



Barnabas Oley School

Attendance Policy

Version: 2.1

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Revision History

Version	Author	Summary	Review Date	Next Review
1.0	Giselle	Starting from scratch	June2008	
1.2	Giselle	Updates following Curriculum Meeting	June 2008	
2.0	Karen Whinney	Update following FGB meeting May 2012	May 2012	May 2015
2.0	Becky Smith	No changes.	May 2015	June 2018
2.1	Becky Smith	Minor amends	May 2018	May 2021

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1 Introduction

- 1.1 Barnabas Oley Church of England School aims to work together with parents in order to ensure achievement of high levels of attendance and punctuality for all pupils. Regular attendance and punctuality at school is important to secure academic achievement. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. The law says that parents must ensure that their child regularly attends the school where he/she is registered.

2 Statement of Intent

- 2.1 The School aims to work together with parents to ensure that all children registered at the School attend both regularly and punctually.

3 Parents' Responsibilities

- 3.1 Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- 3.2 Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school as soon as possible, preferably on the first morning of absence. This may be done by phone, by letter, by using the absence form available on the website or in person. The form which can be found on the website should be completed for all days that a child is absent from School.
- 3.3 Parents may not authorise their child's absence – only the school can do this on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.
- 3.4 Parents should ensure that their child arrives at school in time for the start of registration at 9.00a.m. If a child arrives after 9.00a.m. his/her parent should report directly to the school office.
- 3.5 It is important that children arrive at school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

4 School Responsibilities

- 4.1 The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- 4.2 Registers will be called twice daily at 9.00am and at 1.15pm. Registers will close at 9.10am and at 1.20pm. Any child arriving after the closing of the register will be recorded as late after the register has closed (absent for that session), unless an acceptable reason is given.
- 4.3 Teachers will complete registers in accordance with the guidance contained in the staff handbook.
- 4.4 Should a class teacher have particular concerns about an individual child's attendance or punctuality the class teacher should speak to the Headteacher.

- 4.4.1 Should a child be absent, the office staff will enter the appropriate code in the register. Should no explanation be received from the child's parent, the administrative staff will endeavor to make contact with the parent. Should this prove impossible, the administrative staff will refer the matter to the Headteacher.
- 4.5 The school will regularly collect attendance data and will use this data during half termly meetings with the school's Education Welfare officer. These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the school and the Education Welfare Officer.
- 4.6 The school employs a number of strategies to promote regular, punctual attendance:
- the Headteacher and class teachers communicate regularly with parents on attendance matters;
 - appropriate personal encouragement or congratulations is offered to individual children;
 - clear attendance information will be entered in the school brochure;
 - LA parents leaflets will be sent to all new parents.
 - 100% attendance awards at the end of the academic year.

5 Absence

Most absences for acceptable reasons such as the following will generally be authorised by the school:

- Sickness;
- Unavoidable medical or dental appointments, although, if possible, these should be arranged for after school or during school holidays;
- Days of religious observance;
- Exceptional family circumstances, such as bereavement;
- An interview with a prospective school;
- Attendance at dance/music exams or individual sporting activities

6 Holiday during Term-Time

- 6.1 Regulations make it clear that parents do not have any right or entitlement to take their child out of school for a term-time holiday, and the Headteacher will not authorise leave except in exceptional circumstances (as outlined in section 5). Parents should not book family holidays during term-time. All requests for absence of holiday during term time should be made in writing to the Headteacher.

This policy follows the County Council guidance issued in February 2010 which is in line with the DfE regulations.