

**BRADSHAW COMMUNITY PRIMARY SCHOOL**

**Attendance Policy**

**Last Review: January 2020**

**Next Review:**

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| **Designated Person** | **Mr C Short, Head Teacher** |  |  |
| **Governor with Responsibility** |  |  |  |

**Bradshaw Community Primary School**

**Attendance Policy**

**Purpose**

* To ensure regular, punctual attendance of all children
* To maintain detailed and accurate attendance records
* To provide comparative information to Governors, Teachers, OFSTED, L.A. and DfE
* To monitor poor attendance and intervene when necessary

**Registration**

* Each day legally consists of two sessions, each of which must be registered.
* The class teacher is responsible for administration of the register.
* The register will be completed using SIMs

**Late Arrivals**

* The registration period commences at 8.55 am each morning and 1.15 pm each afternoon. It closes upon completion of the register which means that a child is “late” (Code ‘L’) if registered after completion of the register regardless of the time. Registration after 9.30 am becomes an unauthorised absence (Code ‘U’).
* The class teacher is responsible for correct completion of the register.
* Once the school gate has been locked, late arrivals must report to the school reception area where their arrival will be recorded by the administrative team and the register amended accordingly. Parents will be asked to sign the signing in/out log book at this time. If any child arrives alone this will be recorded by the staff.
* Children who are late are expected to apologise and offer a reason for the lateness but staff must be aware that lateness is generally a parenting issue.
* Lateness should be recorded on SIMs so that the head teacher can monitor and take action which may include contacting parents or involving the attendance officer.
* Office staff may visit classrooms to confirm absence and any reasons before calls are made home.

**Monitoring Attendance**

* It is the duty of parents to inform the school of the reasons for a child’s absence by letter, phone call, e-mail or message.
* It is the duty of the administrative team to alter any registers when children arrive late.
* It is the responsibility of the administrative team to check the registers by 9.30 am and contact those parents of children whose absence has not been accounted for. This will also include checking the answer phone for messages reporting absence.
* If parents cannot and additional contacts cannot be contacted the head teacher is notified for further action.
* If the child is registered as ‘at risk’ the social worker will be contacted and a home visit made.
* The head teacher will be informed if a reason for an absence cannot be recorded after a number of attempts to parents. Calls to additional contacts may then be attempted.
* Staff speaking to parents by telephone must be sure that they are speaking to the parent and if they are in any doubt they must inform the head teacher.
* The head teacher will monitor the overall school attendance and the attendance of individual pupils – in particular those not meeting a target of 95%.
* There is an expectation that children will achieve 95% attendance. Those children not achieving this will be monitored and, if necessary, investigated. In the first instance parents will be contacted to discuss poor attendance. Review letters will be sent out to parents on a termly basis highlighting attendance and ‘lateness’.
* The teacher can, at any time, request an attendance report for any given period for any given child. This might be used to confirm suspicions regarding absence patterns
* Concerns about attendance should be communicated, in the first instance, to the Head teacher
* In the Summer Term all parents will receive a copy of their child’s attendance certificate containing detailed analysis of the attendance performance of their child for the current academic year.
* The percentage attendance figure will be included in the pupil’s written report accompanied by a comment which contextualises the attendance against the school’s “average” attendance. These reports are sent out termly. Children attaining less than 96% will have their attendance recorded as unsatisfactory and below national expectation unless there are extenuating circumstances eg. long term illness.
* Termly, the Headteacher will report attendance data to the full Governing Body.
* At the end of each year, children with a cumulative 100% attendance record will be presented with a Full Attendance Certificate.

**Truancy**

* Any truancy incidents will be followed up by the PSCO who have good links with the school.

**In-term Holiday Request**

* In line with the LA policy in-term holiday absence will be only authorised for ‘exceptional circumstances’. These are to be determined by the head.
* The governors feel that it is vital that children are in school as much as they can be and, as such, they believe that the majority of in-term absence requests will be unauthorised in order to encourage children to be in school.
* All in term holiday requests will be considered alongside guidance regarding FGM and Forced Marriages.

**Children walking to school and home on their own**

* Any child who walks to or from school on their own will need to have written permission from their parent/guardian.

**Collection of children during school hours or if a parent is late**

* Only parents, legal guardians or people named on the school’s data sheets can collect children during the day.
* If a child is required to leave school during the day they must be signed out by the adult at the school office. The time and reason for leaving must be recorded.
* If for any reason one of the named contacts is not able to pick up a child at the end of the day a password can be set up by the parents. This then can be used by another adult in order to collect the child. These passwords will be kept with the school’s data sheet and it is recommended that they are changed once they have been used.

Appendices:

Parental attendance letter

Authority in-term holiday letter

Holiday request form