

# Broadbottom C of E Primary School

## Attendance Policy

### School Aims

#### **We will....**

- Love our God, our world, each other and ourselves
- Cherish our pupils, acting as their champions.
- Provide safe yet challenging opportunities to learn, blossom and grow.
- Surround ourselves with fun, laughter, positivity and happiness, creating a place where memories are made.
- Trust each other to act with integrity and to forgive when we make mistakes.
- Love learning and love life

#### **We aim to....**

- Be creative in our thinking, outlook and approach
- Communicate effectively
- Give the time needed for stronger growth
- Find each individual's "spark", develop them as thinkers and provide them with the gift of a love of learning and a belief in themselves.

### **Introduction:**

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

### **Why Regular Attendance is so important:**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

As learners grow and prepare for their next steps of education and employment they need to see good attendance and punctuality as important qualities that are valued by other and employers.

### **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

### **To help us all to focus on this we will:**

- Give you details on attendance in our regular school newsletters;
- Report to you annually on how your child is performing in school, report annually what their attendance and punctuality rate is;
- Reward good or improving attendance through issuing stickers;
- Work together with staff and parents on raising attendance levels across the school.

### **Understanding types of absence:**

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable

cause. We as a school encourage all appointments to be taken outside of the school day and will consider each case individually.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- Day trips and holidays in term time.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

### **Persistent Absenteeism (PA):**

A pupil becomes a 'persistent absentee' when they miss 15% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents/carers fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system.

All PA cases are made known to the Education Welfare Officer

### **Absence Procedures:**

#### **If your child is absent you must:**

- Contact the school office as soon as possible on the first day of absence preferably before 9a.m. and maintain contact with school on each following days absence;

#### **Text Messaging**

- On the first day of absence (if the absence hasn't been called in) parents will receive a telephone call or a text message from the office.

#### **Procedure for absences:**

- A review of attendance will take place every half term. Pupils whose attendance falls below 95% will receive a text. Pupils who fall below 90% will receive a text inviting them in to see the Headteacher.
- If there is no improvement a letter will be sent.
- If there is no improvement an attendance meeting will be requested with the Head Teacher, Governor and parents.

Children who have shown improvement after receiving a letter will still need to be monitored and if their attendance falls again the procedure will be initiated at the same point.

### **Telephone numbers:**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if you don't then you may miss something important. There will be regular checks on telephone numbers throughout the year however, please inform us as soon as possible if your number changes.

### **The Education Welfare Officer:**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Officer from the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorized absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

### **Lateness:**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

### **How we manage lateness:**

The school day starts at **9.00 a.m.** and we expect your child to be in the playground lining up ready to go into class at 8.50am, your child will receive a late mark if they are not in by that time.

At **9.15am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but will be counted as an unauthorised late mark.

If your child has a persistent late record you will be asked to meet with the Head teacher and/or Education Welfare Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

### **Holidays in Term Time:**

If it is your intention to take your child out of school during term time you **MUST** follow the correct procedure by informing the school office in writing, the reason for the absence and the length of time expected to be absent.

***Holidays are not permitted and will only be authorised in absolute exceptional circumstances.***

Please note the school day is split into 2 sessions:

AM = 1 session

PM = 1 session

In the first instance of an unauthorised holiday less than 5 days a warning letter will be sent. If there is another instance of an unauthorised holiday, at any time, the school will recommend a fine.

**If the holiday equals 5 days (10 sessions) or more then the school will automatically recommend a fine.**

### **School targets, projects and special initiatives:**

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The government target for attendance is **95%**, however, the target for Broadbottom C of E Primary School is **96%** attendance because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in Tameside. We will keep you updated regularly about progress to this level and how your child's attendance compares.

Through the school year we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our Home – school newsletters and school website

We ask for your full support.

### **Those people responsible for attendance matters in this school are:**

**Broadbottom C of E Primary School  
Attendance Policy**

Mrs E M Bland, Executive Head Teacher  
Mrs D Heydon, School Business Manager  
Mrs W Capstick, Administrator

Please return receipt of this policy to the school office, to be kept in your child's personal file.

I have read and understood the terms and conditions of the attendance policy at Broadbottom C of E Primary School.

Signed:..... Name: ..... Date: .....

Pupil's Name: ..... Class Teacher: .....