



## ‘Releasing the Potential Within All’

### Attendance Policy

#### Introduction

At Beehive Lane, we believe that if our pupils are to benefit from an education, a good attendance and punctuality is crucial. As a school, we will do all we can to ensure maximum attendance for all our pupils. Any problems that impede full attendance will be identified and addressed as speedily as possible.

We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. If there are problems with a pupil’s attendance we will investigate and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible.

#### Rights and responsibilities

##### School

- We expect pupils to attend school regularly, on time, properly equipped and ready to learn.
- We will encourage good attendance and will communicate with parents/carers as soon as possible if there is a problem with attendance or punctuality.
- We will model good attendance and punctuality.
- We will promptly investigate all absenteeism and lateness.
- We will work with parents or carers and pupils as quickly as possible if there is a problem with attendance or punctuality.
- We will report annual attendance rates to parents/carers in the annual reports of each child.
- We will text or telephone the parent/carer if a child is not in school and if we have no reason given to us by an adult.

##### Children

- Children will attend regularly and on time with the support and encouragement of their parents.
- Children will be welcomed and can expect help after a period of absence.
- Children will be rewarded for good attendance.
- Children will have their attendance reported to parents/carers via the Annual Report.

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## Parents

- Parents are responsible for ensuring their children attend school regularly, on time, properly equipped, appropriately dressed and ready to learn.
- Parents are responsible for informing the school on the first morning of any absence with an explanation for our records.
- Parents will be expected to work with the school and the Educational Welfare Service (EWS) if necessary to resolve problems with attendance or punctuality.
- Parents are expected not to take their children away from school in term time. In exceptional circumstances, a written request giving full details will be referred to the Headteacher and Attendance Governor for consideration. All applications will be considered against the pupil's attendance record, family circumstances and timing with regard to assessments and examinations.
- Holidays are not deemed to be exceptional circumstances.
- Parents will have their children's attendance reported to them.
- Parents are expected to notify the school in writing, if they are taking their children out of school indefinitely i.e. to move them to a school elsewhere in the country. Failure to do so increases the school's percentage of unauthorised absences and can effectively 'block' the offer of a place to another child.

## Registration

The doors open at 8.45am and children go straight to their classrooms for registration at 8.50am and learning starts. Registers are sent to the Office at 9.00am. Lunchtime starts at 12.05 for Key Stage 1 and 12.15 for Key Stage 2 and runs until registration at 1.15pm

At Beehive Lane School a manual registration system is used.

## Lateness

All lateness is recorded in registers. Any child who does not arrive at school on time at 8.50am is recorded as late. Registers close at 9.30am and arrival after that time will be recorded as 'unauthorised absence' unless a valid reason is given. Persistent lateness will be discussed with parents and may involve the Education Welfare Officer (EWO).

## Registers

- The register is a legal document and will be marked accurately, recording children's attendance or absence with the appropriate code.
- Registers will be marked in ink.
- Corrections will be made in ink and will show the original entry as well as the correction.
- Correction fluid cannot be used.

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- Registers will be returned to the office promptly at the end of registration and kept in a secure but accessible place.
- The legal status of the register means that it may be used as evidence by the Education Welfare Service in legal proceedings against parents or carers.
- Registers will be archived for three years from the end of the school year.

### **Register Codes**

See appendix 1 for attendance codes

### **Authorised Absences**

Absence will be authorised upon receipt of written confirmation for the following reasons:

Sickness

Unavoidable medical or dental appointments

Unavoidable educational appointments

Days of religious observance

Exceptional family circumstances such as bereavement.

Leave of absence in specific circumstances approved in advance by the Headteacher.

### **Unauthorised Absence**

Absence will not be granted for the following reasons (these are examples):

- Shopping
- Haircuts
- Missed bus
- Oversleeping
- Looking after brothers or sisters or unwell parents
- Birthdays
- Unapproved holidays

If leave of absence is taken without the request having been agreed, the absence will be recorded as unauthorised. This may result in the Local Authority issuing a Penalty Notice, in accordance with the Essex Code of Conduct (£120 per parent , per child or £60 if paid within 21 days), where there have been ten sessions (which is five school days, morning and afternoon each being a session) or more of unauthorised absence recorded. If this penalty is not paid the Local Authority will instigate legal proceedings against the parent/carer in the Magistrates Court. In some circumstances a penalty notice can be issued without this criteria being met, e.g any unauthorised absence taken in September.

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## The Education (pupil Registration) (England) Regulations 2013

Under these regulations leave of absence shall not be granted unless an application has been made in advance and the Headteacher considers that leave of absence should be granted due to exceptional circumstances. Whilst the Headteacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

### Staff responsibilities

#### Administrative

- The office manager will enter attendance figures daily onto the computer.
- The office manager will record absences notified by telephone/parent and inform teachers
- The office manager will collate the Leave of Absence request letters. Monitor them and take the appropriate action.
- The office manager will contact home by text or telephone on the first morning of an unexplained absence.
- If no reason is forthcoming a further text or telephone call will be made
- A letter will be sent to parent/carer advising an authorised mark has been given as there is no explanation for the absence.
- Notes confirming absence will be kept in a central file or on the Child's file until the end of Year 6
- The office manager will provide attendance information for children's annual reports.
- The office manager, in consultation with the Headteacher, will follow the Essex Educational Welfare Service procedures if a child goes missing from the school roll without any explanation for their absence.

#### Class Teacher

- The class teacher is responsible for taking the register daily, once for the AM session and once for the PM session.
- The class teacher is responsible for the maintenance of their own class register
- The class teacher should call each child by name when the register is being taken.

#### Headteacher

- The Headteacher will review the registers on a regular basis to identify any attendance/punctuality concerns.
- The Headteacher will liaise with office staff, teachers and the Attendance Governor where there are attendance difficulties.
- The Headteacher can liaise with the EWO regularly and develop Action Plans and policies for attendance

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- The Headteacher will report on attendance to governors.

## **Long-term absence**

- 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.
- If the absence is likely to continue for an extended period, or be a repetitive absence due to illness the school will contact the Support Services, so that arrangements can be made for the child to be given some tuition outside school.

## **Rewards for good attendance**

All the children who have 100 per cent attendance in any one term will receive a badge. A trophy is awarded to the class with the best attendance in assembly at the end of each week, a mention in the newsletter and certificate on the attendance board in our reception area. There are special certificate and medal is given for any child who has 100 per cent attendance for a whole year.

## **Attendance targets**

The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The attendance targets are then agreed with the School Support Partner. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The attendance target is 95.53% and leave of absence will not be authorised for children with an attendance level of less than 90%. The school considers carefully the attendance figures of other similar schools when setting its own targets.

## **Monitoring and review**

It is the responsibility of the governors to monitor overall attendance, and they will request an annual 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 meet our targets.

The school will keep accurate attendance records on file for a minimum period of three years.

Governors are involved in setting attendance targets and the rates of attendance will be reported in the school prospectus.

This policy will be reviewed by the governing body annually, or earlier if considered necessary.

**Approved by Governors February 2015**

**Review date: March 2016 – Reviewed annually**