



Brumby Junior
School

Queensway, Scunthorpe, DN162HY. 01724865644. www.brumbjuniorschool.co.uk

Headteacher: Mr P Foster

SCHOOL ATTENDANCE POLICY

Introduction

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

We aim to achieve our goal of above 99% attendance across the whole school. Ideally, no child's attendance should fall below 99% in order for this happen. In practice, some children may be below, but the majority of pupils will be higher.

Brumby Junior School recognises that good attendance is central to raising standards and pupil attainment. Pupils who miss three weeks of school per year on average will miss a whole school year over their childhood.

This policy is written with the above statement 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 their responsibility that their 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 9:15am (please note that emails may not be checked before this time so should not be relied upon for initial communication);
- **Maintain regular contact with school if your child is absent more than two days.**
- Notify school immediately of any changes to emergency contact details.

We expect the school will:

- Provide a welcome 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 reward and recognition; Regularly inform parents of the % attendance of all pupils;
- Inform parents / carers via a series of letters regarding their child's punctuality and poor attendance.

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individuals 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 8.45am ready to come into school at 8.45am.

The whistle will sound at 8.45am - by this time the children should be lined up with their class in the correct place.

The children will be collected by their class teacher and taken into school where the register will be taken at 8:50am; the register will then be closed at 9:15am. This is a legal requirement.

A child arriving after 8.45am will need to be accompanied by a parent or carer to school via the main school entrance to be signed in.

The child's name and registration class will then be logged with the reason and time; your child will then have a late mark for that session (L). Should your child arrive after 9.15 am your child will receive an unauthorised absence for that session (U) and this will affect your child's annual attendance.

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

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.

On other rare occasions, a child may be attending a sporting competition. We can only authorise absence for a sporting competition when:

1. We have documented evidence of the pupil performing regularly and with consistent success at a very high level – eg county level or higher. In this case we would class the pupil as "more able".
2. The child is competing at a county level or higher – local competitions will not qualify
3. The competition takes place in school time and we have received an official timetable of the event(absence will not be permitted for travel to/from a weekend competition)

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.

- 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.

We recommend 24 hours clear if your child is absent due to sickness and/or diarrhoea, use your judgement, if your child is well enough to return to school send them back. If your child is clearly unwell, please do not send them in, this passes on any unwanted bugs to others. We do not encourage or enforce a 48 hours clear policy.

If your child is absent for a period of more than three days you will need to provide medical evidence. This can be in the form of appointment cards, prescriptions, medication or hospital letters. We do not expect you to pay for a sick note from your doctor.

Whilst any child may be off school because of illness, sometimes they can be reluctant to attend school. Any problems with regards 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.

Persistent Absenteeism (PA)

A pupil becomes a ‘persistent absentee’ when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to a child’s education and we need parent’s fullest support and co-operation to tackle this.

We as a school monitor all absences and the reasons given thoroughly. Any case that is seen to have reached PA mark or is at risk of moving towards that mark, is given priority and we will seek to take action immediately.

Leave of absence in Term Time

The Department of Education has, from the 1st 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, which can be obtained from the school office. Holidays of any type are not classed as exceptional circumstances.

The Head Teacher 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.

Celebrating Achievements

All children achieving 100% attendance at the end of each academic year will be rewarded for their valuable efforts.

This policy should be reviewed annually with Staff and Governors.

Date reviewed - Sep 2017 – date of next review – Feb 2019