



ATTENDANCE POLICY

To be read in conjunction with all other policies plus: -
Equality and Community Cohesion Scheme plus the Accessibility Scheme

At Broadway, we believe that full, regular attendance and punctuality are an important factor in achieving a successful education, and we therefore do everything we can to promote it. Educational research also supports our view that a child's educational progress is disrupted if their school attendance is broken by a pattern of absence.

ATTENDANCE

All children have a right to full time education from the age of 5. We expect full and regular attendance from this age. Attendance is recorded online and attendance patterns are regularly checked by the Headteacher and the school's Education Welfare Officer. We closely monitor the attendance of every individual and parents/carers are contacted if this information reveals significant episodes of:

- ◆ Medical absence
- ◆ Unauthorised absence
- ◆ Lateness
- ◆ Broken weeks due to absence
- ◆ Patterns of absence e.g. absent on several Fridays

High levels of attendance are celebrated by awarding the 'Attendance Cup' each term, and recognising individual's 100% attendance with certificates.

LATE ARRIVAL

When children arrive late, parents/carers are asked to bring them into school via the main door so that their arrival is recorded. Lessons are disrupted by the late arrival of pupils and the school discourages this whenever possible.

Arrival between 8.55 and 9.25 will be recorded as (L) – LATE

Arrival after 9.25 will be recorded as an unauthorised absence.

ABSENCE DUE TO ILLNESS

If a child is ill and will not be attending school, parents/carers are asked to telephone the school before 9.30 am on the first day of absence, and then again after one week if the absence is for a longer period. If school does not receive a telephone call, the child is entered in the register as absent and the office staff telephone home to establish the reason. When the reason for absence has been discovered, the message log is completed and the online register is marked accordingly. If problems are experienced with making contact with the parents/carers, a letter is sent home asking the parents/carers for the reasons for absence, and for clarification of their contact telephone numbers. Safeguarding children is a key priority for our school, and any absence will be followed up promptly.

PENALTY NOTICES

The Education (Penalty Notices) (England) Regulations 2004 came into force on 27 February 2004. Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LEA Officers, Headteachers, and the Police to issue penalty notices in case of unauthorised absence from school.

The following circumstances may result in a parent/carer being issued with a penalty notice:-

- General non attendance of 10 unauthorised absence sessions. (5 days)
- Excessive absence during term time
- Truancy
- Persistent late arrival at school

In each case written warning of a Penalty Notice will be sent. If there is no improvement after 15 days, a penalty notice may be issued after consultation with the Governing Body or Chair of Governors. Please refer to South Glos Education Welfare Penalty Notice Protocol, and the Revision to the Local Code of Conduct for the issue of Penalty Notices.

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



CAN PARENTS/CARERS REQUEST ABSENCE FOR HOLIDAY DURING TERM TIME?

Taking holidays during term time is **actively discouraged**. Parents/carers are informed about the legal requirements with regard to attending school when their children join school in their Foundation Stage year.

LEGISLATION

All leave of absence from school is at the discretion of the school and not an automatic entitlement.

From September 2013 the following amendment applies:

(1A) Subject to paragraph (2), leave of absence **shall not be granted unless**–

(a) an application has been made **in advance** to the proprietor by a parent with whom the pupil normally resides; and

(b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted **due to the exceptional circumstances** relating to that application.”;

PARENT/CARERS MAKING A REQUESTS FOR ABSENCE MUST:

Complete a request for absence form on any occasion they intend to take their child out of the school during term time. These must be made:

- ◆ On the school 'Request for Taking Your Child Out of School During Term Time' form.
- ◆ By the parents/carers/guardian with whom the pupil normally resides. This covers the situation of children whose parents/carers are separated or divorced, and need to take their child out of school. The parent/carer with care should make the request on behalf of the other parent/carer or relative, in order to avoid any subsequent misunderstanding or disputes.

ABSENCE AUTHORISATION GUIDELINES

Before considering granting any request for absence due to exceptional circumstances, the Head teacher will take into account the following:

- ◆ The reason behind the request which must clearly indicate that this is an **exceptional circumstance**.
- ◆ The child's current level of school attendance
- ◆ Any previous requests for absence
- ◆ Punctuality

If an application is granted in exceptional circumstances, Parents and carers should be aware that there is an expectation that children will engage in some educational activities during this absence supervised by the parents and carers.

Please note:

- a) No leave will be granted to pupils in Year 1 during the statutory phonics assessment week in June or during the Teacher Assessment period for Year 2 in May.
- b) Any absences in September at the beginning of the school year for any year group brings a particular disadvantage as it prevents a child from settling down with a new teacher, and perhaps with new classmates. Parents/carers are urged not to request leave at this time of year.

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.



MONITORING

Children's absence and late arrival at school is monitored regularly by the Head teacher and the Local Authority.

If a child's attendance has been identified as requiring monitoring due to broken weeks or patterns of absence associated with illness, the Headteacher will initially ask parents/carers to a meeting to discuss ways of improving attendance.

If improvements are not made, the Head teacher then holds a second informal meeting. The purpose of this meeting is to discuss how our school can support parent/carers in their role so that they ensure their child's attendance improves. All parties then agree the strategies to put in place so that the child can progress towards improved attendance. Their attendance will then continue to be monitored by the school.

As part of this process, it may be decided that the Headteacher will require additional evidence to support further sickness absence authorisation e.g. medical appointment cards or sight of a prescription etc. The Headteacher may also request permission from parents/carers to write to their child's GP in order to ascertain if the current pattern of absence is one that could be expected in relation to the health concerns of the child.

The Headteacher also reports attendance figures to the Full Governing Body and the nominated Attendance Governor as part of the Headteacher Report.

CONCLUSION

We believe that our policy on attendance will help parents/carers support us in providing the best possible education for their child. The reinforcement of punctuality and full attendance has a powerful impact on educational progress.

Positive advice and information relating to attendance, authorising an absence and lateness are given to families through:

- ◆ The 'Attending School' leaflet
- ◆ The school website
- ◆ Newsletters
- ◆ School induction meetings
- ◆ Prospectus

This Policy will be reviewed in September 2016

Agreed by Governors:

Signed:... Alan Lawrance.....Chair of Governors

Date:.....

Senior staff and governors will always check for any changes in legislation or local requirements before applying this policy.