

Bowsland Green Whole School Policy on Attendance

Mission Statement

Bowsland Green School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her full potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet our objectives Bowsland Green School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Aims

1. **To improve the overall percentage attendance of pupils at school** we will
 - Apply whole school attendance policy consistently
 - Establish and maintain a high profile for attendance and punctuality
 - Relate attendance issues directly to the school's values and ethos
 - Monitor progress in attendance measurable outcomes

2. **To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors** we will
 - Use the school prospectus to promote our attendance procedures
 - Keep the whole school community informed of attendance issues through regular newsletter items including weekly class attendances and the annual attendance target and progress towards it
 - Introduce award systems including termly certificates, weekly award (Dilbert), end of year attendance cup for best class and treat for those with the highest attendance
 - Appoint an attendance Governor who is kept up to date through regular feedback from the Headteacher

3. **To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks** we will
 - Maintain unambiguous procedures for registration
 - Make phone contact on first day of absence
 - Ensure clearly defined late registration procedures
 - Designate the Headteacher as attendance co-ordinator
 - Review attendance termly
 - Be familiar with the Educational Welfare Officers' referral and recording system

4. **To provide support, advice and guidance to parents and pupils** we will
 - Highlight attendance in:
 - Assemblies
 - Newsletters
 - Staff available to talk to pupils
 - Breakfast Club

- Involve parents from earliest stage
 - Seek to understand personal attendance issues when communicating with parents
- 5. To provide consistent information for individual parents about attendance and punctuality that needs improvement we will**
- Identify patterns of irregular attendance and lateness
 - Inform parents on a termly basis by letter of attendance under 90%
 - Inform parents on a termly basis by letter of consistent lateness
 - Inform parents on a termly basis by letter of broken weeks that are causing concern
 - Encourage parents into school to discuss support that we can offer
 - Share information about Education Welfare involvement with persistent poor attenders
 - Refer poor attenders (below 85%) to the Education Welfare Service for support
- 6. To limit parental requests for leave of absence for their children in term time we will**
- Follow the Local Authority guidelines which are:
 - Parents are strongly urged not to take family holidays during term time
 - Requests for leave will not be authorised in Term 1 (September/October) when children are settling into the new academic year or in Term 5 (April/May) when national assessments are taking place for all year groups
 - Leave will not be authorised for our winter assessment week, usually in February. We will publish these dates in advance in the newsletter.
 - LEAVE WILL NOT BE AUTHORISED FOR ANY YR. 6 PUPIL TO ENSURE THAT CHILDREN ARE WELL PREPARED FOR KS 2 SATS AND SECONDARY SCHOOL TRANSITION
 - UP TO 5 DAYS LEAVE MAY BE GRANTED WITHIN AN ACADEMIC YEAR provided there is no other concern about the child's attendance. At Bowsland Green the Headteacher and Governors have determined that leave will only be considered for those children WHOSE ATTENDANCE IS 95% OR ABOVE IN THE PREVIOUS YEAR and for whom broken weeks are not causing concern.
 - Parents requesting leave must do so in writing in advance, preferably at least 4 weeks prior to departure. The parent must include specific reasons why the leave is EXCEPTIONAL AND WHY IT IS requested during term time
 - Any unauthorised leave in term time of more than 10 sessions (5 days) in one term may result in a Penalty Notice being issued. The notice is a fine of £50 - £100 per parent, per child. At Bowsland Green we would see a fine as very much a last resort if all other means of communication had broken down
 - PARENTS MAY APPLY FOR COMPASSIONATE LEAVE IN EXCEPTIONAL CIRCUMSTANCES E.G. FUNERAL, SERIOUS ILLNESS OF CLOSE RELATIVE

Policy review: September 2010

Amended policy adopted: September 2011

