

Broadlands Primary School

Attendance policy



Rationale

Broadlands Primary School promotes the view that regular attendance is important to ensure the best possible learning outcomes for all of our children.

We feel the whole school community takes responsibility for attendance.

Aims

To raise attendance

To improve punctuality

To raise the level of achievement

To maximise opportunities both in school and in later life which supports the "Every Child Matters agenda."

To support national safeguarding procedures

Guidelines

Reasons for absence

Parents and carers are asked to contact the school office by phone or in person if their child needs to be absent from school. A signed follow up letter explaining the absence must be sent in on return to school. In addition, we may require a doctor's note.

Authorised absences include

Sickness, hospital appointments, dentist, and funerals. Medical appointments should be arranged if possible outside the school day. Where this is not possible it is expected that pupils only miss part of the day. Exceptional circumstances might also result in the child receiving an authorised absence.

Term Time Leave

Broadlands Primary School follows Local Authority guidelines for term time leave requests during term time.

The school supports the view that every lesson counts and discourages parents from taking leave in term time. However, there may be circumstances when this is unavoidable.

All term time leave requests must be made in writing to the Governing Body - Chair of Governors, c/o Broadlands Primary School.

Any term time leave application for a child with less than 95% attendance will be refused unless there are very exceptional circumstances.

Any leave that has not been authorised will be classed as an unauthorised absence.

If a period of term time leave is unauthorised, parents/carers will be referred to the Education Welfare Service which may result in a Penalty Notice being issued.

Response to absence

If any child has not been registered or the school has not been notified about a child's absence, the office will contact the parent/carer on the first morning.

If the parent notifies the school of a child's reason for absence, but the child continues to be absent for more than a week then an update check will be made by the school in the form of a phone call. It is expected that the parent keeps the school informed of the ongoing absence.

School must be informed of a child's absence on the first day (phone call) and on return to school supply written confirmation of the absence.

Where children are persistently absent e.g. less than 90% authorised or unauthorised attendance, the Learning Mentor and the Head of Learning will invite parents/carers into school to a formal meeting to find ways to support the family and child in improving attendance and there may be a referral to the Education Welfare Service.

Lateness

School starts at 8.45am. Lateness is classed as any child coming into school when the register is closed.

All children arriving late must report to the office.

After 9:15am, lateness is classed as 'late after the register is closed'. If no acceptable reason for absence is provide, this will result in an unauthorised absence being marked on the register.

Lateness is monitored half termly. Where children are persistently late, the Head of Learning will be informed and formal discussions with the parents will take place.

Monitoring and Evaluation

Throughout the year parents will be kept informed of school expectations. Attendance figures will be sent out to parents/carers in the weekly newsletter. Whole school attendance figures will be presented to governors on a termly basis.

Procedures:

- Registers of all classes are kept and monitored.
- Log kept of all children who arrive late.
- Log kept of all children daily for whom no notification for absence has been received and of phone calls made to parents.

Lateness and attendance figures scrutinised on a half termly basis

- Any child with an attendance of less than 90% will have their records examined and may be referred to the Education Welfare Officer.
- Children with absence between 90% and 96% will have their reasons for absence monitored.

Attendance figures will be analysed half termly. These figures will be presented at Governors meetings.