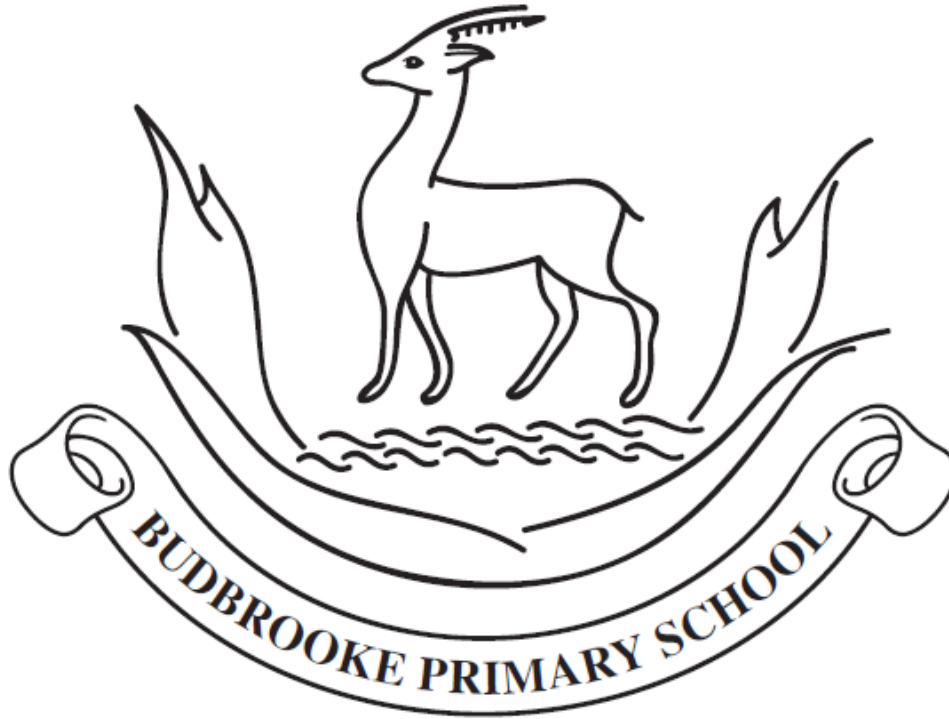


Budbrooke Primary School



Attendance Policy

This policy was drafted by C Thomas. It was presented in draft version to the full staff compliment for discussion and revision. The final version was presented to Governors for consideration, approval and adoption.

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|---------------------------------------|----------------------|
| Date adopted by Governors: | February 2022 |
| Date for policy review: | February 2024 |
| Person responsible for review: | Head Teacher |
| Signed by Chair of Governors | |

1 As a school we aim to:

- Increase the attendance rate and maintain a level of 95% or higher (top quartile) and reduce lateness
- Maintain parents' and pupils' awareness of the importance of regular attendance and non-lateness
- Actively discourage lateness, poor attendance and any holidays in term time

2 Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

3 Parents should support their children and the school by:

- Contacting school on the first morning of all absences by 9am with the reason for the absence. This can be done via e mail or by telephone
- Arranging dentist and doctor's appointments out of school hours or during school breaks
- Keeping the school updated by e mail or telephone each day if a child has an extended period of absence due to illness

We shall:

- Follow up unexplained absences with a phone call if no reason has been provided as soon after 9am as possible.
- Publish your child's attendance rate on her/his annual school report
- Let parents know if we have concerns regarding your child's attendance or lateness
- If we continue to have concerns make a referral to the Attendance Officers, who reviews and supports on attendance matters,

4 Authorised Absence

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, a family bereavement or religious observance.

We realise that there are occasions when there might be a particular problem that might cause a child to be absent.

5 Unauthorised Absence

There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting on a delivery
- Going shopping or for a hair cut
- Going for a family day out
- Because it is your child's birthday
- Sleeping in after a late night

- Unapproved Holidays

Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.

Unauthorised Absences may be reported to the Local Authority who may consider taking legal action against you if your child has unauthorised absences. The Head Teacher may choose not to authorise absence where reasons given are unsatisfactory or there is doubt over the reasons given.

6 Punctuality

- Children are permitted on site at 8.30am when outside doors are opened.
- Morning registration starts at 8.45am.
- It is very important that children are on time, as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- If a child misses this short but vital session, their work for the whole day may be affected.
- Arrival after the close of registration may be marked as unauthorised absence in line with the DfE guidance.
- Children who remain uncollected at the end of the school day time will wait at the school office if no message has been received. If a child has not been collected by 3:45pm they will be taken to Kid' Club and parents will be charged in line with Kid's Club prices.

7 Term Time Leave of Absence

We are always concerned about the amount of school time pupils miss as a result of family holidays. There is no entitlement to time off in term time. The school does not support holidays being taken during the term time. Leave of absence is only allowed at the discretion of the Head Teacher.

It is our policy:

- That only in 'exceptional circumstances' will holidays be permitted.
- Parents wishing to apply for leave of absence for term-time holidays must fill in a holiday form 6 weeks in advance. The Head Teacher will consider requests and advise parents of the decision.
- If the school does not agree and a child goes on holiday, the absence will be unauthorised and a referral may be made.
- The school believes that the more time a child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A good understanding of the work can only take place when the pupils are in the classroom

8 Leavers

If a child is leaving other than at the end of Year 6 to go to their secondary school, parents must:

- Give the school full information about their plans, including date of move, new address, new school and start date when known.
- Confirm the school has your current mobile phone number

- Inform the new school of the child's previous school so that the new school can easily contact us and records can be transferred. A 'leavers form' must be completed and an Exit Interview will take place.

9 Children Missing Education

When pupils leave, parents have not given us the above information and the school cannot contact parents, a child is considered to be a **Child Missing Education**. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services, the Police and other agencies, to try to track and locate the child.

10 Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on Best Practice guidance produced by the DfE and the Local Authority. The school always aims to families to promote good attendance and avoid legal action. However in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.