

Peterborough Diocese Education Trust

Barby CE Primary School



# Attendance Policy 2017

Committee Approved

Date: June 2017

Reviewed:

## **Barby CE Primary School** **Attendance Policy 2017**

### **Barby CE Primary School Attendance Policy**

At Barby Primary School we expect children to come to school on time and every day. We strongly believe that regular school attendance is essential if a child is to take full advantage of the educational opportunities on offer. Irregular attendance and poor punctuality will always affect a child's achievement in school. We therefore monitor children's attendance and punctuality rigorously, intervening where necessary.

It is the duty of parents of children of compulsory school age to ensure that they receive a full time education and attend school regularly. (education Act 1981 sect 17 & 199) The school will work to establish a partnership with parents so that we can work together to ensure the good attendance of all pupils. If a parent/carer allows their children to stay away from school without good reason they may be prosecuted.

The Governing Body and school expect 100% attendance but understand that from time to time some children will fall ill and require time off. Parents of a child who is ill should follow the procedure outlined below:

#### **The absence procedure at Barby CE Primary School is as follows:**

- Parent/carer must contact the school between 8.00am and 9.00am on the first day of a child's absence and give a reason for the absence. This can be done by phone or email [bursar@barby-ce.northants-ecl.gov.uk](mailto:bursar@barby-ce.northants-ecl.gov.uk).
- On subsequent days of absence, the parent/carer should call the school again to give an update.
- On the child's return to school, medical evidence should be provided for all absences of three days or more if this is available.
- Hospital and medical appointments will be authorised (evidence will be required) but where possible parents / carers should make these outside of the school day.

#### **Term Time Leave:**

- Holidays in term time are **NOT** permitted. The school is closed for 13 weeks each year and holidays should only be taken during this time.
- Any absences in term time will be monitored.
- An absence leading up to the start of a school holiday or following directly on from a school holiday may be deemed as unauthorised unless medical evidence is provided.

#### **Role of the School**

- To communicate clearly the procedures and regulations relating to attendance.
- To create a welcoming atmosphere to ensure parents feel able to talk to staff and keep us informed.
- To ensure parents are well aware of the importance of good attendance.
- To establish links and provide support for parents where outside support services are involved.
- To clearly express our expectations regarding attendance and punctuality.

### **Role of the Headteacher**

- To promote the school's approach to attendance and punctuality.
- To ensure school policies and procedures are clearly known to all staff, parents and pupils.
- To ensure attendance and punctuality are carefully monitored and targets met.
- To liaise with parents.

### **Role of Governing Body**

- To ensure attendance registers are kept properly and that legal requirements are met.
- To ensure attendance data is presented at Governing Body meetings and that the legal requirements to publish school performance information is fulfilled.

### **Role of Class Teacher**

- To ensure registers are marked regularly and accurately
- To encourage parents to notify reason for child's absence- verbally or written
- To monitor pupils' attendance and punctuality and to speak to parents
- To report concerns to Headteacher
- To be familiar with the school policy
- To establish good relationships with parents to encourage co-operation
- To ensure early identification of absence patterns by flagging up issues at termly progress meetings.

### **Role of Parents**

- To ensure their children attend school regularly and arrive at school on time and are collected on time
- To be aware of the importance and benefits of regular attendance
- To keep school informed regarding their children's absences
- To inform the school on the first day of absence
- To request in writing any leave of absence

### **Role of Pupils**

- To have a positive self-image and pride in their school
- To have access to teachers and to feel that a caring adult is taking an interest in them
- To know staff, have a positive expectation of them relating to their work and that the teacher is concerned about their personal progress
- To know they must receive education, attend school on time and to appreciate why this is important

### **Role of School Office staff**

- To input attendance to SIMs
- To make first hour phone calls for any absence
- To maintain the 'late' book
- To report patterns of concerning behaviour to the Headteacher
- To send letters to parents half termly
- Monitor the absence phone line
- Monitor attendance on SIMs

- Code absences according to legal requirements

Where a child's attendance gives cause for concern, class teachers must speak to parents and also report concerns to the Headteacher.

Children who leave the school site during the school day will be recorded by the office staff in a book which is kept for that purpose in the School Office.

### **Categorising Absence**

The school must distinguish between authorised and unauthorised absence. The following guidance is offered to help in deciding if an absence is authorised or unauthorised. It should be noted that only the school can approve absence and not parents. If a parent offers an explanation for an absence, but is not considered to be a valid reason, the school does not have to accept it.

An absence would be authorised if

- The child was ill or prevented from attending by any unavoidable cause
- The child was on leave previously agreed by the Headteacher because of a family emergency
- It is day of religious observance for the family (one per year)
- There has been a family bereavement
- The child has a medical appointment
- There are difficulties with short term care arrangements

An absence would be unauthorised if

- The child was taken shopping for the day
- The child was taken on a day trip e.g. to Thorpe Park
- The child was on leave which either has not been agreed with the Headteacher or on leave beyond that agreed with the Headteacher
- There was sickness of a family member
- Indulgence of child's wish to stay at home
- The child is taken on holiday during term time

### **Punctuality**

The school expects children to arrive at school on time to enable the teaching day to start promptly and to ensure a minimum amount of interruptions. Class doors are opened at 8.45am to allow children to be in class by 9.00am. Class teachers report at progress meetings if children are often late so missing the first important part of the day. Lateness is monitored through the use of a late book at the main door.

Children who arrive after the register has been completed must go to the school office to be registered there.

### **Publication of Information**

Each year parents receive a registration certificate which provides details of their child's attendance and punctuality.

## **Monitoring and Evaluation**

Monitoring includes:

- The administration staff running a computer check on all children with unauthorised attendance levels below 90%
- The Headteacher sends letters to parents of children on these lists unless there are extenuating circumstances e.g. a medical condition
- The Headteacher holds meetings with parents if there is a concern about attendance levels
- End of year attendance information is sent with the end of year report

In addition, certificates are presented to children with 100% attendance each academic year.

## **Staff Attendance**

The school acknowledges the importance of regular attendance of all school staff and the possible effect on children's attendance and achievement if staff are frequently absent. Therefore, the school will monitor staff attendance to ensure optimum continuity for the children. This includes staff absence due to sickness, non-contact time, attendance at courses and meetings.