



# **SCHOOL ATTENDANCE POLICY**

## Introduction

It is a government legal requirement that all children attend school for 190 days. It is also a government requirement that we monitor attendance and apply the legal requirement.

Buckton Vale is striving to achieve our goal of 98% attendance. It is our policy that no child's attendance should fall below an acceptable level.

Buckton Vale Primary School recognises that good attendance is central to raising standards and pupil attainment.

This policy is written with the above statements in mind and this policy underpins our school ethos to:

- Support pupils and their parents/carers in our establishment of the highest possible level of attendance and punctuality;
- Promote children's welfare and safeguarding;
- Ensure every pupil has access to a full time education which they are entitled to;
- Ensure that pupils succeed and realise their full potential whilst at school;
- Make parents/carers aware of their legal responsibilities.

## School Life

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents, carers and school staff should work in partnership in making education a success and ensuring that all children have a full and equal access to all that the school has to offer. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents it is your responsibility to ensure that your child arrives at school and returns home safely.

## Expectations

### We expect that all pupils will:

- Attend school every day;
- Attend school punctually;
- Attend appropriately prepared for the day (ie; pe kit, reading packs, etc).

### We expect that parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities;
- Ensure that their child arrives at school punctually and prepared for the school day;
- Ensure that they contact the school daily of any absence, before 10am (please note that emails may not be checked before this time so should not be relied upon for initial communication);
- Notify school in writing detailing the reason for absence and period of time on the first day back after absence;
- Notify school immediately of any changes to emergency contact details.

### As a school we will:

- Provide a welcoming atmosphere;
- Provide a safe learning environment;

- Keep regular and accurate records of AM and PM attendance and punctuality; monitor individual child's attendance and punctuality;
- Contact parents when a child fails to attend and where no message has been received to explain the absence;
- Encourage good attendance and punctuality through a system of rewards and recognition;
- Inform parents of the attendance of all pupils;
- Inform parents / carers via a series of letters regarding their child's punctuality and poor attendance. (Copies of all letters are enclosed at the back of the policy).

### **Celebrating Achievements**

All children achieving 100% attendance at the end of each academic year will be rewarded for their valuable efforts. They will each receive a certificate signed by the Headteacher and a reward presented during a special assembly at which parents and carers will be invited to attend.

### **Registers, Punctuality and Lateness**

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

All children should be in the playground at 8.50 ready to come into school at 8.55am.

The bell will ring at 8.55am, by this time the children should have said their goodbyes and be lined up with their class in the correct place.

Children will be collected by their class teacher and taken into school where the register will be taken at 9.00am; the register will then be closed, this is a legal requirement.

A child arriving after 9.00am but before 9.15am will need to be accompanied by a parent or carer to school via the late door which is located at the side of the building on entering the playground, the late door is clearly marked. After 9.15am late arrivals will be registered at the main reception area.

The child's name and registration class will then be logged in a late book along with the reason and time; your child will then receive an L code, which means your child has received a late mark for that session. Should your child arrive after 9.30am your child will receive a U code, this equates to an unauthorised absence for that session and will affect your child's annual attendance.

The attendance team will monitor all pupils' attendance on a weekly basis.

### **Unreported Absence**

If a child is absent from school and the school has not been notified of the child's absence we will send a text message to the priority 1 contact between 9.30 – 10.00am on the day of absence. If no reason for the absence is received a 'O' (unauthorised absence) mark will be awarded.

In some circumstances a home visit will be made to determine the whereabouts and safety of a pupil.

### **Other reasons for absence**

From time to time children need to be absent from school for other reasons such as medical appointments.

Such absences usually **only take up part of a day**. School should be informed of such absences in writing in advance with accompanying documents and children should be brought in to school for morning registration and back to school straight after the appointment.

Every effort should be made to arrange medical appointments outside school hours.

If it is necessary for a child to be out of school for this reason the child should be returned to school directly after the appointment.

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. Some examples are provided below:

- Parents / carers keeping children off school unnecessarily;
- Truancy before or during the school day;
- Absences which have never been properly explained;
- Shopping, looking after other children or birthdays.

Whilst any child may be off school because of illness, sometimes they can be reluctant to attend school. Any problems with regard attendance are best sorted out between the school, parents and the child. If a parent thinks their child is reluctant to attend school then we will work with that family to understand the root problem.

School reserves the right to not authorise absences for illness after 5 days if sufficient evidence is not provided.

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

Absence at this level is causing considerable damage to a child's education and we need parents' fullest support and co-operation to tackle this.

### **Non school attendance in Term Time**

The Department of Education has from the 1<sup>st</sup> September 2013 announced that parents have no entitlement to take their child out of school for a holiday during term time.

Any application for leave must only be in exceptional circumstances by completing an application for leave of absence form at least four weeks before the expected absence. Forms can be obtained from the school office.

The Headteacher along with the Governors will meet to discuss any application and decide if it warrants exceptional circumstance.

Parents will be fined by means of Penalty Notices or Prosecutions in the Magistrates Courts by the Local Authority for taking their child on holiday during term time without consent from the school.

Local Authority Letters have been previously issued to all parents and carers in June and September 2013; these can be viewed on our school website.

Attendance Percentages are worked out as follows:

- 99% - 100% Excellent
- 97% - 98% Very Good
- 96% - 97% Good
- 94% - 95% Developing
- 92% - 94% Poor
- 92% or below Unacceptable

Punctuality Percentages are worked out as follows:

- 0 Late Marks – Excellent
- 1 Late Marks – Very Good

- 2 Late Marks – Good
- Up to and including 10 Late Marks – Developing
- More than 10 Late Marks – Poor

Chair of Governors.....Date.....

Headteacher.....Date.....

### Reporting Attendance Statistics

Attendance is monitored every week and any concerns highlighted during this process are reported to the Headteacher.

#### Additional Monitoring

Two weeks' before the end of every half term a report of pupils falling below our 98% target will be run. Those with valid reasons for absence such as hospitalisation, notified illness and authorised holidays will be noted. Those pupils identified as not having any of these valid reasons will be reported to the Headteacher for further appropriate advice and action.

#### Procedure for reporting attendance percentage/sessions to parents

##### Autumn Term

No reports to parents.

##### Summer Term

A copy of the registration certificate will be distributed to each child with their report.



**Buckton Vale  
Primary School**

Swallow Lane  
Carrbrook  
Stalybridge  
Cheshire  
SK15 3NU

Headteacher: Simon Hunter  
Tel & Fax: 01457 833102  
admin@bucktonvale.tameside.sch.uk

## **Home Visit Record**

Name of Child: \_\_\_\_\_

Year Group of Child: \_\_\_\_\_

Name of Parent / Carer: \_\_\_\_\_

Home Address Including Post Code: \_\_\_\_\_

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Name of Staff Member who Attended: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Time of the Visit: \_\_\_\_\_

Visit authorised by: \_\_\_\_\_

(Senior Staff Member)

Details of the Visit:



Buckton Vale  
Primary School

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Stalybridge  
Cheshire  
SK15 3NU

Headteacher: Simon Hunter  
Tel & Fax: 01457 833102  
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### Home Visit

Date: \_\_\_\_\_

Time: \_\_\_\_\_

We called at your home today to discuss \_\_\_\_\_  
attendance at school.

Unfortunately you were not at home, please contact school immediately in order to  
arrange an appointment to discuss the matter.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_