



Attendance Policy

Bowburn Primary School

Academic Year

2020/21

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Bowburn Primary School- Attendance Policy

Bowburn Primary School seeks to ensure that all its pupils receive an education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

We believe that all students benefit from the education we provide, and therefore from regular attendance. The aim of our attendance policy is to provide a consistent practice that encourages and facilitates the regular attendance of all pupils.

All school staff will work with pupils and their families to support parents in helping them to meet their legal duty; to ensure that their children attend school regularly and on time. A whole school attendance target of **96%** has been set for the **academic year 2020/2021** and various measures will be put in place to help work towards this.

The school has established an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

This policy has been reviewed and rewritten in line with the DFE 'School attendance Departmental advice for maintained schools, academies, independent schools and local authorities' (October 2014) and 'School attendance parental responsibility measures' (January 2015) and DfE 'Guidance for full opening of school' (31 July 2020.)

This policy is supported by our policies on safeguarding and child protection, bullying, behaviour and inclusive learning (SEND).

1. Attendance and Attainment

We recognise that the relationship between attendance and achievement of our students is inextricably linked.

Regular school attendance is crucial to maximise pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to.

We will ensure that:

- All students have an equal right, and access to, an education in accordance with the national curriculum, or agreed alternative.
- Students will not be deprived of their education opportunities by, either their own absence or lateness, or that of students.
- Action is taken where necessary to secure an improvement in attendance.

2. The Law

You need to make sure your child attends school regularly and on time. Because parents are responsible for this duty in law, you will be **breaking the law** if you do not do this and there are no good reasons for missing school.

The School and Local Authority **want to help you if you have a problem**. If attendance does not get better or you do not accept help and support offered, the Council may issue you with a warning notice, Penalty Notice or ask you to attend an interview to ask you questions about whether you have broken the law.

If you go to court and are found guilty of an offence, you could be fined up to £1,000 for a less serious offence or up to £2,500 if the law breaking is more serious. **In very serious cases, the court may involve the probation service or consider up to 3 months in prison.**

3. Attendance Procedures

a) On the first day off and any further absence

If a child is ill or is absent for any reason, parents or carers are asked to phone the School Office before 9am giving a reason for the child's absence. If a child is absent from school and there is no phone call from home then school will contact parents to say that the child is not in school and enquire about a reason why.

Doctors and dentists appointments should be made outside of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment they need to. Appointment cards should be brought into school prior to appointments to confirm the reason for any absence.

b) Coronavirus symptoms

If your child, or a member of your household, has any of the following symptoms; new and persistent cough, a high temperature or loss of, or change in, their normal sense of taste or smell then you must **immediately take the following actions**:

- Report the reason for absence to school
- Self-isolate
- Arrange a coronavirus test
- Provide school with the results of that test

Self-isolating - the person with symptoms must self-isolate for 10 days and other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If you have tested positive

whilst not experiencing symptoms but develop symptoms during the isolation period, you should restart the 10 day isolation period from the day symptoms develop.

If you are self-isolating you should not leave your home. This includes going to work/school, going shopping even for medication, going for exercise (this can be done in your garden). You should also not have any visitors.

How we will support you as a school:

- We will be asking why your child is off and ask for test results to be provided, so that we can protect all of our pupils, staff and families.
- We will make sure the reasons for absence are correctly recorded on the register. Where parents have done all that has been asked in reporting absences and providing test results, these absences will be authorised by the school.
- We will follow all safety measures set out by the government.
- If pupils are self-isolating but do not have symptoms, we will provide work for them to do at home, stay in touch and monitor the work that they are doing.
- If any additional support is needed please contact school.

Periods of extended absence (not related to coronavirus)

If a child's absence continues beyond 3 days then parents are requested to notify the school to update them. If a phone call is not received then the school will contact home to verify the absence.

If the school receives no reason for any absence then an unauthorised absence will be recorded. Continued absenteeism and unauthorised absences could result in further action such as referral to the Attendance Improvement Team to consider enforcement action and possibly a fixed penalty notice (this includes unauthorised absences accrued through leave of absence taken during term time).

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If your child is absent from school more than they should be:

At the end of each half term the School Office will use its computer system to analyse absence across the school. As a result of this, some families will receive letters to inform them if their child's absence is lower than it should be if no prior discussion has taken place (unless this is due to frequent hospital appointments and/or long term medical needs).

c) Help & Support:

If you need help with attendance, it is important that you talk to the school about the issues as soon as possible. You may need to attend a meeting in school to talk about the problems and to put a plan in place to help. Sometimes, school may need to involve other services to help.

d) Communication:

We are asking all parents to please remember to report and explain the reasons for absence and to make sure your contact and emergency contact details are up to date.

It is vital, that school can contact parents if their child becomes unwell during the school day or in order to discuss the reasons for absence.

The School will analyse absence across the school. As a result of this, some families will receive letters to inform them if their child's absence is lower than it should be if no prior discussion has taken place (unless this is due to coronavirus/frequent hospital appointments and/or long term medical needs). If we have concerns regarding your child's attendance then we may contact you by phone, letter, invite you to a meeting or make a visit to your home.

As a parent you may identify concerns about school attendance early on if you have seen a change in your child's attitude to school or in their willingness to attend. If this is the case, please share your concerns with us and we can work together to ensure that school attendance doesn't ever need to decline. The quicker that concerns are shared, the quicker they can be resolved.

The school will work with you to discuss ways that we can offer support in finding a way to improve attendance.

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e) Enforcement Action:

If, following the schools attempts to intervene there is no significant improvement and no good reasons for absences (i.e. absences are not supported by relevant evidence), or you have not co-operated with the school's attempts to improve the situation the school are required to consider referring the matter to the Local Authority for enforcement action.

If your child misses school a lot because of illness, or if school do not know of any serious health issue that would mean your child could miss school a lot, the school may ask to you to provide medical evidence to authorise absences.

We are committed to supporting your child effectively, to ensure that they get the very best education possible and therefore have the best life chances. All challenges made concerning persistent absences, will be handled sensitively and in confidence.

f) Punctuality: (Junior School Building)

Registration time is at **9.00am** and **12.45pm** for Key Stage Two (Year 3 and Y4) and at **9.00am** and **1.15pm** for Key Stage 2 (Year 5 and Year 6) at which point the pupil entry gates will be locked and all pupils must enter by the main entrance. It is important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling, both for the child who is late and for the rest of the class. If a child arrives in school up to 15 minutes after registration then a late mark will be recorded in the register (L). Registers will be closed at this point and any children arriving more than 15 minutes late will be recorded as (U) which is a late after registers close mark and this is classed as an unauthorised absence (a number of these marks can also contribute to a fixed penalty notice being issued).

If your child is late for school:

All children arriving late at school will be asked the reason for their lateness and this will be recorded on the school's attendance data base (SIMs).

Stage 1. If a child is late (after registers close) for school on a number of occasions;

A letter will be sent home from school to parents to say their child's punctuality is causing some concern. An appointment with the Head teacher and /or parent Support Advisor will be offered to discuss ways that the school can offer support in finding a way improve this. Incentives to improve punctuality may also be offered to pupils e.g. improving their punctuality over 2 weeks to earn a reward.

Stage 2. If lateness becomes persistent with no identifiable reason –

A letter will be sent home from school with a specific appointment given to meet with Head Teacher or Parent Support Advisor for a 'planning meeting'. This will aim to address any issues which may be behind this pattern of poor punctuality.

Stage 3. If the school continues to have concerns about a child's punctuality;

Then a referral may be made to the Attendance Improvement Team to consider if enforcement action is required.

f) Punctuality (Infants and Nursery School building)

Registration time is at 9.00am and 1.00pm for Reception and Year groups 1 and 2. After this time parents must enter with their children by the main entrance. It is so important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling, both for children and for the rest of the class. If a child arrives in school up to 15 minutes after this time then a late mark will be recorded in the register (L). Registers will be closed at this point and any children arriving more than 15 minutes late will be recorded as (U) which is a late after registers close mark and this is classed as an unauthorised absence (a number of these marks can also contribute to a fixed penalty notice being issued).

If your child is late for school: All children arriving late at school must be accompanied by their parent/carer into the main office and the reason recorded in the late book.

1. If a child is late (after registers close) for school on a number of occasions; A letter will be sent home from school to parents to say their child's punctuality is causing some concern. An appointment with the Head and/or Parent Support Adviser will be

offered to discuss ways that the school can offer support in finding a way to improve this.

2. If lateness becomes persistent with no identifiable reason – A letter will be sent home from school with a specific appointment given to meet with the Head Teacher for a 'planning meeting'. This will aim to address any issues which may be behind this pattern of poor punctuality.

3. If the school continues to have concerns about a child's punctuality; Then a referral may be made to the Attendance Improvement Team to consider if enforcement action is required.

g) Leave of Absence in Term Time

The High Court has confirmed that the school's Head Teacher authorises absences. Head teachers are no longer able to grant leave of absence during term time **unless there are exceptional circumstances**. The school will consider each request of absence individually; taking into account the circumstances, such as; the nature of the event for which leave is sought, the pupil's prior attendance and any important events taking place in school at that time e.g. termly tests.

An application for leave of absence must be made well in advance via a form which is available from the school website or in person from the school office. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion. As stated in the most recent DFE guidance on attendance, if an application for leave of absence is not made prior to the time of the required absence then the absence will be recorded as unauthorised regardless of circumstances.

Please note that absence will not be authorised under any circumstances during any period of public examinations or internal assessments.

5. Promoting good attendance and punctuality

In order to promote attendance and punctuality the school will give out a weekly prize for the class with the best attendance. The class with the highest attendance % at the end of each term earns a reward. Any children who achieve 100% attendance over each week will receive stickers /coins in the Infants which they can use to buy rewards (small toys etc) at the end of each half term from the attendance 'shop'. Pupils who achieve 100% attendance for the whole year earn a more substantial reward. Attendance percentages will be shared with pupils in weekly assembly, and with parents in the school newsletters. Termly parents' meetings and annual reports to parents will contain a record of individual pupils' attendance.

6. Children Missing from Education:

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that if you keep school informed of any change of details** and regularly update them if details change. Your child may be at risk of losing their school place if your whereabouts are not known.

It is also important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter, and the Local Authority will be informed.**

If children move school mid- term, the school will also inform the Local Authority. Again, this is to ensure the safeguarding of pupils (KCSIE September 2019)

7. Roles and Responsibilities

Governing Body:

As part of our school approach to maintaining high attendance, the governing body will:

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed to parents and staff.
- Annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents, and students to implement the policy effectively.
- Ensure regular meetings of the behaviour and attendance sub-committee take place and they will take the lead role in monitoring attendance and coordinating provision and policies for attendance. The governor's meetings will review and discuss attendance issues that have arisen in order to be fully aware and supportive of expected attendance targets for the year.
- Ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off site.

School Leadership Team:

As part of our school approach to maintaining high attendance, the leadership team will:

- Be active in their approach to promoting good attendance with students and their parents.
- Ensure the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own progression and achievement.
- Coordinate with the governing body to monitor the implementation of the policy and its effectiveness, with annual review of full policy.
- Ensure that all staff are up to date with the school's attendance policy and that staff are fully trained to recognise and deal with attendance issues.
- Ensure government legislation on attendance is complied with and that the leadership team are up to date with any legislation changes and how to implement them.
- Nominate or appoint a senior manager to take responsibility for overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to the job.
- Report to the Behaviour and Attendance Governors Sub Committee meeting each term on attendance records, data and provision.
- Ensure that systems to record and report attendance data are in place and working effectively.

Teachers and support staff:

As part of our school approach to maintaining high attendance, the teachers and support staff will:

- Be active in their approach to promoting good attendance with students and their parents.
- Ensure the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own progression and achievement.
- Ensure the senior manager responsible for overseeing attendance and any other relevant personnel are kept fully aware of and up to date with any concerns relating to students that may impact on their attendance.
- Ensure compliance with regulation and guidance on attendance.
- Work professionally with parents, carers, students and relevant agencies to secure improvements in attendance via appropriate support or enforcement measures.
- Ensure understanding and are following the correct systems for recording attendance and that attendance is taken each session.

Parents / Carers:

As part of our school approach to maintaining high attendance, we expect that parents / carers will:

- Follow the guidance around Covid 19 with regard to attendance as outlined above and from the NHS.
- Engage with their children's education – support their learning and take an interest in what they have been doing at school.
- Promote the value of good education and the importance of regular school attendance at home.
- Follow the procedures outlined in this policy regarding absences, ill health, medical or dental appointments, leave of absence in term time and punctuality.
- Do everything they can to prevent unnecessary school absences.
- Keep the school informed of any circumstances which may affect their child's attendance and work with staff in resolving any issues that may be having an impact on their child.
- Enforce a regular routine at home in terms of homework, bedtime etc so that the child is used to consistency and the school becomes part of that routine. It is vital that the child receives the same messages at home as they do at school about the importance of attendance.