason to suspect that the illness may not be the reason for the absence.

Parents are asked to inform the school each day of their child's absence unless due to the illness they are able to inform school they will be absent for a fixed period of up to 3 days.

Dental/medical treatment

We encourage parents, where possible, to make appointments out of school hours or during the school day. Parents are asked to fill in a 'Leave of Absence' form and return it to school.

Holiday absence

The school does not authorise holidays during term time. Headteachers may not grant any leave of absence during term time unless there are EXCEPTIONAL circumstances. If a child is removed from school for an unauthorised holiday the school will follow Local Authority procedures by informing the Education Welfare Service who may issue a Penalty Notice which carries a fine (for 10 sessions or more – 5 days). Non-payment of this fine can result in prosecution due to the parents failing to secure their child's school attendance. .

Other absences

Permission for special occasions, such as funerals, weddings, etc must be requested in writing by filling in a Leave of Absence form and the Headteacher must decide whether these occasions are considered exceptional circumstances.

Strategies for improving and maintaining good attendance:

The attendance rates of pupils will be monitored regularly. Where there are concerns about a pupils' attendance, parents will be advised and the school will seek to work with parents to address the concern.

School newsletters will advise the school community of the attendance target percentage and whole school attendance figure.

The Headteacher will update the Governing Body regularly on school attendance percentages.

The attendance policy will be published on the school website and given to all new parents when their child is first registered at the school.