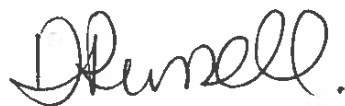


Attendance and Punctuality Policy

Author/Person Responsible	Head
Date of Ratification	September 2022
Review Group	FGB
Ratification Group	FGB
Review Frequency	2 years
Review Date	September 2023, 1 year review in line with changes expected at Local Authority level.
Previous Review Amendments/Notes	Reviewed against Department for Education 'Working together to improve school attendance' May 2022
Related Policies	Safeguarding policy
Chair of Governors Signature	

Attendance and Punctuality Policy

Rationale

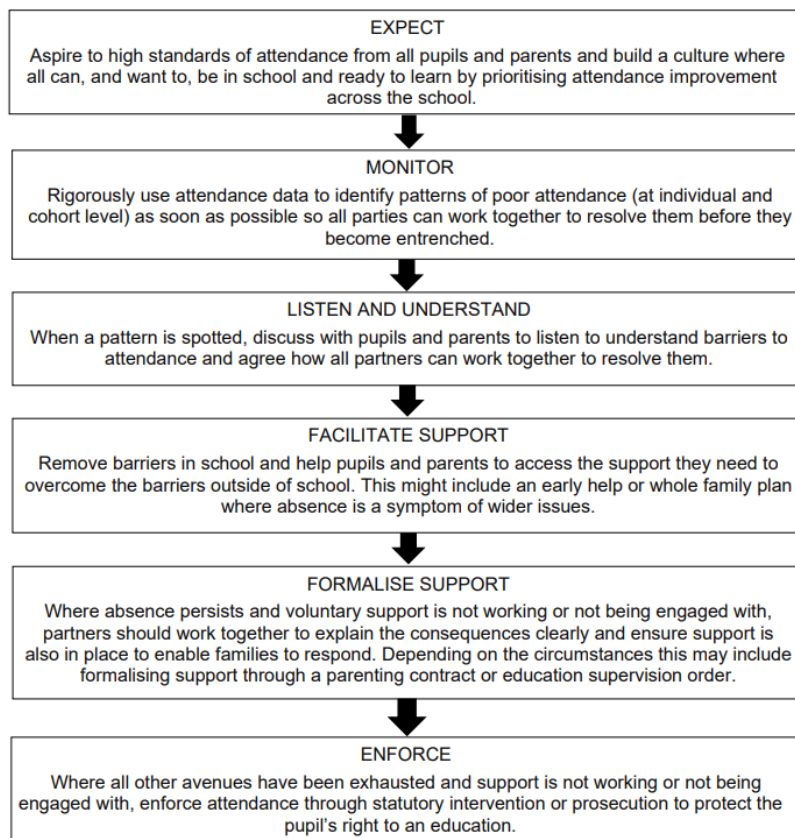
Good attendance and punctuality are important if children are to take part fully in school life, feel valued and take advantage of the learning opportunities offered. Regular and prompt attendance will help them to feel part of the whole school team and support them in growing their potential. In addition, we recognise that attending school regularly and punctually is vital to the educational process and encourages a good pattern of work. The Deputy Head teacher holds the role of 'Attendance Champion'. This policy is written to support the guidance provided by the Department for Education 'Working together to improve school attendance' May 2022.

Aims

- To encourage good attendance and discourage lateness
- To monitor patterns of absence and take actions to support improvement if appropriate
- To identify unauthorised absence and take appropriate action
- To differentiate between authorised and unauthorised absence

Success criteria

- A very low level of unauthorised absence is maintained and will be below the LA average
- Parents/carers are aware of their responsibilities for attendance and punctuality and are immediately involved in the discussion should there be cause for concern
- The Governors continue to be satisfied by the efforts made by the school to maintain high levels of attendance



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Guidelines

- Attendance is reported to families as part of our learning consultations twice in the year and as part of our end of year academic report.
- We accept our role in partnership with parents/carers, the school attendance champion being Freddy Clemo, SLT
- Parents/carers have the responsibility to ensure regular attendance and punctual arrival at the beginning of the school day and collection at the end of the school day
- A published attendance leaflet is issued to all parents/carers of all children, which promotes good attendance and punctuality procedures in school. This leaflet is available on our school website.
- Our responsibility is to support attendance and examine problems that may lead to non-attendance. To do this we keep a register of attendance at the start of every morning and afternoon session. These registers are legal documents and records must be kept for at least three years after the date on which they were last used. Care must be taken to record information accurately.
- Where attendance falls below 90% over 2 short terms [or longer] parents will be asked to meet with the Attendance Champion to ensure that everything possible is being done and the right support is being offered to ensure regular attendance
- If patterns of attendance do not improve with support offered, further external support may be sourced through the Family Intervention Support Service/Educational Welfare Provision.

Our school day

- The bell rings at 8.45am and the doors open. This is to promote a prompt start. Pupils must be in school by 8.55am.
- The doors close at 8.55am. Pupils arriving after this time must report to the main office to sign in and state the reason for being late.
- School ends at 3.30pm. If a child is collected late, the adult collecting them is asked to complete a late collection form stating the reason.

Late arrivals/early departures

- A child arriving late or leaving early may seriously disrupt not only his/her learning but that of other children.
- Late arrivals will be recorded and parents/carers will be asked to provide a reason for the lateness. A record of action taken will be recorded.
- Late arrivals/early departures will be monitored by the Deputy Headteacher. If a child arrives after 9.15am when registration closes or leaves before 3.30pm then they and their parents/carers will report to the office, where it will be recorded, in case of an emergency. This will include the time of arrival/departure and the reason.
- Punctuality is monitored as part of our attendance review and parents/carers are informed if a pattern is noticed or if punctuality is not improving.

Absence

- Parents/ Carers must call the school on 01454 866766 and follow the pre-recorded message to report an absence or an email can be sent to school@bowsland.org.uk . The message must state the child's full name, class teacher and year group, clear reason for absence, not just 'feeling unwell' The school office will call for more information if an unclear message is left.
- If a parent/carer is reporting 'ill health' as the reason for non-attendance, the school will encourage medical advice is sought after the third day.
- Parents/ Carers are asked to call in and report absence by 8.30am. If a child has not been marked present in the register and no message has been provided the school office will send a text message requesting you call, if no call is received the school office will call you. We ensure we have a minimum of two emergency contacts for your child and will contact them all.
- Not reporting an absence could be a safeguarding concern, if we are unable to contact you or an emergency contact we may visit your home to ensure your child is safe.
- Parents/carers are encouraged to book non-urgent medical appointments outside of the school day or during holiday periods. If a medical appointment needs to be attended during the school day confirmation of the appointment must be provided.

Term Time Absence

- The Government has made an amendment to the 2006 regulations on term time absence. Schools are now prohibited from authorising any leave in term time; unless there are exceptional circumstances.

Exceptional Leave

- We aim to work in partnership with parents and we know that there are sometimes **exceptional** circumstances which mean absence may be required during term time.
- An example of exceptional leave would be due to bereavement or to complete a legal process, such as a Visa application where limited appointments are available.
- Family holidays will not be authorised.
- If you need to apply for exceptional leave you must write and ask for permission from the Headteacher. Your letter or email should include the dates your child will be absent from school and fully explain the exceptional circumstances. Requests for exceptional leave are requested 2 weeks before the date of the leave where possible to enable the Headteacher to consider the items below and no leave will be authorised retrospectively, except in the case of an emergency.
- Each request for leave will be considered individually. In doing so the Headteacher will consider a number of reasons you highlight in your letter before granting exceptional leave of absence, including:
 - How much education your child has already missed through previous absence, illness or arriving late.
 - If the reason for absence could be avoided.
 - Where the school and parents/carers fail to reach an agreement and the child is subsequently absent from school, the absence will be marked unauthorised.
- Where parents/carers keep a child away for longer than agreed then the extra time will be marked as unauthorised.
- In accordance with all schools in South Gloucestershire, parents/carers will receive a penalty notice if repeated unauthorised absence is taken, this means more than 10 sessions (a session

is morning or afternoon) in a 7 week period. Penalty notices are currently £60 per child, per parent if paid within 21 days and £120 if paid between 21 and 28 days.

- Where a teacher feels a child is being kept at home without good reason or where a child is late and the parent/carer fails to provide an acceptable explanation, this will be recorded as a safeguarding concern.

Support to families

When attendance and punctuality is falling below our expected standards the Attendance Champion will make parents/carers aware and will aim to understand any potential barriers. Support will be provided to improve attendance and punctuality, this may be in the form of a weekly phonecall or opening a EHAP if the poor attendance and punctuality is as a result of, or part of, other concerns.

Conclusion

During the school year we wish to encourage the highest possible individual attendance rate and we view this procedure as a necessary and important objective. Regular attendance and good punctuality is proven to improve attainment and establish good routines for life. An important part of our schools' vision is that our children feel safe, happy, enthusiastic and ready to learn together.

The headteacher will report the whole school attendance figure to governors regularly and the governor who holds responsibility for safeguarding will discuss patterns in the school, including identified groups.

This policy has been agreed and adopted by the Governing body of Bowsland Green Primary School and will reviewed every 2 years.