

*At Bordesley Green Primary School we care, we create, we champion...
individually we succeed, together we excel.*



SCHOOL ATTENDANCE POLICY

RATIONALE

- Bordesley Green Primary School bases its Attendance Policy on guidelines set out by Birmingham LA.
- Whilst the legal responsibility for regular school attendance rests with parents / carer, governors and staff at Bordesley Green Primary School share with them and the LA responsibility for encouraging good attendance and improving poor attendance.
- Pupils should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence without a good reason is an offence by the parent.
- Pupils may sometimes be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, parents / carers and the pupil. If a pupil is reluctant to attend, it is better not to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter, is not important, and may make things worse.

AIMS

- To maximise attendance of all pupils so that they can fully access the curriculum and make the best possible progress.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated with the school.
- To monitor and support pupils whose attendance is a cause for concern and work in partnership with parents / carers to resolve any difficulties.
- To implement an effective system of rewarding excellent attendance.

TARGETS

- Bordesley Green Primary School is required by law to maintain records and publish specified information on the attendance of pupils.
- Classes from Nursery to Year 6 are provided with regular feedback on their attendance.
- All pupils will be encouraged to aim for 96+%

RESPONSIBILITIES OF SCHOOL

As a school we are responsible for supporting the attendance of our pupils and for responding to difficulties and issues which might lead to non-attendance.

We adopt a positive and proactive approach towards attendance matters and encourage parents to take an active role in the schooling of their children.

It is a legal requirement that schools will:-

- be open to all pupils for 380 sessions each school year
- maintain attendance registers (either manual or computerised) in accordance with the relevant regulations
- accurately record and monitor all absenteeism and lateness
- clearly distinguish between absence which is authorised and absence which is unauthorised according to criteria laid down by the DfE
- submit termly absence returns through School Census and publish information relating to levels of attendance and absence and include details of these in the child's annual report
- provide clear guidance to staff on the practice of registration and on such connected issues as the appropriate categorisation of absence
- identify clear procedures to identify and follow up all absence and lateness
- make provision for first-day of absence contact, particularly in relation to pupils who are known to be poor attenders or who might otherwise be considered to be at risk
- develop attendance incentive schemes which recognise pupils' attendance achievements
- identify a key senior member of staff with overall responsibility for attendance;

RESPONSIBILITIES OF PARENTS

Parents are responsible in law for ensuring that their children attend the school at which they are registered regularly, on time, properly dressed and in a fit condition to learn.

Parents can do a great deal to support the regular and punctual attendance of their children.

Parents should: -

- ensure that their child arrives at school on time each day
- ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance
- always notify the school as soon as possible - preferably on the first morning - of any absence

LOCAL AUTHORITY SUPPORT

Guidance has been issued by the Local Authority regarding children who have been missing from school following 10 days continuous absence. Referrals are made directly to the CME team within the School Admissions and Pupil Placement Service.

If a pupil who is registered at a school fails to attend that school regularly and attempts by the school fail to ensure that the pupil returns to regular attendance the school will take legal action. In consultation with the Local Authority a summons will be issued against the parents to appear before the magistrate's court.

SCHOOL PROCEDURES

Internal systems within school will regularly monitor pupils and take action when:

- a pattern of irregular attendance is developing
- a period of entrenched non-attendance begins
- communication by the school to the parents has met with little or no response
- a parent withdraws a pupil from school having expressed an intention to educate him or her otherwise than at school
- a pupil is withdrawn from school by the parents who are moving to another area and the school does not have a confirmed destination school/provider where the child will resume his or her education (such pupils will be treated as "children missing education")
- a pattern of persistent lateness is developing
- there are child protection concerns
- there are specific and identifiable welfare issues which are preventing a pupil from accessing education

Daily Procedures:

- The official start to the school day for all children in Reception to year 6 is 8.40 a.m. (but children may enter school at 8.30am) and 8.30 or 12.30 for those who attend Nursery.
- Parents are asked to notify school if they are going to be late.
- Children who arrive after 8.40am but before registers are submitted at 8.50am will be marked with a "late before registers closed" mark.
- Children who arrive after 8.50am will be marked with a 'late after registers closed.'
- On the first day of absence, the school will send an In - Touch message to the parents of children who are absent without notification. Our Secretary with Attendance Responsibility, will phone parents if there are any subsequent days of absence without notification.
-

Appointments

- Routine or non-urgent medical appointments should be made outside of school hours. If an appointment during the school day is unavoidable, an appointment card or letter must be provided in order for a pupil's absence to be authorised.
- Pupils should attend school before and/or after the medical appointment.

Holidays during term time

- Term time holidays and leave of absence are not allowed.
- The local Authority reserves the right, in line with the Birmingham Code of Conduct, to consider issuing penalty notices when parents / carers remove their pupils from school during term time

without the authorisation of the Headteacher. This can be applied after a minimum of 20 unauthorised absences in a twelve-month period, but is always to be considered in balance with the individual circumstances of each case.

- Parents / carers should be strongly discouraged from arranging holidays, here or abroad, or visits to their country of family origin, during term time.
- Parents can still make requests for leave of absence during term time for exceptional circumstances only; for pupils in Reception to Year 6. These requests must be made in writing to the School Office as soon as possible. However, by law, the Head Teacher may not authorise leave in term time for pupils unless there are “exceptional circumstances” (death of a parent or sibling of the pupil, life threatening or critical illness of a parent or sibling).
- The Head Teacher has the right to determine the number of days a child can be away from school if the leave is granted.

Parents have a legal responsibility to ensure that all children attend school for 190 days each year. There is strong evidence that absences are disruptive to the child’s education and have a negative impact on attainment.

Attendance Initiatives

As a school we have adopted several initiatives to support parents and pupils to develop good habits of regular school attendance.

Signed: (*Chair of the CSTL Committee*)

Date: