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Website	Y
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Attendance Policy and Procedures (Pupils)

Date adopted by Governing Body: 6th March 2020

Signed on behalf of the Governing Body:

Name in block: P M Woolaston

Review Date: Spring 2023

Statement

It is a stated aim of the school to further improve attendance. We recognise the link between attendance, achievement and behaviour. We are motivated to give every child the opportunity to reach their full potential. To achieve, children must be in school. It is the legal responsibility of parents and carers to ensure that their children attend school. "If a child of compulsory school age who is a registered pupil at a school fails to attend regularly, his/her parent is guilty of an offence" under s.444 (1) Education Act 1996.

The responsibility to manage the collation of attendance data is the Head Teacher's responsibility who delegates for staff to collate information on a regular basis. Average attendance at the school is usually between 95% and 96%. When the attendance of a child falls below 90%, the school informs the Education Welfare Officer who may contact parents or carers to register concern. There may be genuine medical reasons for absence, however, it should be realised that holidays taken during term time are counted as unauthorised absence unless there are **exceptional** circumstances. (See attached letter.)

You can help your child by:

- working together with your child's school
- **letting the school know on the first day of any absence by calling the main office.* An answer phone service is available and calls will be picked up frequently.**
- not taking children on visits or shopping trips during school time
- taking a positive interest in your child's work
- ensuring your child is ready for the school day
- either checking your child's book bag, home school diary, communication book or outdoor class whiteboard on a weekly basis
- checking your child's attendance with the school if it is a concern
- always ensuring that your child arrives at school on time.

Attending school regularly - students with good attendance:

- achieve better
- feel happier
- gain confidence
- find it easier to make and keep friends

Reporting Absence: Please call the main school office on 01455 634701

***There is an expectation, unless previously notified, that parents contact Battling Brook's main school office by 9.30am on the first morning of absence, you may choose to leave a message notifying us that your child will not be in school. There would be no requirement for you to provide a written note in your child's home/school communication book/diary upon their return to school unless there are specific circumstances which the class teacher needs to be aware of, if you have already notified us by phone.** If no contact is made, as a matter of safeguarding, pupils will be identified as absent without a notified reason given. The procedure of 'First Day Calling' will then operate, involving absent pupil's parents

being contacted at home or at work to alert them of the absence and receive a reason. Primarily, this is to ensure the safety for all pupils, but also enables the school to monitor, code and follow up absence concerns. Parent/school/EWO meetings may be requested by the school if felt necessary. Failure to provide the school with a reason for absence for two days running will result in unauthorised absence marks being recorded and a referral being made to our Education Welfare Officer.

Any absence which is not justified either in writing or verbally is classified as unauthorised. We are aiming to reduce levels of unauthorised absence and would appreciate your support in reaching this goal.

Should you wish to discuss attendance or require any advice, please contact the office, your child's teacher, a member of the Care Team or make an appointment with the Head Teacher who will be happy to answer questions or concerns..

Should there be a pattern of non-school attendance or large amounts of unexplained absence identified; the school will liaise with home. In order to improve attendance, meetings with parents/carers may be requested by the school if felt necessary. If attendance does not improve then the Pupil Services Court Team at L.C.C. will be informed, which may result in a penalty notice.

The school day officially begins at 8.55am. However, pupils are expected to be in classrooms ready to work at this time. The 8.45 bell indicates when children should enter the building.

Good attendance is praised and those children with 100% attendance are celebrated at the end of the year as part of the Achievement Assembly.

Battling Brook Procedures for improving attendance

- First day calling
- LCC guidelines for school holiday authorisation to be maintained.
- The school may request the Pupils Services Court Team at LCC to intervene once 20 sessions within a 10 week period have been marked as unauthorised.
- Pupil attendance will be monitored every half term/mid-term to identify persistent absences and alert staff to more recent/sudden changes in attendance.
- Under 5's – Parents will be notified that low attendance has been recorded and that it will be monitored, with improvement required once they reach statutory school age.
- A member of the SLT will discuss persistent absence (under 80%) with parent/carers via the telephone.
- 80-85% letters will be sent home
- Below 90% will be monitored and filtered. Letters may be sent home.

In the unlikely event that attendance has not improved after following the school actions then an attendance referral will be completed which may result in a penalty notice being issued.