



BREDBURY GREEN PRIMARY SCHOOL AND RESOURCED NURSERY

Attendance Policy

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Head of School
Helen Moorcroft

Date: 17/09/20

Chair of Governors
Emma Marsden-Edwards

Date: 17/09/20

Introduction

Good attendance and time keeping are very important. It helps to settle your child into school routines and to develop good attitudes to work. Children need to attend school to benefit from their education and to ensure the best possible learning outcomes. Missing out on lessons leaves children vulnerable to falling behind and creates a barrier to learning. Absence from school can also affect children's friendships and self-esteem. It is important that we all work together as partners to ensure all our children attend and achieve.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution. Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school. Promoting the welfare and life opportunities for your child encompasses:-

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti- bullying

Failing to attend this school on a regular basis is considered a safeguarding matter.

Aims

- To raise attendance levels and deal promptly with the causes of non-attendance.
- To introduce effective procedures which have a positive impact to improve attendance.
- Teachers to create a welcoming and stimulating environment where pupils feel safe, secure and wanting to attend school.
- To support parents in ensuring that children arrive on time for school, ready to learn.

Expectations

We expect that all our pupils will attend:

- Every day
- Punctually
- Appropriately prepared

Types of absence

Every half day of absence from school has to be classified by the school (not by parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences include

Illness*, medical appointments (which unavoidably fall in school time, where possible it is expected that children only miss part of the school day), emergencies or other unavoidable causes.

** If the authenticity of illness is in doubt, school can request parents to provide medical evidence (Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes) to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness and will advise parents of their intention.*

Attendance Ladder



Unauthorised absences include

Day trips and family holidays, shopping, visiting relatives, birthdays or looking after parents or other children.

Sometimes children can be reluctant to attend school for a variety of reasons. Any problems with regular attendance are best resolved between the school, the parents and the child. If your child is reluctant to attend, it is better to not cover up their absence or to give in to pressure to excuse them from attending. This gives children the impression that attendance does not matter and usually makes the situation worse.

Unexplained Absence

The Pastoral Manager will attempt to make immediate contact with parents whenever a child is absent from school without explanation. If this is not possible, other emergency numbers provided to school will be contacted.

On the 10th consecutive day of absence the Pastoral Manager will report the pupils as Missing from School to Stockport Children`s Services Contact Centre.

Leave of Absence

Under current legislation, schools are now only allowed to authorise leave of absence for any reason if satisfied that exceptional circumstances exist which outweigh the harm caused to a pupil's education by missing school.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the local authority.

The Local Authority has the power to issue Education Penalty Notices on behalf of school to parents when there has been 10 unauthorised absences in any 3 month period. This is a fixed penalty fine for each parent. The level of the fine is £60, which increases to £120 if unpaid after 28 days.

Holidays

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. There is *no automatic entitlement in law* to time off in school time to go on holiday.

Forms requesting permission for **leave of absence** are available from the school office. Parents are asked to contact school a minimum of four weeks in advance for any requested leave.

Any absence taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and parents face the sanction of an Education Penalty Notice.

Persistent Absenteeism (PA)

Children become a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason, including authorised absences. Absence at this level is doing considerable damage to any child's educational prospects and we need parents full support and co-operation to tackle this.

All cases of PA are automatically made known to our Education Welfare Officer or Stockport Family School Age Plus Worker to discuss an action plan to best support and increase attendance.

Absence Procedures

Parents we ask that you:

Ring school to inform staff of your child's absence by 9.30 am at the latest.

- Provide a note detailing the reason for absence on the first day back.
- Notify school immediately if emergency contact details change.

School:

If we have not heard from you by 9.30 am, school will ring or send you a text. If we have not spoken to you by 10.30 am, a home visit may be completed by the Pastoral Manager, Deputy Headteacher or Head of School. If we are unsuccessful on the visit a letter will be left giving you notice of our visit. After this, if we haven't heard from you within two hours of the letter we may contact the police requesting a welfare check, this is to ensure the safety of you and your child.

The Pastoral Manager monitors all class registers each day. A log is kept of all children who arrive late and children for whom no notification for absence has been received.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they are missing out on teaching time and often vital information for the day. Late arrival can be very embarrassing for the child and also causes disruption to lessons.

How we manage lateness:

During the Covid pandemic we will stagger the drop off and pick up times:

Wave 1	8:45-3:10	Nur, Rec	(Ormerod Close)
Wave 2	8:55-3:20	Y1, Y2	(Ormerod Close)
Wave 3	9:05-3:30	Y3, Y6	(Clapgate) *
Wave 4	9:15-3:40	Y4, Y4/5, Y5	(Clapgate) *

*Mrs Walton (Y4) and Mrs Davies (Y5) please use the car park entrance on Clapgate

*Mrs Martin (Y3), Miss Mail (Y4/5) and Mrs Munir (Y6) please use the entrance on Clapgate near Y6

Registers will be taken by 9.20 am and your child will receive a late mark if they are not in class at this time.

If your child arrives at school after these times, they will not be able to enter directly into their classrooms. Parents will need to bring their child to the school office, children arriving after 9.30 am will receive a 'late after register closed' mark, and this is classed as an unauthorised absence.

Parents of children who are persistently late will be asked to meet school staff to resolve the problem. This may also mean that you could face the possibility of an Education Penalty Notice if the problem continues.

Gates close at **9.20 am** and any child entering school after this time, will be considered late for school and sent a warning letter.

Inclusion

Some of the children who attend our School and Resourced Nursery have complex medical needs. We acknowledge that these children may suffer from prolonged periods of absence or will be more susceptible to illness. This group of children may also have a higher number of medical appointments to attend that are allocated during school time, which is often unavoidable. Attendance awards (weekly and termly) will still be allocated to children with specific medical needs at the discretion of the Senior Leadership Team.

Education Welfare Officer/Stockport Family School Age Plus Worker

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be solved this way, the school may have to refer children to the Local Authority 'School Age Plus Worker' or Education Welfare Officer. This worker will also try to resolve the situation by agreement but, if unauthorised absences persist, these support workers can use sanctions such as Education Penalty Notices, Parent Contract or prosecutions in the

Magistrates Court. Full details of the options open to enforce attendance at school are available from the School

Rewarding Excellent Attendance and Punctuality

All children achieving 100% attendance at the end of each term will be rewarded with a school certificate and chocolate treat. Children with 96% and above will receive a smaller treat and certificate.

All children achieving 100% attendance during the school year will be rewarded with a school certificate and £10 voucher.

The Pastoral Manager will calculate the attendance percentage of each class at the end of each week; this will be shared during the whole school assembly by the Head of School on a Friday. The highest achieving class will be awarded the School Attendance Cup and will earn an extra 15 minutes playtime.

Appendices

Appendix 1 – School Attendance Explained

	LEVEL	ACTION	
Excellent Attendance	Attendance/Punctuality 100%	Excellent attendance and punctuality will be celebrated with certificates and treats.	
Good Attendance	Attendance/Punctuality 96% and above	Good attendance will be celebrated with certificates and a smaller treat.	
Beginning to cause concern	When Attendance is below 96% and is beginning to cause school concerns	Parents will receive letter 1 highlighting their child's low attendance/punctuality and asking for improvement. Parents may be called in for a meeting about their child's low attendance/punctuality.	Pastoral Manager
Serious concerns over attendance	If there is another unauthorised absence within a 2 week period of receiving letter 1, parents will receive letter 2. Parents can receive letter 2 if attendance is causing school serious concerns in regards to a child's absence or punctuality.	Parents will receive letter 2 highlighting their child's low attendance/punctuality. Parents may be called in for a meeting about their child's low attendance/punctuality to identify reasons and discuss the effect of the absence on their child's progress. Referral to Education Welfare may be submitted if no improvement in their attendance/punctuality. A fixed penalty notice may be issued if 10 or more unauthorised sessions in a 3 month period.	Pastoral Manager
Child identified as 'Persistently Absent' and is in a high risk group		An Early Help Assessment may be drawn up to include all relevant agencies required to improve attendance/punctuality and help address issues impacting on attendance. Referral to Education Welfare may be submitted if no improvement in their attendance/punctuality. A fixed penalty notice may be issued if 10 or more unauthorised sessions in a 3 month period.	Pastoral Manager Head of School