

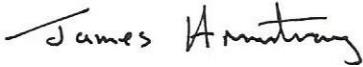
Barleyhurst Park Primary School



## Attendance Policy

Approved by Governors

Date: 17<sup>th</sup> December 2020

Signed:  Chair of Governors



# Barleyhurst Park Primary School

All children and young people of compulsory school age are entitled by law, regardless of ability, race, culture or gender, to a suitable education according to their needs. For most children and young people this is best achieved through attendance at school.

## 1. Introduction

At Barleyhurst Park Primary School we strive to ensure that all our pupils receive full time education which maximises opportunities for each pupil to realise their full potential. We are committed to providing a stimulating and caring environment where each member of the school community feels wanted and secure. At Barleyhurst Park Primary School we are committed to working with pupils and their families to ensure each pupil attends school regularly and punctually.

## 2. Aims

At Barleyhurst Park Primary School we aim to:

- Improve the overall percentage of pupils attending school.
- Reduce the overall percentage of unauthorised absences.
- Increase the awareness of the importance of attendance and punctuality.
- Provide a framework which defines roles and responsibilities and promotes consistency in carrying out designated tasks.
- Develop a systematic approach to gathering and analysing attendance related data.
- Further develop positive and consistent communication between home and school.

## 3. Registers

- An attendance register is a legal document, it is therefore imperative that it is completed at the appropriate times of the day and that the guidance set out in this policy is followed.
- Teachers complete the register on the computer and it is printed by the office first thing in the morning and afternoon.
- The official register is printed at the end of each month and filed in the office.

### 3.2 Keeping the Attendance Register.

- The register must be taken at the beginning of each morning and afternoon session using SIMs in the classroom. There should be no blank marks left on the register.
- If SIMs is not available, then a paper register should be requested from the office.
- The number of pupils present should be checked by a head count before the register is saved.
- Pupils arriving late should report to the school office to ensure that they are registered. The office will update the register with the information



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### 3.3 Absence Codes:

The following absence codes are used:

/	-	Present
B	-	Educated off site
C	-	Other authorised circumstances
E	-	Excluded
G	-	Family holiday (not agreed)
I	-	Illness
L	-	Late (before registers closed: 8.50-9.15)
M	-	Medical
N	-	No reason yet provided
O	-	Unauthorised absence
R	-	Religious observance
U	-	Late (after registers closed: after 9.15)
V	-	Educational visit or trip
P	-	Sporting activity
X	-	Non-compulsory school age absence

The X code is used in exceptional circumstances when pupils are not expected to attend school, this includes absences as a result of Coronavirus (isolating or shielding) An X code is not counted as an absence in the school census.

The Y code is used in exceptional circumstances when pupils are not expected to attend school, this includes absences due to lockdowns within school, or for other health and safety reasons. A Y code is not counted as an absence in the school census.

### 3.4 Recording Absences

- Parents are encouraged to telephone the office if their child is unable to attend school. The office staff log the call including reasons and updates the register accordingly. If a pupil is absent without a reason then, where possible, school uses first day calling to find out the reason.
- Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, in itself, oblige the school to accept the explanation offered as a valid reason for absence. If, after further investigation, doubt remains about the explanation offered, or when no explanation is forthcoming, the absence will be treated as unauthorised.

### 4. Requesting Leave of Absence.

- The school does not authorise time off school for family holidays. If parents wish to take their children out of school during term time, then they can request a form from the school holiday. The form reiterates that the holiday will not be authorised and that a fixed penalty fine of £60 per parent per child can be issued to families if a child has 10 or more consecutive unauthorised absences.
- If a parent requests their child to be absent from school for any other reason a form can be requested from the office. The Headteacher will consider each application case by case. A slip will be returned to the parent stating whether the absence will be authorised or not.



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### 5. Encouraging Good Attendance.

- At Barleyhurst Park Primary School we have established an effective system for incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping. We challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality. The school uses a variety of strategies to promote good attendance.
- Provide leaflets to parents promoting good attendance
- Raising the profile of attendance through Parents' Evenings, letters to parents and school reports.
- Using reward systems for good and improved attendance.

### 6. Responding to Poor Attendance.

Where there are concerns about a child's attendance the teacher or Office Administrator will bring these concerns to the attention of the Deputy Head. The Deputy Head will write to the family and monitor the situation.

- If attendance does not improve the Deputy Head will talk to the parents/carers about the concerns.
- Parents/carers will be invited to an attendance meeting with the Deputy Head where targets for improving attendance will be set.
- If the absences are health related the Deputy Head will issue a medical card and, in some cases, will seek permission to contact the GP.
- If it appears that the family needs additional help the school may make a referral to Children and Family Practices.
- If attendance does not improve and the family is not being supported by other agencies, then the school will seek legal advice and the family may face prosecution.

### 7. Children Missing in Education Definition

A Child Missing in Education (CME) is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND). Children go missing from education for a number of reasons including:

- they don't start school at the appropriate time and so they do not enter the educational system
- they are removed by their parents
- behaviour and/or attendance difficulties
- they cease to attend, due to exclusion, illness or bullying
- they fail to find a suitable school place after moving to a new area
- the family move home regularly
- problems at home

The law requires all children between the ages of 5 and 16 to be in full time education.



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### 8. Managing Attendance for Children with Health Needs who Cannot Attend School

- The school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil’s parents/ carers to arrange schoolwork as soon as the pupil is able to cope with it or part-time education at school. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil’s family and their class teacher.
- For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the named person with responsibility for pupils with health needs will notify the local authority, who will take responsibility for the pupil and their education.
- Where absences are anticipated or known in advance, the school will liaise with the local authority to enable education provision to be provided from the start of the pupil’s absence.
- For hospital admissions, the Headteacher will liaise with the local authority regarding the programme that should be followed while the pupil is in hospital.
- The local authority will set up a personal education plan (PEP) for the pupil which will allow the school, the local authority and the provider of the pupil’s education to work together.
- The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education other than at school.
- The school will only remove a pupil from the school roll who is unable to attend school because of additional health needs where: - The pupil has been certified by a medical professional as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age; and - neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age. A pupil unable to attend school because of their health needs will not be removed from the school register without parental consent and certification from a medical professional, even if the local authority has become responsible for the pupil’s education.

### 9.Roles and Responsibilities.

#### 9.1 The School expects pupils to:

- Attend school.
- Arrive on time and be prepared for the day.
- Report to the school office should they arrive late.
- Inform their teacher of any problem that will prevent them from attending school.

#### 9.2 In law, parents/carers have the prime responsibility for ensuring that registered children of compulsory school age attend school regularly. Parents/Carers should:

- Ensure that their child arrives at school on time, properly dressed and ready to learn.
- Keep requests for their child to be absent from school to a minimum.
- Inform school if their child cannot attend school for any reason.
- Contact the Headteacher or a member of SLT whenever any problem (other than illness) occurs that may keep the child away from school.



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### Parents/Carers please note

- **Parents/Carers who persistently do not send their children to school may be prosecuted. Any person found guilty of an offence under Section 444 (which deals with the duty of parents/carers to secure regular attendance of registered pupils) are liable for a fine, a community order, a parenting order or up to 3 months in prison.**

#### 9.3 Teachers should:

- Stress attendance and punctuality are important.
- Chase reasons for absence.
- Monitor patterns of attendance and speak to the Deputy Head about any concerns.
- Praise improved attendance/punctuality.

#### 9.4 Administrative Staff should:

- Consistently administer the attendance procedures.
- Inform teachers of any phone calls in regard to pupils' attendance.
- Update the registers on the computer.
- Print out weekly attendance figures and pass them to the Deputy Head.
- Chase any unaccounted-for absences.
- Print the official register each month.
- Complete the paperwork for fixed penalty notices for holidays during term time
- Inform the Deputy Head of any concerns regarding attendance.
- Print off the half termly attendance reports including persistent absences report.

#### 9.5 Deputy Head should:

- Clearly communicate the attendance procedure and expectations of the school.
- Stress that attendance and punctuality are important through assemblies and letters.
- Monitor pupils whose attendance falls below 90%.
- Maintain appropriate attendance data and monitor patterns of attendance.
- Print out half termly late letters.
- Praise attendance and punctuality.
- Present awards and prizes for good attendance.
- Check and sign the official register each month.
- Monitor pupils whose attendance falls below 90% and send out individual letters.
- Hold attendance meetings with parents/carers and a representative from school.
- Seek advice and support from the Local Authority where there are concerns about attendance.
- Complete and send off the required data returns concerning attendance.
- Where necessary refer for additional support to Children and Family Practices.
- Complete the paperwork for fixed penalty notices for poor attendance not relating to holidays