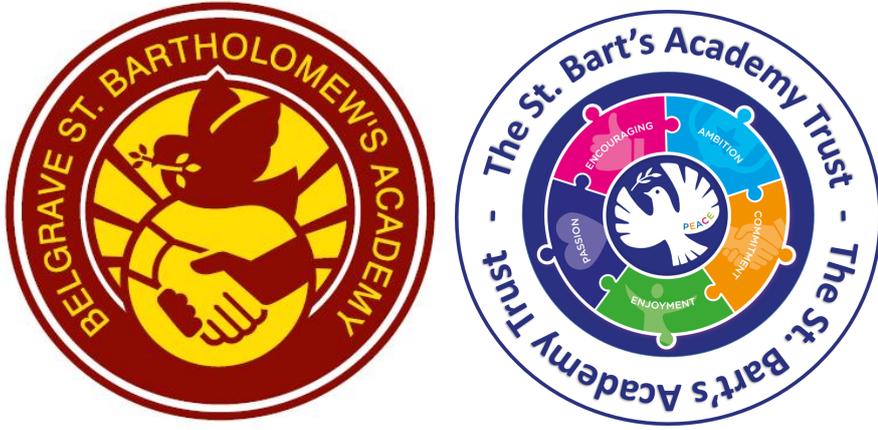


Belgrave St. Bartholomew's Academy

Principal: Mrs K. Deaville



Attendance Policy

If you would like this translated in Urdu, please contact the school office.

آپ اردو ترجمہ میں یہ خط چاہتے ہیں تو، اسکول کے دفتر سے رابطہ کریں۔

ATTENDANCE POLICY

Rationale

To ensure that all pupils at Belgrave St. Bartholomew's Academy reach their full potential and get the best from their education, every pupil needs to attend school regularly.

Regular school attendance is a legal requirement and when a pupil begins their journey at Belgrave St. Bartholomew's Academy, parents/carers are asked to sign this Attendance Policy, stating that they are willing to work with us to achieve good or excellent attendance for their child or children.

Policy and Procedures

The school and the Local Authority work together closely to ensure that parent/carers meet their responsibility. Attendance issues are dealt with initially by the school. If this does not lead to an improvement in attendance, it is followed by a referral to the Education Welfare Officer (EWO), who can provide an important link between school and families, but who can also invoke statutory action to ensure regular attendance if necessary.

To further support the Attendance Policy, we:-

- Have clear registration procedures to encourage positive attitudes toward attendance and punctuality and to identify pupils at risk of meeting attendance targets.
- Work with parents/carers to support any of our families with any difficulties that may impact upon their child's attendance by enlisting partner agency support where appropriate, for example EWO, School Nurse, Extended Home School Links Worker.
- Support learning and positive attitudes to behaviour by investigating the barriers to good attendance through attendance clinics with Extended Home School Links Worker.
- Have developed supportive systems of rewards and sanctions.
- Undertake analysis of patterns of absence via regular register checks and half termly attendance reports which are reported to our Local Governing Committee.
- Ask the parent/carer to ensure that up to date contact telephone numbers and any change of address is forwarded to the school office.

School Attendance

Parents/carers are legally responsible for ensuring that children of compulsory school age attend school regularly, which is vital for children to make good progress and to benefit from the opportunities that the school offers.

If your child/children are ill, then please contact the school office as soon as possible to inform the school (this may not automatically authorise your child's absence, if their attendance has already dropped below 95% - please see below). Please note that members of the Senior Leadership Team (SLT) and/or the Extended Home School Links Worker may conduct a home visit if pupils have been absent from school and we have not received a message as to the reason why and we have not been able to make contact with a parent/carer.

In line with government targets, we aim for our whole school attendance and for the attendance of individual children to be above 96%. If a child's attendance drops below 96% the following steps will be taken:

- 1) A school attendance letter will be sent to the parent/carer(s).
- 2) From this point onwards, medical evidence (appointment letters etc.) will be required for any absences.
- 3) If the child's attendance continues to fall, parent/carer(s) will be invited to an 'attendance clinic' in school to meet with the Extended Home School Links Worker, the EWO and/or a member of the Senior Leadership Team (SLT), to further discuss how we can work together to ensure good attendance is now achieved from this point onwards.
- 4) Following the attendance clinic, if any further unauthorised absences occur, this could result in a penalty notice warning letter being issued by the school in conjunction with the Local Authority.
- 5) If attendance still fails to improve once the penalty notice warning letter has been sent, a statutory referral will be made by the school for a fixed penalty notice (fine) to be issued by the EWO (the Local Authority).

Leave of absence during term-time

As a school we aim to raise attainment and attendance to meet National requirements, therefore any absence during term-time is **strongly discouraged**. Belgrave St. Bartholomew's Academy have however, made the decision to **potentially** authorise up to 5 days leave of absence in term time per academic year. **This is solely at the discretion** of the Principal and the Local Governing Committee and the decision will be made based on a number of individual factors (i.e. the child's attendance figure being above 95%). Only one leave of absence of up to 5 days is **potentially** authorised (please see criteria below) per academic year. If a second leave of absence is taken, regardless of the number of days, this will be unauthorised and a penalty fine may be issued.

Therefore, **under exceptional circumstances** parents/carers **must apply for a leave of absence** during term time and must follow these steps:

- 1) An '**Application for leave of absence form during term time**' must be completed **at least four weeks before** the potential absence, which is available from the school office.
- 2) **A meeting must be arranged** to see the Extended Home School Links Worker, the EWO and/or a member of SLT to discuss the **potential** leave of absence. Please do this via the school office.

During the meeting a number of factors will be discussed, including;

- The impact on achievement the absence could have.
 - That pupils will be taken off roll after 20 school days of absence and would then need to re-apply for a place at this school, should a place still be available.
 - That the EWO (in accordance with the Local Authority) can issue a Fixed Penalty Fine if more than 10 sessions (5 days) are taken.
- 3) The decision to authorise or not authorise that potential absence will then be made by the Principal (or a nominated member of the Senior Leadership Team in the Principal's absence) on the '**Application for leave of absence form**'.
 - 4) If the planned absence **is not authorised** and/or exceeds the 5 days that may be granted by the Principal, then a referral form will be completed for a fixed penalty notice (fine) to be issued at £60 per pupil per parent.

Please note: If your child or children's attendance is currently 95% or below when you wish to make an application for a leave of absence during term time, then no term time absence will be authorised. However, you are still welcome to arrange a

meeting with the Extended Home School Links Worker to discuss your child's or children's attendance.

Religious observance

As a school we recognise our diverse community and in accordance with guidance provided from the Local Authority, we will authorise 1 day per religious observance (with an 'R' code) i.e. Eid. Any further days of absence directly before or after the designated religious observance day will automatically be unauthorised by the school.

Class Registers

1. Class teachers are responsible for maintaining an accurate class attendance register (other adults such as Teaching Assistants may complete the register under the teacher's direction).
2. Registers must be completed using the electronic 'Arbor' system and any amendments (i.e. a 'late' mark) will be completed by the school office.
3. The attendance register is marked twice a day at the start of the morning and the beginning of the afternoon. For each pupil, the register must be marked either as present or absent. Absences will only be authorised by the school when an explanation has been given by parent/carer(s) (e.g. illness). Explanation must be in person, or by telephone message on the first day of absence.
4. Correct codes for recording attendance/absence are set out in each register.
5. Pupil attendance at school is 2 sessions per day. Morning (am) is counted as one session and afternoon (pm) is counted as another session. Registers are taken for all pupils at 8.40am and then at 12.30pm for FS and KS1, 12.45pm for Lower KS2 and 1.00pm for Upper KS2.

Our Senior Leadership Team (SLT) has the responsibility for monitoring attendance and highlighting concerns through regular review meetings with the Extended Home School Links Worker and EWO (Education Welfare Officer).

Punctuality

The main school door is open from 8.15am for Breakfast Club (a small donation can be made to help cover staffing costs), the Foundation Stage, KS1 and KS2 doors are then opened at 8.30am for all pupils. Registration is at 8.40am for all pupils.

The school doors are locked at 8:40am; any child arriving after this time must come into school via the school office. Any child arriving after 8.40am will be marked as 'late'. Any child arriving late must be signed in by the parent/carer/adult bringing the child to school using the electronic entry system located at the school office.

The school prints a copy of the late arrivals from the entry system and enters this information into the 'Arbor' system (used for registrations, data and record keeping). Late arrivals are monitored weekly.

Our Extended Home School Links Worker conducts daily punctuality/late gates. If a child is consistently late, parents are invited to attend a meeting to discuss punctuality with the class teacher. If punctuality continues to be a concern, further meetings will then be organised with a member of SLT, the Principal and then the EWO.

Recording absence and punctuality

Belgrave St. Bartholomew's Academy clearly differentiates between authorised and non-authorised absence. An absence is only authorised when the reason (illness, bereavement, and religious observation) can be seen as a genuine explanation of the absence.

Every half term the school is required to submit details of Persistent Absence to the EWO. We are required to inform them of how many half days were missed due to authorised and unauthorised absence. Children are classed as Persistent Absentees if their attendance is below 90%. This is recorded as a percentage attendance and is used as an overall guide to the school's success in promoting good attendance and punctuality.

Appointments

All medical, dental and other appointments must be made out of school time. We strongly advise that you do not take your child or children out of school for appointments if this can be avoided. Please note that if this happens it may affect your child's attendance figure and in some cases may be noted as unauthorised if evidence is not provided (i.e. a hospital letter or appropriately prescribed medication).

Rewards

Children who have 100% attendance for a term will receive a certificate. *Please note, 100% attendance refers to attending school every day regardless of whether there have been any authorised absence, i.e. 'R'.* Children who have 100% attendance for the whole academic year will receive a pin badge, an end of year treat and a certificate during a Prize Giving Assembly.

During the Friday Celebration Assembly, the attendance is shared for the previous week for each class and the results are then displayed on our attendance thermometer in the foyer, which is updated by our year 6 'Attendance Heroes' (monitors).

Each class has an attendance poster which is updated weekly by our Attendance Heroes in each phase to show each class's rolling attendance percentage. Classes who have 100% attendance any given week are rewarded with an extra playtime and the attendance trophy.

The following forms part of this policy:

- Parents/carers will ensure that their child will attend every session unless there is a genuine illness.
- Parents/carers also agree to contact school with a reason for their child's absence on the day of absence (and each day thereafter). If no reason provided, the absence will be noted on the register as unauthorised. Home visits may occur if no message explaining a pupil's absence has been received and we have not been able to make contact with the parents/carers of that pupil or pupils.
- If a pupil's attendance falls below 95%, parents/carers may be contacted by either the Extended Home School Links Worker, a member of SLT or the Education Welfare Officer to discuss the reasons for absence and any support that is required and deemed necessary.
- Where a child's attendance falls below 90%, parents/carers will be asked to provide medical evidence in order for these absences to be authorised. Evidence will be requested until attendance exceeds 90%.

Belgrave St. Bartholomew's Academy will support parents/carers and pupils wherever possible to ensure that pupils attend school regularly. Parents/carers are welcome to make an appointment to speak with a member of SLT or our Extended Home School Links Worker, if they have any attendance concerns.

Date: September 2019

Review Date: September 2020