

# Attendance Policy

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. AFNORTH fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents of pupils who are registered at our school on our school website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from MOD Schools.

Although parents have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits.

Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

## Aims and Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

### Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Foundation Stage aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Unit Welfare Office/Senior Educational Social Worker so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

## **We maintain and promote good attendance and punctuality through:**

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents understand the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

## **Definitions**

### **Authorised absence**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- The Head and AHT may authorise known advance absences up to a maximum of 10 school days, and will deal with every case on its merits.
- We do not authorise absence for holidays during term time.
- 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.
- Post-Operative Tour Leave (POTL) entitles parents to a further 10 days of authorised absence to recognise the importance of re-establishing the family unit after prolonged active duty.

### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

## **Procedures**

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents have not communicated with the school.
- To inform parents what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils attendance and punctuality
- To refer to the Unit Welfare Office/Senior Educational Social Worker any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.

- To report attendance statistics to DCS where requested.
- All staff should be aware that they must raise any attendance or punctuality concerns to the Headteacher and Senior Leadership Team with responsibility for monitoring attendance.
- Sending out standard letters regarding attendance

## **Parents**

### **Parents are responsible for:**

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time.
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

### **Registration**

Each class teacher has the responsibility for keeping an accurate record of attendance using BROMCOM.

### **Lateness**

Any pupil who comes into school after the register has been taken will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil. Children who have attended a dentist or doctor's appointment and subsequently come to school late will have the absence recorded as a medical absence.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents will be invited into school to discuss the issue. If lateness persists they will receive a letter advising them of the concerns and the school will provide opportunities for parents to seek support and advice to address these issues.

### **ABSENCES**

Parents should contact the school on the first day of their child's absence. When parents notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised.

### **First Day Contact**

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check BROMCOM before 1000 on a daily basis, to identify those pupils who are absent. There are

occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence.

### **Illness**

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their 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 to see if arrangements can be made for the child to be given some home tuition outside school.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

### **Addressing Attendance Concerns**

The school expects attendance of at least 96%. It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. In primary school we rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns. Initially concerns about attendance are raised with parents via a phone call or a letter which is sent home. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Unit Welfare Office/Senior Educational Social Worker.

### **Monitoring Attendance**

Our office staff, have the responsibility for ensuring that all of the attendance data is accurately recorded on the BROMCOM attendance software. Meetings are held with the Headteacher to discuss any attendance concerns and appropriate actions are taken following these meetings such as a phone call or letter sent to parents or meetings arranged to discuss attendance concerns with parents.

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