



# Brady Primary School

# Attendance Policy



'All children can learn considerably more'



## Aims of Brady Primary School

### **“All children can learn considerably more”**

At Brady Primary School we aim to provide a safe, caring and stimulating environment, which offers opportunities:-

- For everyone within the school to reach their full potential and develop self-worth, self-confidence, the ability to take responsibility for their own individual actions, and resilience.
- For everyone within the school to have a sense of wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect and understanding for others.
- To develop all partnerships, small and large, from the individual parent to the wider community and beyond to support children’s learning.
- To give children access to a broad and balanced creative curriculum to attain the highest possible standards in relation to prior attainment through assessment, teaching and learning.

### **Equal opportunities and Inclusion**

At Brady Primary school we believe that every child is entitled to equal access to the curriculum, regardless of race, gender, class or disability.

We are committed to promoting learning and teaching environments, for all that embed the values of inclusive educational practices.

Through a child centered approach, we aim to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.



## Rationale

(for educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.)

### 1 INTRODUCTION.

1.1 Brady Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

1.2 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 attending school.

1.3 Under the Education (Pupil Registration) Regulations 1995 the governing body is 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. Every half-day absence from school has to be classified by the school (not by parents) as either authorised or unauthorised. This is why information about the cause of each absence is always required. These records are required to be reported to the Local Authority at agreed intervals and can form evidence in court where parents are being prosecuted for school attendance offences and include details of pupils who:

- fail to attend regularly,
- are identified as having unsatisfactory attendance during a formal register review (less than 90%),
- have been absent for a continuous period of ten or more school days,
- fail to arrive on time for school or are collected late on a regular basis.

1.4 School attendance is subject to various Education laws and this school policy is written to reflect these laws and the guidance produced by the DfE (Department for Education).

1.5 The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

1.6 This policy will contain within it, the procedures that the school will use to meet its attendance targets.



## 2 DEFINITIONS.

### 2.1 Authorised absence.

- Authorised absences are mornings or afternoons away from school for a legitimate reason and the school has received notification from a parent. For example, illness, medical/dental appointments (for which an appointment letter or card will need to be produced), religious observance and bereavement. Medical certificates may be requested for absences of 5 days or more, long-term or repeated patterns of non-attendance due to illness.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, keeping children off school for shopping, birthday treats etc.

### 2.2 Unauthorised absence.

- Unauthorised absences are mornings or afternoons away from school without good reason and for which no Leave of Absence has been sought or granted. This includes:
  - keeping children off for treats,
  - truancy,
  - absences which have never been properly explained,
  - children who arrive late after registration has closed without a good reason.
- If a child is consistently late for school then a letter expressing concern will be sent home and parents may be asked to discuss the problem with the Headteacher. If lateness continues, the school will inform the Educational Welfare Officer who will issue a letter and may need to visit the home.

## 3 PROCEDURES.

3.1 Any child who is absent from school at the morning or afternoon registration period will have their absence recorded as authorised or unauthorised. Only the headteacher or a member of staff acting on their behalf can authorise absence. All absences, unless requested by letter or appointment card previous, are recorded as unauthorised and will be changed once your child returns and the school receives either a letter of explanation regarding the absence or a copy of the hospital/doctors/dentist appointment card/letter. You are also able to report your child's absence via the Brady Primary website.

### 3.2 Lateness.

We lay a great deal of importance on the need to be punctual and to arrive in school on time. Not only does it make for a good start to the day but it shows consideration for everyone else in the class and avoids repetition of instruction and teaching.

Morning registration will take place at the start of school at 8.45 am. The registers will remain open for 15 minutes (closing at 9.00 am). Any pupil arriving after this time will be marked as late. In cases, for example, where the absence at registration was for attending an early morning medical appointment and the appointment card/letter has been seen prior to the appointment, the appropriate authorised absence code will be entered once the pupil arrives. Pupils arriving 30 minutes after the registers close, without a valid reason provided in writing, will be marked as late after registration closed, which is an unauthorised absence. The afternoon registration will be at 1.00 pm. The registers will close at 1.10pm.



Pupils arriving after the start of school but before the end of the registration period will be treated, for statistical purposes, as present but will be coded as late before registers close. Lateness will be monitored on a daily basis. If frequent lateness is recorded then a letter will be sent to the parents by the school and if no improvement is made then the EWO will be informed to intervene and contact parents directly.

### 3.3 **First Day Absence.**

Parents are asked to contact the office on the first day of a child's absence. A message can be left on the answer phone stating the child's name, year group and briefly the reason for the absence. This should be before 9.30 a.m. A note explaining the absence is then placed in the class register. (If your child is ill due to sickness and/or diarrhoea they must not return to school for 48 hours after the last bout of sickness/diarrhoea).

3.4 When a child returns, he/she must provide a letter of explanation signed and dated by the parent. Absences cannot be authorised unless this procedure is followed. (Providing a written letter of explanation may not be sufficient for an authorised absence if the reason given is not valid). (Please note – because it is not possible to be certain of the originator of an e-mail message the school is unable to accept an e-mail as parental authorisation of a pupil absence).

Absence notes received from parents should be kept for the remainder of the academic year or longer if there are attendance concerns about a pupil. These notes may be submitted to the EWO if the officer is involved in the attendance issues for the particular child in question.

### 3.5 **Medical or Dental Appointments.**

Routine appointments should ideally be made out of school hours. A note or copy of the appointment card/letter may be sent to the school prior to the day of absence (which is accepted for authorisation) where these are unavoidable during school time.

### 3.6 **Unexplained Absence.**

If the school has any cause for concern about a pupil who is absent without adequate explanation a referral will be made to the Education Welfare Service. This action does not preclude the school taking all the necessary steps to ensure that the child/ren is/are safe. Details of any of the action taken by the school will be submitted to the Education Welfare Officer/Service in order that they are fully equipped with the necessary information. Unexplained absences and/or frequent absences can be a serious cause for concern and will therefore, in terms of the Safeguarding of Children and Young People, will be a priority for this school.

### 3.7 **Frequent Absence.**

It is the responsibility of the class teacher and attendance officer to be aware of and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents. If this is unsuccessful the school will usually refer the matter to the school's Education Welfare Officer (EWO). A range of professional staff may need to be alerted to the attendance concerns for a particular child, i.e. a child that has a statement of special needs.



### 3.8 Long-term absence.

Depending on the nature of the illness material will be sent home enabling the child to keep up to date with school work.

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.

### 3.9 Persistent Absence.

A pupil becomes a 'persistent absentee' when they miss 10% or more of schooling across the school year for whatever reason. In cases of persistent absence or patterns of absence, the school will request evidence of attendance at the GP, via the Borough Attendance Officer.

### 3.10 Welcome Back.

It is important that upon return from an absence that all pupils are made to feel welcome and this school will adopt this approach. For example, the pupil will be helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

## 4. REQUESTS FOR LEAVE OF ABSENCE.

4.1 Every child of school age is legally obliged to attend school for 190 days per year, on the days designated by the school. Therefore, the policy of this school is to discourage parents from taking children out of school during term time. Parents should be aware that it will be difficult to meet all the requirements of the National Curriculum if a child has prolonged absences from school. All pupils' progress is tracked and linked to attendance; and poor progress can often be linked to poor attendance.

Leave of Absence CANNOT be authorised retrospectively, except in case of family trauma/bereavement. Any absence granted is only for the days agreed; a child who is absent because, for example, they are tired following a late performance from the night before or holiday flights were delayed will be recorded as having an unauthorised absence.

### 4.2 Leave of Absence for Family Holidays.

The Local Authority expects Headteachers NOT to authorise requests for family holidays and leave of absence in term time. The rationale for this explanation is that:

"Absence during term time is potentially detrimental to the education of children and young people. Leave of absence is NOT an entitlement."

If the circumstances of a parental request are SO exceptional that the Headteacher determines that the request be allowed, the parent will be required to give an expected return date. Exceptional circumstance are rare and will be determined at the discretion of the Headteacher. A "Request for Authorisation for Leave of Absence During Term Time" form should be submitted at least two weeks in advance of the proposed holiday date.

If the absence is not authorised and leave is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice of £60 per Parent, per child if paid within 21 days.



Parents should not normally take their children on holiday in term time.  
There is no legal right to do so.

(If holiday requests are unauthorised and you report your child as being ill for the period you applied for leave, or if you fail to return your child to school on the date agreed because they were ill, medical evidence will be required).

#### 4.3 **Religious Observance.**

Absence for religious observance, if for only one day, must be confirmed in writing by the Parent. Absence will then be recorded as authorised. If an absence for Religious Observance is any longer then a leave of absence form must be completed. Whether the absence is authorised or unauthorised will then be decided by the Headteacher.

#### 4.4 **Stage/television Productions.**

Parents should find out how many school days absence (or half days) they wish to request. This should include rehearsals, performance and traveling time.

Applications should be made in writing requesting absence as early as possible.

If the school deems that a child's attainment and progress will suffer as a result of the absence, the request will be refused.

If permission is granted a letter will be given to the parents authorising the absence. Parents will then need to apply to the borough for a performing licence and a copy of the licence must be given the school before the absence begins. Where permission is granted, the absence will be recorded as authorised.

### 5. **REWARDS FOR GOOD ATTENDANCE.**

5.1 At the end of each week the class with the highest attendance are rewarded with an announcement in the Monday morning assembly and a week looking after Bradley Bear. Every half term the class with the highest attendance are given a class reward and all children that obtain 100% for the whole year are rewarded with an announcement in a special assembly and a certificate.

### 6. **ATTENDANCE TARGETS.**

6.1 The school, jointly, with the LA will set attendance targets each year. These targets will be based upon previous year's data on attendance and will always be aspirational.

6.2 The school will use opportunities as they arise to remind parents that it is their responsibility to ensure that their children receive their education.

(The Home/School agreement can be used in this way).



**7. MONITORING AND REVIEW.**

7.1 It is the responsibility of the governors to monitor overall attendance, and they will request regular reports 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 them, and seek to ensure that our attendance figures are as high as they should be.

7.2 The school will keep accurate attendance records for a period of seven years.

7.3 The LA have a duty to regularly check the school’s registers for accuracy and to check that the correct codes are used for recording absences and approved educational activities.

The register reviews are undertaken by the school’s EWO as part of their role in improving attendance and this school will ensure that the registers are available upon request for this audit. The information provided by the register review will inform the school of any issues that need addressing.

Any concerns with the registers will be discussed with the school by the EWO.

7.4 This policy will be reviewed by the governing body every two years, or earlier if considered necessary. Brady Primary School is a successful school and the children are the centre of our focus. For our children to gain the greatest benefit from their education it is vital that they attend regularly and on time every day the school is in session, as long as they are fit and healthy enough to do so.

Section 7 of the School Education Act 1996 requires all parents/carers of a child of compulsory school age who are registered at a school to ensure that children attend school regularly and punctually. Failure to do so is an offence. Neglect of this responsibility can result in the prosecution of parents/carers, with a penalty fine.

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

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