

ST BRIDGET'S C of E PRIMARY SCHOOL

Attendance Policy



Policy Written January 2018

CRC Links

Article 28 (Right to education): Children have the right to a good quality education. They should be encouraged to go to school to the highest level they can.

Article 29 (Goals of education): Children's education should help them use and develop their talents and abilities. It should also help them learn to live peacefully, protect the environment and respect other people.

RATIONALE

This policy has been written to inform staff, governors and parents of the procedures to be followed regarding attendance.

Children need to attend regularly if they are to gain maximum benefit of the educational opportunities they are provided with in school. Irregular attendance undermines the education process and leads to children being educationally disadvantaged.

PARENTAL ROLE

Under Section 7 of the **Education Act 1996** parents of children of compulsory school age are required to ensure the children receive efficient full-time education suitable to the child's age, aptitude, ability and any Special Educational Needs. Parents are therefore primarily responsible for ensuring that children attend school. In school we encourage parents to take a responsible attitude towards attendance and punctuality so that children can achieve their potential. The school's responsibility to support parents and tackle any problems that may lead to non-attendance is taken seriously.

Parental responsibility also extends to ensuring that children arrive at school in time, in appropriate dress and ready to learn.

The importance of the school and parents working in partnership together cannot be underestimated. Open discussion and liaison about attendance and punctuality issues is crucial.

REPORTING ABSENCES

Responsibility for informing the school of the reason for their child's absence lies with parents. Parents should inform the school before 8.45am on the first day of absence whether in person or by telephone. Any unreported absences after the close of register are followed up with a phone call home in order to trace the whereabouts of the child.

When a child is ill, the school should be informed of the nature of the illness on the first day of absence and where possible the predicted date of return.

Reasons for absences must be given by letter, by telephone or by a parent/guardian speaking to the class teacher.

REGISTRATION

The class register is an important legal document which must be completed twice a day, first thing in the morning and again in the afternoon.

- Morning registration starts at 8.45am
- Registration closes at 9.05am
- If a child arrives at school after 9.05am but before the register closes at 9.30am, they will be marked as late. They must be signed in by an adult at the school office.

- Children arriving after the register closes at 9.30am will be marked as absent for the whole session unless a valid reason is given. The child must be signed in by an adult at the School Office.
- Afternoon registration starts at 1pm.
- Registration closes at 1:30pm.
- If a child arrives at school after 1:10pm but before the register closes at 1:30pm, they will be marked as late. They must be signed in by an adult at the school office.
- Children arriving after the register closes at 1:30pm will be marked as absent for the whole session unless a valid reason is given. The child must be signed in by an adult at the School Office.

MONITORING AND REPORTING ATTENDANCE ISSUES

It is understood that there are good reasons why children are absent from school and also that some families face difficulties which may impact on their child's education. The attendance and punctuality system has been put in place to offer support. The system aims to highlight concerns at an early stage in an attempt to prevent legal action being taken against parents who fail to ensure that their child attends school.

Any school day lost due to absence is a cause for concern, but regular absence needs to be carefully monitored.

- If a child is absent without reason the Office staff will aim to phone parents in order to establish the nature of the absence by 10:00am.
- If a child's attendance becomes erratic and unexplained, the class teacher or school admin officer will seek an explanation from the child's parent.
- If an explanation is not forthcoming, or not acceptable, the Headteacher is informed. The Headteacher will then contact the parents initially by phone, or by letter if direct contact cannot be made.
- If attendance does not improve, then parents are informed that a monitoring process has been initiated.
- If attendance does not improve, a referral will be made to the EWO (Education Welfare Officer).

AUTHORISING ABSENCES

Only truly exceptional occasions will be authorised. When considering individual cases regard would be given to the following:

- the nature of the event;
- its frequency;
- advance notification;
- overall attendance pattern of the child.

Illness, medical and dental appointments:

If a child is prevented from attending school due to illness, and the school is satisfied with the explanation, the absence is treated as authorised. When possible medical or dental appointments should be taken outside school time, but where it is not these appointments are authorised when confirmation is received from parents.

Holidays:

A request for a leave of absence for a holiday will be viewed by the Headteacher on its own merits. A holiday absence will only be approved under exceptional circumstances. Exceptional circumstances may include the following –

- Parents conditions of employment preclude them from taking holidays during school holiday time or prescribe holidays must be taken in school time, for example, serving members of the armed forces or where there is a factory shut-down
- Cases involving a terminally ill child or family member
- Cases in relation to religious festivals
- Attendance of family funerals or in periods of bereavement

Requesting an absence:

Requesting an absence must be done by completing a form available from the school office.

LATENESS

Pupils are actively encouraged to attend school punctually.

Time late each day	Learning lost based on 1 hour lessons (approx).
5 minutes late each day	15 hour lessons
10 minutes late each day	31.5 hour lessons
15 minutes late each day	47.5 hour lessons
20 minutes late each day	65 hour lessons
25 minutes late each day	95 hour lessons

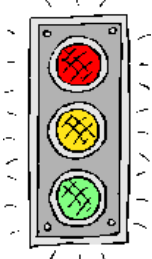
Arrival after close of registration without suitable explanation is classed as unauthorised. Persistent lateness will be investigated. Initially, if there are up to 5 late marks within a term, contact will be made with the parent. If there is no improvement, the EWO will be contacted as above, which in extreme cases may lead to a fixed penalty notice.

FIXED PENALTY NOTICES

Fixed penalty notices may be issued, for guidance see the '**Wirral Council Protocol For Fixed Penalty Notices For Unauthorised Absence and Exclusions**'.

ATTENDANCE GUIDELINES

Good attendance at school is very important. If the pupils are not here, they cannot learn!

	Red	Danger Zone	Attendance below 85%
	Amber	At Risk Zone	Attendance between 86% and 95%
	Green	Safety Zone	Attendance between 96% and 100%

We aim to have an attendance percentage of 96% or above.

If a child's attendance falls below 96%, contact will be made with their parents and their future attendance will be monitored closely.

If a child's attendance falls below 85% contact will be made with their parents. If significant improvements are not made we will arrange a meeting with parents and the school's Education Welfare Officer to discuss any concerns and offer support to improve the child's attendance and punctuality.

Attendance during school year	Equivalent number of days lost each school year	Equivalent number of lessons lost each school year
95%	9 days	45 lessons
90%	19 days	95 lessons
85%	29 days	144 lessons
80%	38 days	190 lessons
75%	48 days	240 lessons
70%	57 days	285 lessons
65%	67 days	335 lessons

PROMOTING ATTENDANCE AND PUNCTUALITY

This system is designed to reward good attendance and punctuality, and offer support to those families who may need help with these issues.

A range of different strategies will be used to promote attendance and punctuality. These may include:

- All pupils with 100% punctuality in a school year will be rewarded with a certificate and celebrated in school.
- A reward/award for the class which has the best punctuality each term.

REVIEW

This policy will be reviewed as and when necessary.

The Headteacher and staff will review this policy in accordance with the development priorities stated in the School's Development Plan. Any suggested amendments will be presented to the governing body for discussion.