



Attendance

Introduction

Bradfield CE Primary School seeks to ensure that all its pupils receive a full-time 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.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish 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.

To meet these objectives Bradfield CE Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE – AIMS

- A.** To achieve a higher than average overall percentage of attendance for pupils at school (+95%)
- B.** To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors
- C.** To develop a framework, which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- D.** To provide support, advice and guidance to parents and pupils
- E.** To develop a systematic approach to gathering and analysing attendance related data
- F.** To develop positive and consistent communication between home and school
- G.** To implement a system of rewards and sanctions
- H.** To promote effective partnerships with the Education and Welfare Service and with other services and agencies
- I.** To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

J. To increase awareness to parents that there should not be any leave of absence during term time unless in the case of exceptional circumstances

AIM A

To achieve the Overall Percentage Attendance of Pupils at School

1. Apply the Whole School Attendance Policy consistently
2. Establish and maintain a high profile for attendance and punctuality
3. Relate attendance issues directly to the school's values, ethos and curriculum
4. Monitor progress in attendance in measurable outcomes

AIM B

To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Pupils, Parents, Teachers and Governors

1. Use staff/school handbook
2. Produce termly attendance reports for parents and governors
3. Hold induction evenings for parents/pupils when they enter a new class
4. Produce newsletters which refer to attendance and punctuality
5. Provide INSET training for appointed/promoted staff
6. Display materials at focal points – corridors and classrooms etc
7. Discuss attendance issues in Pastoral staff evaluation meetings, meetings with Social Services and/or in relevant staff meetings (e.g. attendance review meetings)
8. Introduce award systems, including stickers, certificates, rewards etc

AIM C

To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

1. Maintain unambiguous procedures for statutory registration
2. Make phone/letter contact, using designated school staff, on first day of absence
3. Ensure clearly defined late registration procedures
4. Respond swiftly to lateness (in respect of both pupils and parents)
5. Define clearly the roles and responsibilities within the school staffing structure
6. Timetable staff to meet with the Education Welfare Officer, making best use of Educational Social Workers time
7. Have clear procedures prior to referral to Education Welfare Officers.
8. Review attendance regularly
9. Be familiar with the Education Welfare Officers referral and recording system

AIM D

To Provide Support, Advice and Guidance to Parents and Pupils

1. Highlight attendance in:
 - PSHE
 - Assemblies
 - Parents Evening consultations
 - Staff available to talk to pupils
 - Support and Achievement Plans and Individual Behaviour Plans

2. Set aside time for parents to speak to staff
3. Seek active communication with parents e.g. make contact early if issues arise and be quick to respond to parents if they raise issues
4. Provide accurate and up-to-date contact information for parents
5. Involve parents from earliest stage

AIM E

To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data

1. Make use of computerised registration software
2. Standardise recording of:
 - authorised/unauthorised absence
 - educational activity
 - presence
3. Be consistent in the collection and provision of information.
4. Decide what information, if any, is provided for
 - governors
 - pastoral staff
 - other school staff
 - parents
 - pupils (individual or groups)
 - education welfare officers
5. Identify developing patterns of irregular attendance and lateness

AIM F

To Further Develop Positive and Consistent Communication between Home and School

1. Initiate first day absence contact
2. Send letters home to raise concerns early
3. Promote expectation of absence letters/phone calls from parents and evidence of medical appointments
4. Explore the wide range of opportunities for parental partnerships (see Aim 2)
5. Provide information in a user-friendly way – see the Attendance Guide for Parents
6. Encourage all parents into school

AIM G

To Implement a System of Rewards and Sanctions

1. Actively promote attendance and associated reward and effective sanctions
2. Ensure fair and consistent implementation
3. Involve pupils in system evaluation
4. Make use of imaginative and immediate sanctions
5. Take action, which accords with objectives agreed between school and others, e.g. Education Welfare Officers, parents, Behaviour Support Service

AIM H

To Promote Effective Partnerships With the Education Welfare Service and With Other Services and Agencies

1. Designated key staff for liaison with Education Welfare Service and other agencies
2. Give priority to timetabled meetings with the Education Welfare Service
3. Carry out initial enquiries/intervention prior to referral

4. Gather and record relevant information to assist completion of Education Welfare Service monitoring
5. Hold regular attendance review with key school staff and the Education Welfare Service
6. Arrange multi-agency liaison meetings as appropriate
7. Establish and maintain list of named contacts within the local community e.g. community police contact officer
8. Encourage active involvement of other services and agencies in the life of the school.
9. Develop understanding of agency constraints and operating environments

AIM I

To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence

1. Be sensitive to the individual needs and circumstances of returning pupils
2. Involve/inform all staff in/or reintegration process
3. Provide opportunities for counselling and feedback
4. Consider peer support and mentoring
5. Involve parents as much as possible
6. Agree timescale for review of reintegration plan
7. Include Education Social Workers, parents and pupil in reintegration plan

AIM J (Appendix A)

To increase the awareness of parents that there should not be any leave of absence during term time unless in the case of exceptional circumstances

In September 2013 the 'rules' governing family holidays taken during term time changed significantly. Amendments to the 2006 Education Pupil Registration Regulations removed all references to family holidays and extended leave. The amendments make clear that any leave of absence during term time may not be granted unless there are exceptional circumstances.

Parents/carers will give 6 weeks' notice in applying for absence and will not automatically assume approval will be granted.

The Head Teacher will take each request on its own merit and will only authorise absence in the case of exceptional circumstances, but will ensure sensitivity to each individual request at all times.

Parents will be communicated of the decision as soon as possible and in the case that the absence is unauthorised the child will be required to attend school.

If the application is not authorised and the absence is taken, the Education Welfare Service, in consultation with the School may issue a fixed penalty notice. Any subsequent unauthorised absences taken whilst your child attends the school will then result in a fixed penalty notice.

First Implemented	Rewritten Revised	Staff Responsible	Governor Agreed	Review Cycle
March 2015		Headteacher		Every 3 years Next review = 2018 Statutory

FAMILY HOLIDAYS IN TERM TIME

Dear Parents/Carers

Parents should avoid taking family holidays during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 which came into force on 1st September 2013 makes clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Any holidays taken without consultation or school authorisation will, by definition, be unauthorised.

The guidance for head teachers in England states that holidays should not be authorised because of:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term
- During assessment time (especially during May and June)
- To visit family members if these could be scheduled for holiday periods or outside school hours

Guidance does take into account exceptional circumstances, which may include:

- Visits to seriously ill relatives
- Funerals, weddings, religious events (intended for one off situations) and seeing parents returning from duty with the armed forces
- Students with special needs and disabilities

If Parents/Carers wish to apply for a term of absence they should provide additional information outlining why the holiday must be in term time; this application will then be considered carefully and only in special circumstances will it be authorised.

Should the application not be authorised and the holiday is taken, the Education Welfare Service, in consultation with the School, may issue a Fixed Penalty Notice. Any application for a holiday must be made at least 6 weeks in advance and only by the parent/carer of the child. Any subsequent unauthorised holiday taken whilst your child attends the school could then result in a Fixed Penalty Notice.

We hope that you appreciate that whilst we are sympathetic where genuine difficulties exist, we are legally required to do all that we can to work with pupils and their families to ensure high levels of attendance.

We have attached a copy of our updated attendance guidance for parents and a copy of our revised attendance policy is available to view on our website.

Yours sincerely,

Jenny Slade
Head Teacher

Alasdair Pearson
Chair of Governors

Alex Pilkington
Education Welfare Officer