



# **Bramley Church of England Primary School**

## **ATTENDANCE POLICY**

### **Promoting good attendance**

At Bramley Church of England Primary School we aim to create a welcoming and supportive learning environment where children feel happy and safe. We place high priority on good attendance and punctuality, so that all children are able to get the very best from their time at school.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable.

The aim of this policy is to ensure good attendance for all pupils at the school. It sets out the school's procedures for recording and monitoring attendance, including partnerships with parents and relevant support agencies.

### **Statutory Duties**

The Education Act 1996 requires that all parents secure full time education for any child of compulsory school age. Compulsory School age is deemed to start at the age of 5yrs. Schools must record attendance twice a day: once at the start of the morning session and once in the afternoon. All attendance records must be recorded onto a register.

At Bramley Church of England Primary School we aim to achieve attendance rates of 96% and above by the end of the year.

### **Absence from school**

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (Where the school approves the pupil absence)
- Unauthorised (Where the school will not approve the absence)

Parents will be made aware that the school has the right to authorise or not to authorise absences and that the ultimate responsibility to authorise absence rests with the Executive Headteacher/Head of School.

Details of authorised and unauthorised absences are given at the end of this policy.

As of September 2015 the HCC Persistent Absence policy dictates that any parent whose child has ten or more unauthorised sessions within a 100 session time period will be issued a penalty fine.

### **What should I do if my child is unwell?**

Children should not come to school if they are obviously unwell. You must telephone the school as soon as you know your child will not be attending that day. The voicemail operates out of hours. You are expected to give the reason for absence, and indicate if it is likely your child will be absent longer than one day.

On your child's return, you must send a written note, giving the reason for absence. Absence for genuine illness is always authorised.



### **How long should my child stay home if they are ill?**

We have regularly updated detailed information from the Health Authority regarding absence periods related to illnesses. This gives information about the length of time children should remain home once symptoms are clearing. Should your child be ill with a 'named' illness and you would like to know when they may return to school, please do ring the school and we shall be able to tell you. This will be very helpful, as often children are able to return to school sooner than you may think, provided they are well in themselves, as the infectious periods of illnesses vary greatly.

If children have vomiting and/or diarrhoea, they must stay home from school for 48 hours after the last episode. This is to ensure children are free from infection, and are well enough to attend school. We frequently have children who have been sick at school one day and sent home, returned the next day, only to be sent home again: often there are then a number of other children infected, and sometimes staff. We need to make sure that we avoid any 'epidemics' if we possibly can, so this rule is strictly enforced.

### **Lateness**

- School begins at 8.40 a.m. and the doors are open from 8.30 a.m. The afternoon session starts at 12.45 p.m. for KS1 and 1.15 p.m. for KS2. All pupils are expected to be in school for registration at this time.
- Pupils arriving late must enter via the main entrance and report to Reception, when they will then be marked late and sent to their classroom. Parents are asked to sign their child in and give a reason for the lateness.
- Pupils who are consistently late are disrupting their own education, as well as that of others. Persistent lateness will be discussed with parents initially and should the problem continue a penalty fine will be issued. (Penalty fines for lateness are issued for 10 late marks within a 100 session period)

\* Parent is taken to mean the child's primary carer.

\* Compulsory school age is between 5 and 16 years.

### **Persistent absence**

The school will contact parents making them aware of their child's poor attendance and the possibility of a penalty fine when a pupil's attendance falls below 85% within a 100 session period and at the end of each half term. The school also looks to offer support to those families whose child has had a high percentage of authorised absences.

### **Authorised absences include:**

Illness, medical/dental appointments, religious observance, exclusion and exceptional circumstances authorised by the school.

**Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given.** This includes parents keeping children off school unnecessarily for; shopping, birthdays, visiting relatives, unwell parents and family holidays.

### **Family holidays during term time**

Parents are strongly urged to avoid booking a family holiday during term time as this can seriously disrupt their child's continuity of learning. They may miss significant elements of the curriculum, which can affect their overall progress and achievement, therefore no holiday absence will be authorised during term time. This approach is adopted by all schools in Hampshire.

**Please note that no holiday absences will be authorised under any circumstances during times when internal assessments and tests or external SATs tests or revision are being**



undertaken. These dates are circulated with your child's annual report each year, along with term dates for both the coming academic year and the year following. If you are unsure of these dates, please ring to check before booking a holiday, or check on the Hampshire County Council website – term dates often vary between Local Authorities. ([www.hants.gov.uk/educationandlearning/schoolholidays](http://www.hants.gov.uk/educationandlearning/schoolholidays)).

## **Roles and responsibilities**

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home School Agreement contains details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

### **The school will ensure that:**

- Pupils are registered accurately and efficiently.
- Parents are contacted when reasons for absence are unknown or unauthorised or when there are concerns about a child's attendance. The teacher is responsible for reminding parents about sick notes.
- Pupil attendance and lateness is monitored regularly.
- School attendance statistics are reported.
- Help and support is offered to pupils and parents where attendance is causing concern.

### **Parents are expected to:**

- Ensure their child's attendance and punctuality is good.
- Support the school in aiming for 100% attendance for their child each year
- Inform the school by 9.00 a.m. on the day of their child's absence.
- Discuss planned absences in advance, including any request for holiday absence before any bookings are made.
- Try to make medical appointments outside of school hours.
- Complete an absence request form giving the full details for a request for absence due to circumstances (including bereavements and family celebrations). It is for the school to determine whether an absence in this category should be authorised or not. Much will depend on the circumstances of the particular case.
- Inform the school, in confidence, of any circumstances that may be affecting their child's attendance.
- Provide a doctor's note for prolonged ill-health absence when requested by the Executive Headteacher/Head of School.

### **Pupils are expected to:**

- Attend school regularly and on time.