



## **Burnley Brow Community School Attendance and Punctuality Policy**

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### **Our Philosophy**

At Burnley Brow we recognise, value and respect each child's individuality. We believe that every child is entitled to the highest possible quality of education. Therefore, we are committed to providing a full, rich, and appropriate education for all our children. To fulfill this aim, the school is committed to giving the highest priority to attendance. Irregular attendance undermines progress and can contribute to a child becoming disengaged with the learning process.

To maximise achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

Burnley Brow is committed to sending the message to parents and children, that school attendance is a legal responsibility and that un-necessary absence will be challenged and where appropriate will be recorded as unauthorised.

An ethos designed to enthuse, encourage and foster self-esteem is a vital contributory factor toward the achievement of the school's targets on attendance and punctuality.

### ***Attendance and the Law***

School attendance is subject to various Education laws and our school attendance policy is written to reflect these laws as well as the guidance produced by the 'Department for Education and Skills' and the LA agreed policies.

We work closely with the Education Welfare Officer and each year we set attendance and absence targets alongside the LA. We then review our systems for improving attendance to ensure that we strive towards reaching these goals.

### ***School Procedures***

#### **Registration/ Completing the Register**

- Morning registration takes place at the start of school at 9.00am, absent children are marked with an absent mark, which is **O** at this point.
- A child arriving between 9.00am and 9.05am is marked in the register by the class teacher, the **O** will be changed to a present mark, which is **/**.
- At 9:15am the registers are placed outside the classroom, collected and taken to the office.
- Any child who arrives between 9.05am and 9.30am is marked as late by the office staff.
- Any child arriving after 9.30am is marked as late after registration, which is **U**. This means they have arrived after the register has closed and this affects their attendance record.
- Afternoon register takes place at 12.30pm for KS1, 1.00pm for years 3/4 and 1.30pm for years 5/6. The morning procedures and timings are followed.

The registers remain open for 30 minutes.

### **First Day Absence**

The law states that:

*'Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the head teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.'*

On a child's first day of absence parents must contact school and inform us why their child is absent. In cases where no reason is given the school sends a text message to parents through 'Teachers to Parents' requesting that they inform us of the reason their child is absent. This enables us to accurately mark a child as authorised or unauthorised. This is carried out by the school administrators who then transfer this information to the registers. If parents fail to respond to the text message then a member of the office staff phones to speak directly to parents. If no reason for absence can be ascertained or if the reason given is not authorised then the child's absence will be recorded as unauthorised.

### **Absence notes**

Notes received from parents explaining absence are kept by the office staff for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

### **Continuing Absence**

If a child's absence continues then we contact the family to discuss the reasons and establish a return to school date. Any child who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team.

### **Frequent Absence**

The school administrator monitors the attendance closely. Children with frequent absence and any emerging attendance concerns will need to provide evidence of their illness. Failure to do so will result in school reporting to the EWO and future absences will be unauthorised.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with discussion. If the pattern continues, a letter is sent to the parents with the child's attendance record and the importance of attending school. This is sent with a request for any medical evidence to support their absence and an explanation of the consequences of continued poor attendance whereby the LA may issue penalty notices and/or prosecute the parents.

### **A Welcome Back**

When a child returns from being absent they are made to feel welcome by the class teacher.

### **Promoting and Improving Attendance**

At Burnley Brow we work hard to promote regular attendance for all our children. We carry out a varied range of initiatives to this end. These include:

- An incremental certificate system, where children are awarded bronze, silver and gold certificates throughout the year for 100% attendance. These certificates are awarded in assembly with parents and governors present to highlight the importance.

- A termly celebration of all the children with 100% attendance.
- A celebration of all the children with 100% attendance throughout the year. Usually this is for the child and one parent and takes place in a local restaurant.
- An Extended Absence Leaflet for parents is updated and uploaded to the school website annually.

### **Promoting Punctuality**

At Burnley Brow we work hard to promote good punctuality for all our children. We carry out a varied range of initiatives to this end. These include:

- The playground gates are locked at 9:05am. Children arriving after this time must report to the school office where their late absence is logged and monitored.
- Letters are sent to parents each ½ half term outlining how many times their child has arrived late to school and how it can affect their attendance.
- Parents of children who are regularly late for school are reported to the Head and also to the EWO.

### **Extended Holidays**

From 1<sup>st</sup> September 2013 there have been changes to the law which state that 'leave of absence during term time shall not be granted unless there are exceptional circumstances'.

- Applications for absence for exceptional circumstances will be considered by the Headteacher.
- Exceptional circumstances will be determined following government guidelines.
- If approved the parents will be given 10 days authorised absence and must agree a return date.
- If the child fails to return on the agreed date the absence will be treated as unauthorised.
- A letter is sent to the home warning the parents that if the child does not return to school within the next ten days then they will be removed off the register.
- After 10 days unauthorised absence the child is removed from the register and the EWO notified.
- Any holiday taken without the Head's approval will be seen as unauthorised absence.