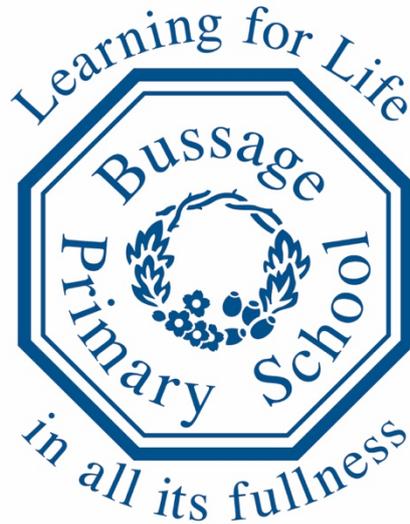


Policy on Attendance



Next review: Spring 2025

Bussage Primary School is a Church of England Voluntary Aided Primary School and this policy is written within the context of the Christian faith, practice and values which underpin our ethos, and which are in keeping with our Trust Deed.

Our school's Christian ethos is that all pupils, whatever their ability or talents, are created in the image of God, and are loved equally by him.

Our school's mission is to provide a learning and development environment in which all pupils and staff can make the most of their God given potential and aspire to "be the best that they can be."

Our school vision is built upon the four cornerstones of WISDOM, HOPE, COMMUNITY and DIGNITY.

For children to be able to learn effectively and to live life to it fullness they must be safe and secure and they must feel safe and secure. In our school, Child Protection and Safeguarding is always our top priority.

| | | Delegation and Review | |
|------------------|----------------------|-----------------------|---------------|
| Statutory | No | Max. Permitted | Not specified |
| Web-Site | No | Determined | Committee |
| Owner | PD Committee | Review | Not specified |
| Principle Author | Head | Frequency | 3 Years |
| Committee | Personal Development | | |

1 Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 2006, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

2.3 Persistent absence

- Attendance below 90% is considered 'Persistent Absence'. We know some children have medical conditions which at times can affect their ability to attend school, however for the majority they should be in school full time. Registers will be checked at least three times per year and where a child's attendance dips below 95% the parents will be notified in order to avoid children slipping into persistent absence. Persistent absence if it occurs must be addressed using appropriate interventions which may include involving other agencies.

3 If a child is absent

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.
- 3.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence.
- 3.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- 3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

4 Requests for leave of absence

- 4.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a special event. We expect parents and carers to contact the school at least two weeks in advance, but normally this request will be granted.
- 4.2 Under the Education (Pupil Registration) (England) (Amendment) Regulations 2013 parents and carers no longer have the right to withdraw their children from school for holiday.

5 Long-term absence

- 5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

6 Repeated unauthorised absences

- 6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the Educational Welfare Officer, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.
- 6.2 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7 Rewards for good attendance

- 7.1 All the children who have 100 per cent attendance in any academic year will receive a certificate for attendance, awarded at the last assembly of the year. There are special gold certificates for any child who has 100 per cent attendance for a whole year.

8 Exceptional Circumstances

- 8.1 There may be infrequent periods during which exceptional circumstances may overrule normal attendance recording and reporting. An example may be an extended period of enhanced public health requirements. In these circumstances the expectations and arrangements pertaining to attendance will be altered where relevant in line with DfE guidance.

9 Monitoring and review

- 9.1 It is the responsibility of the governors to monitor overall attendance, and they will request a termly report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- 9.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 9.4 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher, who will contact the parents or guardians.
- 9.5 This policy will be reviewed by the governing body every three years, or earlier if considered necessary.