



**Broadbent Fold Primary School
and Nursery**

Attendance Policy

In line with the Equalities Act (2010) we aim to ensure that any child, irrespective of protected characteristics (These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.) is treated fairly and with respect. The law states that the public sector equality duty includes a general duty to, "Foster good relations between people who share a protected characteristic and those who do not."

Rationale

Broadbent Fold Primary School and Nursery believes regular attendance is vital for all our pupils if they are to gain the most from their education. There are clear documented links between regular attendance and positive attainment. Punctuality is also very important to ensure pupils get the most out of school. Valuable learning time is lost when children are absent or late for school.

All young people have a right to an education. A child is of statutory school age between 5 and 16. Parents / Carers have a legal responsibility to ensure their child attends regularly and punctually. If a child does not, Parents / Carers may be breaking the law.

At Broadbent Fold Primary School and Nursery, we aim for every child to have attendance of 100% and expect 98% or above. We recognise excellent attendance with yearly attendance certificates and rewards.

Roles & Responsibilities

The Headteacher in collaboration with the Senior Leadership Team (SLT), takes responsibility for the day-to-day implementation and management of the attendance policy and procedures. They are the key people who motivate and lead the staff by demonstrating a commitment to promoting good attendance by:

- Leading public celebrations of good attendance by awarding certificates for whole class attendance, awarding certificates and badges for 100% attendance at the end of a school year.
- Providing attendance reports to the Governing Body of the school.
- Being available for parents who may wish to discuss specific problems or in-school difficulties which their child is experiencing.
- Providing information to governors, parents, the LA attendance officer and the DfE regarding the monitoring and evaluation of the school's attendance policy and the associated in-school practices.
- Monitoring weekly attendance levels, half termly pupil percentages and contacting families whose children are at risk of falling below 90% attendance.
- Communicating with and reporting to the Local Authority on attendance matters and seeking relevant advice.

The **Governing Body** of the school is actively engaged in promoting good attendance at the school by supporting and encouraging pupils and teachers in their work. They achieve this by:

- Leading and taking part in public celebrations of good attendance.
- Supporting staff in the development of a whole school approach to promoting good attendance.
- Supporting staff in setting up appropriate attendance targets for the whole school.
- Working with the Headteacher to monitor and evaluate attendance trends in the school.
- Delegating authority (if necessary) to the Headteacher to decide whether or not an absence is authorised or unauthorised.

Due to their regular daily contact with pupils, class teachers are ideally placed to assess whether the explanations received for a child's absence or lateness are reasonable, or if the child is at an early stage in developing a pattern of absence. At Broadbent Fold, we recognise that building good relationships with pupils is vital in promoting good attendance.

Class Teachers will:

- Publicly praise and celebrate regular attendance and punctuality.
- Identify pupils who are beginning to develop, or have developed, a pattern of absence.
- Welcome pupils back after they have been absent due to illness.
- Where necessary, take specific steps to assist pupils and their families who are returning to school when they have been absent due to illness.
- Be a positive, active role model.
- Refer any concerns to the Headteacher.

We believe all **pupils** should attend school regularly if we they are to reach their full potential. We encourage pupils to appreciate the importance of attending school regularly and on time, and to have a positive working attitude.

Pupils should:

- Aim for 100% attendance, only being absent through genuine reasons.
- If he/she arrives late, they must report to the school office to say that they have arrived in school and request they are marked in.
- Not leave the school premises during the school day without permission and only when accompanied by an adult.

Morning Registration:

Early Years	8.55am
Reception and Key Stage 1:	8.55am
Key Stage 2:	8.40am

Pupils in key stage one and two line up on the playground and are met by a member of staff. Children should be ready, in their classrooms, with the appropriate equipment for registration. Pupils arriving after registration time without an authorised reason is marked as late **(L)**. Once registration is closed pupils arriving without a valid reason their absence is marked as an unauthorised absence **(U)**.

The school has an effective procedure to monitor pupils' absence and class teachers regularly check the attendance of their class and will follow up a pupil's absence with appropriate personnel in school or with the child's parents. Parents are expected to assist us in our work of raising and maintaining attendance levels throughout the school by:

- Ensuring the regular attendance of their child.
- Ensuring their child is punctual and arrives at school on time each day.
- Letting school know daily (as soon as possible) if their child will be absent from school and the reason for the absence e.g. illness. For frequent and longer-term absences, a request may be made by the school for parents to produce a doctor's note.
- Attending any meetings about their child's attendance, which may be necessary.
- Reading and agreeing to the statements in the 'Home-School' agreement.

The issues of confidentiality and child protection underpin any issues regarding attendance. The school has a clear and explicit confidentiality policy that ensures good practice throughout the school which both pupils and parents should understand. It must be understood that teachers cannot offer or guarantee absolute confidentiality regarding attendance issues.

The Role of our Attendance Officer

Provides invaluable support for teaching staff in promoting attendance by:

- Recording information received from parents at the school office especially: the reason for absence, identifying whether the absence is authorised or not and ensuring the correct code has been entered in the register.
- Liaising with class teachers regarding foreseen and unforeseen absence of pupils.
- Making routine phone calls to parents about their child's absences if no reasons are known. If school is unable to make contact, the police may be contacted to establish the whereabouts of the child in-line with our Child Protection Policy.
- Providing the headteacher with attendance statistics and other reports upon request, through the use of the School Information Management Systems (SIMS).
- Preparing any attendance data required by the Headteacher.

Strategies for Maintaining Good Attendance and Punctuality

The school actively promotes good attendance and punctuality through:

- Involving pupils in the formation of this and other school policies and documents, including the Behaviour, Anti-Bullying Policy, School Expectations and the Home-School Agreement contract.

As a school, we acknowledge that 100% attendance can sometimes be difficult and there are times when pupils are unwell and not fit for learning. Therefore, we offer a range of other incentives to support strong attendance.

Authorised and Unauthorised Absences

Illness

The school acknowledges that children may have unavoidable absences due to illness. It is important that children are not sent to school when they are unwell, especially in the event of a stomach upset when we request that children are kept off for at least 48 hours after the last episode of vomiting or diarrhoea.

Religious Observance

Requests for absence for religious observance should be made in writing to the Headteacher. These will only be granted where the day is exclusively set apart for religious observance by the religious body to which parents belong.

Inclement Weather

We understand that it may be difficult for pupils to attend school due to inclement weather, despite this, we will always endeavour to keep the school open.

Medical appointments

Medical and dental appointments should, wherever possible, be avoided during the school day in order to minimise disruption to the learning of the child and that of other pupils. Medical absence will usually be authorised although proof of the appointment may be requested by the school.

Term-time absences

If parents wish to apply for a term-time absence they must write to the Headteacher in advance, giving as much notice as possible.

It is very unlikely that a holiday will be granted in term time unless there are exceptional circumstances (examples may include **but are not limited to**: parents work in HM Forces or other sectors where annual leave is limited; the family has suffered a bereavement or has a member of family with a terminal illness).

Following a request for a leave of absence during term-time, school will respond in writing, stating the reason for the decision made.

When an absence is authorised, if a child fails to return to school by the agreed return date, without good reason, subsequent days will be unauthorised and if no contact is made, the child's name may be removed from the school roll, with no guarantee of re-admission.

Only in **exceptional circumstances** will a pupil be granted leave of absence **exceeding 5 school days / 10 sessions** (1 day = 2 sessions). Such circumstances may include the following:

- Loss of passport
- Serious illness/accident to child or accompanying family member
- Death of a family member
- Missed or delayed flights
- War/civil unrest
- Severe weather conditions

Under existing legislation, parents/carers commit an offence if a child fails to attend school regularly and the absences are categorised as unauthorised. Tameside LA considers that regular attendance at school is of such importance that Penalty Notices may be used in a range of situations where unauthorised absence occurs. It may well be one of the actions considered if a pupil does not return to school on the date specified in the request form.

Fixed Penalty Notices

Unauthorised absences of 5 days (10 sessions) or more within each school year (whether continuous or sporadic) may result in the LA issuing a fixed-term penalty.

Example fixed penalty	If paid within 28 days	If paid between 28-42 days	42+ days
1 parent, 1 child	£60.00	£120.00	<i>Liable for prosecution</i>
1 parent, 2 children	£120.00	£240.00	
2 parents, 1 child	£120.00	£240.00	
2 parents, 2 children	£240.00	£480.00	

Unauthorised absences include:

- Unauthorised term-time absences (e.g. holiday)
- No reason provided for absence
- Unsatisfactory reason for absence provided
- Arriving after registration has closed with no reason provided (9:30am)

Closure of School at Short Notice:

In the event of inclement weather, the Headteacher (or SLT) will liaise with the Site Manager, assess the situation on site, check with the Met Office website and make a decision as to whether the school is to close. The decision will be communicated to staff, pupils and their families via texts / e-mails and posted on the school website. Our aim is to make a decision as soon as possible and at least one hour prior to the scheduled school opening time.

It may be unavoidable that a decision is made during the day to close the school.

This policy should be read in conjunction with Our 'Adverse Weather' Policy and these policies can be found on our school website.

Every day and minute counts:

If you are late every day by 5 minutes, it adds up to over 3 days learning lost every year.

Minutes Late	Days of Learning Lost
5 Minutes	3.4 Days (98.4% Attendance)
10 Minutes	6.9 Days (97.6% Attendance)
15 Minutes	10.3 Days / 2 Weeks (94.7% Attendance)
20 Minutes	13.8 Days (92.9% Attendance)
30 Minutes	20.7 Days / 4 weeks (89.2% Attendance)

Be aware of how much learning time is lost with increasing numbers of days absent:

