



# Bishop Bridgeman Church of England Primary School

## Attendance Policy

### Introduction

Bishop Bridgeman School takes very seriously its obligation to provide all children on roll with their full educational entitlement. We understand that if children are to make the most of this entitlement they must be present in school for the maximum time possible.

It is the school's intention therefore to monitor carefully the attendance of its pupils to ensure that no child misses out unnecessarily on their entitlement.

### THOSE INVOLVED WITH THIS POLICY

We believe that the promotion and attainment of a good attendance record involves developing positive attitudes amongst children by teachers, parents, the E.S.W. Service and the Governing Body.

The success of the policy will be depend on all parties working together, but the School wants to work especially closely with the parents in this regard.

### ATTENDANCE MEANS...

Being present for the maximum of 190 full days each school year.

Arriving at school on time for the school day, which is:

a.m. session                      8.55 - 12.10 noon

p.m. session                      1.05 - 3.20 pm

### ATTENDANCE MONITORING PROCEDURES

#### 1. ATTENDANCE REGISTERS:

- Registers should be sent to the Secretary as soon as they are completed after 8.55 and 1.05.
- Children are marked present with /
- Children are marked absent with O
- Children who are absent for any reason will have the correct attendance code entered in by the School Administration staff
- Children who arrive late but before 9.30 a.m. will be regarded as present for statistical purposes but will have the mark O shown against their name.
- Children who arrive late after 9.30am **with** an authorised reason will be regarded as present for statistical purposes but will have the mark **L** inside the **O** shown against their name.

- Children who arrive late after 9.30 a.m. **without** an authorised reason will be regarded as absent for statistical purposes but will have the mark L inside the **O** shown against their name.
- Children arriving late **must** enter the school building via the Main Entrance, and must give their name to the School Administration Staff before going to class
- The School Administration Staff will amend registers appropriately for any child arriving late.

## 2. WEEKLY TOTALS

The school administration staff are responsible for monitoring absence and updating the electronic registration.

## 3. MONTHLY/TERMLY/ANNUAL TOTALS

- The school administration staff will complete these figures and will also complete any returns to the L.A. concerning attendance.

## 4. WEEKLY PERCENTAGES

- The school administration staff will convert weekly totals into a percentage figure so that they can be used to promote competition between classes.

## 5. TELEPHONE ABSENCE MESSAGES

- The school administration staff will keep a record of all messages received concerning absence and will also notify class teachers by placing a note in the Register.

## 6. ABSENCE MONITORING

- Class teachers are asked to inform the Principal of any child absent for a third day without any notification or any child arriving late for a second time in a week.
- The School Administration Staff will attempt to make contact with any family on the first day of absence, if the parents have not contacted the school by 9.30am.
- The School Administration Staff will also check registers on Friday afternoon to look for any patterns in absence.
- Attendance trackers are on display in the Principal's office to monitor children and look for any patterns.

## 6. ATTENDANCE TARGET 2014-15

The attendance figure for the year 2013-14 was 96%.

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## 8. ACTIONS TO BE TAKEN

- Absence without notification, once identified, will be followed up by the School contacting the parents/family either by telephone on the **first day** of absence.
- If this does not produce a satisfactory reason for the absence, the Principal will be informed and further action determined.
- Persistent and/or regular absence will be followed up by a letter to parents, and if no satisfactory response is received, the E.S.W. will be informed.
- Lateness will also receive careful follow-up.

- Any child arriving late 3 days in any given will be required to take home a letter asking parents to explain the lateness and also asking for support in dealing with the issue.

## 9. REWARDS FOR ATTENDANCE

- As part of Monday morning assembly an announcement of the class at KS1 and KS2 with the highest percentage attendance figure will be announced and the attendance bears presented. Any class with a 100% attendance will be rewarded by an extended playtime, at the class teacher's discretion.
- Individual children who have a 100% attendance over a half term period, will be rewarded with a Certificate. Individual children who have a 100% attendance over a full term, will be rewarded with a Certificate and a reward e.g. party/trip. Any child with a 100% attendance record for a School year will receive a medal, a certificate and a £5 book token at the leavers service in July.
- Families that are persistently absent or late will have individual incentives and rewards monitored by Mrs Tipping.

## 10. AUTHORISED/UNAUTHORISED ATTENDANCE

Absences that are authorised are for genuinely acceptable reasons like illness; absences that are unauthorised are for reasons that are unacceptable like going shopping. However, the DfES make it clear that the Principal will decide which category an absence fits.

Where the Principal decides an absence is unauthorised parents will be informed and made aware that the matter will be drawn to the attention of the ESW Service.

## 11. HOLIDAYS IN SCHOOL TIME

Parents should be aware that the Principal has the discretion to authorise any leave of absence in term time. Any leave in term time must not be seen as a right and **parents must expect their request to be denied.**

An extended period of absence may be granted **in very exceptional circumstances** at the discretion of the school. If a family requests a leave of absence from school the reason why must be submitted in a letter to the Principal.

**Any time taken without the permission from the school will be unauthorised and could result in your child being taken off the school roll and legal action being taken by the Local Authority by means of a fixed term penalty fine.**

Our school attendance figures are monitored by the Local Authority and by the Government. In order for our children to fully reach their potential it is vital they are in school on time every day.

Reviewed: September 2017

Next Review date: September 2018