

BRACKENSDALE INFANT SCHOOL

ATTENDANCE POLICY

Date of Policy	June 2016
To be reviewed	June 2017
Member of Staff responsible for the Policy	Diane Reddish

INTRODUCTION

This policy was produced following consultation between the Head teacher, Learning Mentor, governors and the Education Welfare Officer.

It was reviewed June 2016

It was approved by the Governing Body on 22 June 2016

Name	Role	Responsibility
Diane Reddish	Head teacher	To monitor the attendance throughout the school
Karen Stone	Learning Mentor	To monitor the attendance of individual children, including first day absence phone calls, and to do everything possible to continue to improve overall attendance throughout the school
Rosina Latif	EWO	To raise the level of attendance of those children identified as being persistent absentees and lay before the courts if deemed necessary
David Woolley	Governor	To monitor the general situation and to support the school in achieving its objectives

Attendance Policy Statement

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them for life. It is important that our most vulnerable pupils are given the same opportunities which may mean extra support in some cases.

The school aims to achieve good attendance by operating an attendance policy with which staff, pupils, parents, local community and the Education Welfare Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff encourage good attendance and will liaise with home and other agencies if this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all.

Aims:

- To improve the quality of school life
- To create a culture where good attendance is a “normality”
- To demonstrate to pupils, parents and staff that the school values good attendance and to recognise that good attendance is an achievement in itself
- To be consistent in the implementation, both in terms of rewards and sanctions
- To be socially, culturally and educationally inclusive and to value the individual

Objectives:

- To involve the children more in school attendance matters, using the School Council
- To improve communications with parents about regular school attendance
- All school staff to continue to take responsibility for children’s attendance and make the Learning Mentor aware of any possible problems

- To recognise the importance of the role of class teachers and the Learning Mentor in promoting and monitoring good attendance
- To ensure time and organisation within the school to enable the aims and objectives to be met
- Effective working with the Education Welfare Service
- To be aware of children's social, cultural and religious beliefs and, where possible, take these into consideration with regard to attendance.

Targets:

- To have an effective means of collecting and monitoring attendance information
- To ensure that data is available and used effectively by school managers and staff in conjunction with the EWO
- To agree specific targets for classes and the whole school in a context of all known relevant factors
- To write a report for Governors at the end of each term, detailing all aspects of attendance for that term
- To target resources and implement them where most appropriate and to undertake this within a reasonable time frame
- To keep parents, pupils and Governors informed of policy and practice
- To ensure that the school is aware of any government targets which may have been set for vulnerable groups, and any government initiatives with regard to attendance

Parents:

Parents will be advised of our policy on attendance:

- When children first start at our school
- On the school web-site
- At parent evenings / consultations
- Through newsletters

The children:

Children will be advised of our policy on attendance:

- In assemblies
- In the classroom during appropriate areas of the curriculum
- Through the School Council

Procedure:

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (where the school approves the pupil absence)

- Unauthorised (where the school will not approve absence)

It is expected that parents or carers will provide an explanation if the child is absent on the first day that the absence occurs. This can be by letter, telephone, personally at the office or by another appointed person.

If contact explaining the child's absence fails to be made the absence will be marked in the register as unauthorised.

The Headteacher and Learning Mentor will regularly remind parents of the importance of good attendance and punctuality.

A "cuddly attendance mascot", "Brackensdale Bear", and a certificate will be awarded weekly in assembly to the class in KS1 and FS2 that has the best attendance for that week.

Each half term the class that has achieved the best attendance over that period will receive a certificate and a class prize.

The class in FS2 and KS1 with the best attendance through the year will be awarded a certificate and a cup.

In order to promote good attendance, at the end of each term, those children whose attendance is 98% and above, will receive a certificate and a small prize.

Improved attendance and improved punctuality will also be recognised.

Completing the register:

The twice daily requirement to register pupils can and should be perceived as an opportunity for the school to receive the children formally from home and serve as an introduction to the session.

Incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of attendance of all pupils; they are legal documents that may be required in a Court of Law, for example as evidence in prosecutions for non-attendance.

The register should be marked using the symbols advised by Derby City Council. The Learning Mentor will ensure that the list of symbols is kept up to date and is in each register file.

A member of the school admin team will input the information from the registers into the management information system. This will be done on a weekly basis.

For schools with computerised registers, the Governing Body is responsible for registering with the Data Protection Registrar under the Data Protection Act 1998.

Lateness:

School begins at 8.55 am. And all pupils are expected to be in school for registration at this time. The playground doors are closed at 9.05 am. Pupils arriving after this time should enter through the main entrance and parents are required to sign the Late Book.

If a child goes home for lunch, they should return promptly at 1.10pm.

Pupils who are consistently late are disrupting not only their own education but also that of others.

Where persistent lateness gives cause for concern further action may be taken.

Family Holidays Taken During Term Time

Missing school for any reason can deprive a child of educational opportunities and hamper their progress at school. Children have a right to an education and, by denying children their rights, can have a long-lasting effect on ensuring children meet their potential. There is a strong correlation between good school attendance and academic achievement.

Following the change in legislation, from September 2013, parents **DO NOT** have the right to take their children out of school for a holiday.

Parents can only take their child out of school if there are exceptional circumstances, and at the Head teacher's discretion.

Any parent believing there are exceptional circumstances should make an appointment to see the Head teacher to discuss the situation.

The school adopts a zero tolerance approach to holidays taken during term time and any holiday taken will be regarded as unauthorised and reported to the Education Welfare Officer at Derby City Council and may well result in a penalty notice fine.

Parents/Guardians may receive a Penalty Notice payable up to £120 per Parent per Child for un-authorized leave of absence.

Children who are absent from school for four weeks will be referred to the EWS and may be removed from the school roll. Should parents wish their child to still attend the school they would then have to reapply to Derby City Council for a place.

What can parents do to help?

- Let school know as soon as possible why your child is away
- Try to make appointments out of school time
- Do not allow children to have time off school unless it is necessary
- Plan holidays within school holiday time.

Parents should come into school if they think there is a problem or they need some advice about their child's attendance. They can speak to the Class Teacher, the Learning Mentor, or the Headteacher.

The school aims to have ALL children attending regularly and punctually and parents need to know that should their child fail to attend in this way then the matter will be referred to the Education Welfare Service.

Parents need to be aware that failure to ensure that your child attends school regularly and on time may result in a prosecution.

In developing this Attendance Policy we have taken into account the fact that Brackensdale Infant School is an ethnically diverse community. The school has incorporated practice which guards against disadvantaging any sections of the community. Improving the performance of underachieving pupils is a key priority in the Education Development Plan. This aims to improve the attainment of minority pupils across the City. Schools are aware and take into account the need for all public authorities to re-examine and make changes to their practice in promoting genuine multi-racial partnerships.

The school understands the need for ongoing communication with parents/carers and pupils regarding this policy, particularly those new to the school.

This policy will be reviewed annually.

