

# BOWESFIELD PRIMARY SCHOOL

## ATTENDANCE POLICY

United Nations Convention on the Rights of the Child, Article 28 (right to education)

“Every child has the right to an education.”

Article 29 (goals of education)

“Education must develop every child’s personality, talents and abilities to the full.”

Article 18 (parental responsibilities)

“Both parents share responsibility for bringing up their children, and should always consider what is best for each child. Governments must respect the responsibility of parents for providing appropriate guidance to their children – the Convention does not take responsibility for children away from their parents and give more authority to Governments. It places a responsibility on governments to provide support services to parents, especially if both parents work outside the home.”

As adults, we are duty bearers, who must ensure that children are supported in accessing their rights.

**It is the legal duty of those with parental responsibility to ensure their child’s regular attendance at school.**

*A parent means:*

- *All natural parents, whether they are married or not;*
- *Any person who has parental responsibility for a child or young person; and,*
- *Any person who has care of a child or young person i.e. lives with and looks after the child.*

DFE School attendance parental responsibility measures January 2015

# **BOWESFIELD PRIMARY SCHOOL**

## **ATTENDANCE POLICY**

### **Responsibilities**

School will ensure the following:

- Regular, efficient and accurate recording of attendance.
- Early contact with parent /carer when a pupil fails to attend school – and no reason has already been provided (safeguarding).
- Prompt and confidential action to address any identified problems.
- Rewards for good and significantly improved attendance and punctuality.

We expect parents/carers to ensure:

- Their child attends school each day on time (ready to start at 8.50 a.m.)
- They contact school on their child's first day of absence, advising of reasons for absence by 8.45 a.m.
- They provide medical evidence for absence if their child's attendance falls below 96% so that absence can be authorised.
- They provide emergency contact details for a minimum of 2 people – so that we can contact home if a child is absent

We expect that children:

- Attend school each day.
- Arrive on time
- Inform a member of staff of any problems they are experiencing which may affect their ability to attend school and access their education.

### **Tackling absence**

*First day of absence:* If there has been no contact from home by 9.00 a.m. the Pastoral Support Adviser rings families to confirm the reason for absence and the expected date of return. If there is no reply, they will then text home the same day requesting a phone call to school.

If no response is received, a home visit will be made the same day to ensure the child's safety and the absence will be unauthorised if there is no valid reason.

*Longer absences:* If a child has been absent for 3 days, the Pastoral Support Adviser makes a follow up call to see how they are and when they will be well enough to return to school.

Every fortnight, the PSA will check any children whose attendance from September falls below 96% (national average).

Their parents will be informed that any absences can only be authorised if they provide medical evidence. This can be a prescription (with date corresponding to absence), an appointment card or letter, or a note from a medical professional.

Every six weeks, a SIMS report will be run to identify any children with 10 or more unauthorised absences within the six week period.

## **BOWESFIELD PRIMARY SCHOOL**

### **ATTENDANCE POLICY**

These children will be referred to the Local Authority for an LA warning letter. If, within a monitoring period, they have any further unauthorised absence, they may be issued with a penalty notice.

#### **Tackling lateness**

Punctuality is monitored daily within class and fortnightly by the Pastoral Support Adviser. Children who arrive on time are included in a raffle draw at the end of the day.

Families are contacted on a fortnightly basis if their child is regularly late (more than 3 times in 2 weeks).

#### **Monitoring attendance**

Encouraging and monitoring attendance is an integral part of the pastoral duties of each class teacher. They have primary responsibility for monitoring the attendance of children in the class, for collecting notes explaining absences, for discussing attendance with parents / carers and for maintaining an accurate register.

Office staff / teachers must add comments (e.g. a record of a verbal message from a parents / carer or a record of attempts to contact the family re absence) on SIMS and initial their comments. Notes from parents / carers are kept by the office.

If a teacher has concerns about a child's attendance, these should be discussed with the Pastoral Support Adviser.

Each child's attendance is monitored fortnightly from the start of the autumn term. This is done by identifying children whose attendance is below 96%.

A letter are sent to families to tell them that their child's attendance is below 96% and we require evidence of illness or appointments in order to be able to authorise absence.

#### **Next steps**

If attendance and / or punctuality improve to at least 96%, this will be recognised by school and no further action will be taken.

If no improvement is made and attendance falls below 90% with recent unauthorised absences the PSA will make an appointment to address concerns or invite parents / carers into school. From this contact an attendance plan will and be put in place and a date set to review attendance targets. This may be done as part of an Early Help meeting if appropriate.

# **BOWESFIELD PRIMARY SCHOOL**

## **ATTENDANCE POLICY**

If concerns continue and attendance falls below 85%, school will make a referral to the Local Authority which will instigate Attendance Procedures.

Ultimately, the Local Authority has the power to prosecute parents for their child's unauthorised absence.

### **Rewarding good attendance**

**Weekly** – Dudley the dragon is awarded to the class with the best attendance each week during assembly each Monday.

Classes are awarded the following amount of money, which they can spend on themselves at the end of a term.

£10 for 100% with no lates.

£5 for 100%

£1 for any class above 97%

£1 for each day with no lates

**Termly** – Individual children are rewarded as following in termly assemblies.

Excellent attendance (100%) certificate and treat

Very good attendance (98% +) certificate

Improved attendance (within the term) certificate

### **Leave of absence during term time**

Families are given regular holiday lists at the start of each school term.

Families requesting leave of absence during term time must complete a leave of absence request form. Leave cannot be authorised unless there are exceptional circumstances, which are considered on an individual basis.

Families receive written feedback on their request and a copy of the letter is kept in school, along with the request form, including a note of whether / not the leave can be authorised for exceptional circumstances.

Unauthorised leave of absence is monitored every six weeks with referrals made to the Local Authority as appropriate.

### **Children Missing from Education (CME)**

Children who are missing from education because they have not returned after a school holiday or who have moved house and not been admitted to another school are referred within 2 days to the Local Authority.

### **Dual registered children**

The attendance of children attending another school who are dual registered and remain on roll at Bowesfield is monitored as follows:

# **BOWESFIELD PRIMARY SCHOOL**

## **ATTENDANCE POLICY**

Daily – register check by school attended

If present – no further action

If absent – email to Bowesfield’s Pastoral Support Adviser with details of action taken. Comment to be added to our register using SIMS. The host school will keep us updated on the absence daily, including informing us of the child’s return to school.

Weekly – Host school to send registration certificate weekly. To be filed and kept in the office.

### **Children attending breakfast club**

Parents who wish their child to attend breakfast club must inform school of the days they will attend one week in advance. This is so that we know which children are expected and can make prompt contact with any child who does not arrive as expected.

### **Children celebrating religious festivals**

The number of absences authorised due to religious observance within an academic year is dependent on the dates of the festival. The majority of children in school are Muslim and the dates of Eid al-Adha and Eid al-Fitr are adjusted annually.

If a religious festival falls on a school day, children may have 2 sessions authorised absence. If it falls at the weekend, they are expected in school all week and absences will be categorised as normal.

The maximum number of authorised absences per child is up to 4 within one academic year.

Parents / carers are asked to confirm whether or not their child will be attending school the day before it is likely to be Eid. This is recorded on a class sheet by the teacher at hometime. For Y6 children who walk home independently, the Pastoral Support Adviser will contact their parents by phone to confirm their plans.

The effectiveness of this policy will be monitored by the Headteacher as follows:

- End of half term analysis of attendance of statutory school-aged children against the national average and previous year.
- End of half term analysis of attendance of the attendance of groups against the national average and previous year:

By Gender

Pupil Premium / Not

English as an additional Language (EAL) / Not

Children in our Care (CioC) / Not

SEN / No SEN

Ethnicity

## **BOWESFIELD PRIMARY SCHOOL**

### **ATTENDANCE POLICY**

- End of half term analysis of attendance of non-statutory school-aged children against the national average and previous year.
- End of half term analysis of Persistent Absence against the national average and previous year
- End of half term analysis of Persistent Absence of groups as above.

Information will be shared with Governors in September, November, January, Feb / March, April, June.

This policy will be reviewed in June 2019.

<b>Review Date</b>	<b>Changes made</b>	<b>Ratification Date by Governing Body</b>
15 June 2018	Changes made to reflect change in job title from Parent Support Adviser to Pastoral Support Adviser. Changes made to weekly class rewards to reflect updated practice. Change made to name of Attendance Governor Changes made to include Dual registered children, celebration of religious festivals, children attending breakfast club, monitoring arrangements.	19.6.18.
June 2019		