



Bessemer Grange Primary School Attendance Policy

Aims:

- ❖ Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- ❖ Providing clear procedures for involving parents relating to school attendance and punctuality.
- ❖ Promote children's welfare and safeguarding.

Principles

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Authorised absences are days away from school for a reason such as genuine illness, medical appointments or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. Unacceptable reasons include:

- ❖ *parents keeping children off school unnecessarily*
- ❖ *truancy before or during the school day*
- ❖ *absences which have not been explained*
- ❖ *children who arrive at school too late to get a mark*

Attendance Procedures

For sickness

When your child is unwell please call the school on the first morning of absence and leave a message on the answer phone. You also need to telephone each day until they return. If you do not contact us we will contact you to ask the reason for your child's absence.

Please do not leave a message with either the teacher or teaching assistant. If you do not contact the school the absence will be recorded as unauthorised. If your child has been sick or has had a temperature it is important they stay at home for 24 hours.

For out of school dental and medical treatment

Please let the school office know and present an appointment card, in advance of the date and time of the appointment. Please also inform the office when your child will be collected from and/or returned to school.

Application for term time leave

A request form must be obtained from the school office and returned to the Headteacher. Authorisation is at the discretion of the school and factors such as school attendance and the individual circumstances will be taken into consideration. Where parents/carers take term time absence which is not authorised by the Headteacher they are at risk of being issued with a Fixed Penalty Notice of £60 per parent. FPN are issued by Southwark Council.

Attendance Systems.

Each child's attendance is monitored closely by the school. If a child's attendance falls below our **95% target** the school will contact you to discuss this. Attendance is discussed at Parents Evening, Tutorial day and reported on the end of year report.

A pupil becomes a 'persistent absentee' when they miss **10%** or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.

If a child's attendance falls below **90%** the school will refer your child to the Education Welfare Officer from the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Alternatively, parents may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

Attendance Rewards

Each week we monitor which class has the best attendance. The class which wins the most times during the term receive a special outing funded by the school. Class attendance information is displayed and updated weekly.

At the end of each term all those children who have achieved 100% attendance are commended with a special wristband and a pencil.

Punctuality procedures

Poor punctuality is not acceptable. If a child misses the start of the day they miss vital work. Late arriving pupils also disrupt lessons and this can be embarrassing for the child and lead to absence. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

Punctuality Systems

The school day starts at **9.00 a.m** and we expect our children to be in the playground before this time ready to line up when the bell rings. Registers are marked by **9.05 a.m** and your child will receive a late mark if they are not in by this time. If your child is late 3 times within a term unfortunately they will receive a detention.

Those people responsible for attendance matters in this school are:

Headteacher
Deputy Headteacher
Office staff
Educational Welfare Officer

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

March 2013
Reviewed 2016
Signed Chair of Governors.....