



BAYARDS HILL PRIMARY SCHOOL ATTENDANCE POLICY

Overall Aims of the policy:

- To ensure that every child is safeguarded and their right to education is protected.
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.

At Bayards Hill we seek to ensure that all pupils receive a full-time education which maximizes opportunities for every student to reach his/her full potential. All staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning.

Poor attendance can seriously affect a child's:-

- Attainment at school
- Relationship with other children and their ability to form lasting friendships
- Confidence to attempt new work and work alongside others
- Good habits for life leading into the world of work

% attendance per year	Equates to an absence of	Impact on learning
100% Excellent	0 days absent	Pupils with this attendance should achieve the best grades they can. They are well prepared for secondary school and getting a good start in life.
96% or above Very good	6 days absent	
95% Good	10 days or 2 weeks or 50 lessons	Pupils with this attendance are likely to achieve their target grades and are well prepared for secondary school.
Below 95% Unsatisfactory	20 days or 4 weeks or 100 lessons	Pupils are missing a month of school per year and may fall behind in maths and literacy, it will be more difficult for them to catch up and achieve their best.
Below 90% Cause for concern	30 days 6 weeks 150 lessons	Pupils are missing 6 weeks of school (half a term). It will be very difficult for them to achieve their best a referral to external agencies and a targeted support plan will be considered.
80% or less Support needed	40 days 8 weeks 200 lessons	Pupils are missing so much of school that it will be almost impossible to keep up with work. The County Council Attendance team may need to become involved. Parents of pupils with this level of attendance could be subject to court action and a penalty notice (fine) issued.

Legal Requirements

It is the duty of the parent of a child of compulsory school age to ensure that he or she receives the appropriate full time education. The education should be “suitable to his/her age, ability and aptitude and to any special educational needs he/she may have either by regular attendance at school or otherwise” (s.36 of the Education Act 1944, as amended by s.17 of the Education Act 1981).

Schooling is not compulsory but education is. Parents whose children are on the school register have a duty to ensure that their children attend regularly and if they fail to do so they may be found guilty of an offence (s.199 of the Education Act 1993)

Parents must notify the school of the reason for absence. The school then decides if the absence can be authorised. The responsibility for enforcing school attendance lies ultimately with the Oxford County Council.

The school is required to maintain an accurate register for each session as a legal document. The school is required to submit to the DoE a termly return which records:

- Authorised absences as a %
- Unauthorised absences as a %

Responsibilities and duties regarding Attendance

Head Teacher:

- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for extended leave in line with School policies and procedures.
- To consider the use of Penalty Notices, in line with Oxford County Council policies and procedures.

Deputy Head Teacher:

- To lead on/take responsibility for attendance/punctuality, on a day-to-day basis, including liaising with/responding to parental enquires.
- To oversee the analysis of/analyse weekly/termly/yearly data and respond to findings.
- To meet with the School Administrator in charge of attendance to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality.
- To liaise with Oxford County Council Attendance Team and other external agencies and make referrals where necessary.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- Work with the teachers, to plan for the reintegration of pupils after long-term absence.
- To revise and amend the policy, as required.

The School Administrator for attendance

- To carry out and record the outcome of first day calls, when a child doesn't arrive at school when no reason has been received.
- To monitor weekly attendance data by class, and targeted pupils.
- To check the school answer phone and take messages from parents/carers about pupil absence.
- To promptly inform the DHT, if there are any concerns relating to attendance/punctuality
- To produce weekly/termly/yearly data for DHT/SLT/Govs to analyse.
- To record reasons for absence and updating class registers.
- To implement the daily checking of SIMS registers after the morning and afternoon registration sessions.
- To contact parents/carers by letter, following 3 instances of lateness or if attendance falls below 95%.
- To maintain SIMs attendance records in line with this policy.

- To liaise with and report to with outside agencies.
- To report to the Oxford County Council, as requested.
- To maintain clear communication with the Year group leaders regarding attendance and punctuality within their year groups.
- To oversee the admission and induction of new pupils.
- To support DHT with the promotion good attendance and punctuality, through finding/organising incentives.
- To ensure staff are following the registration systems and structures in this policy.
- Inform parents of school procedures, when parents have failed to inform the school.

Learning Mentors:

- **To act as first line of contact to parents in relation to attendance and punctuality issues**
- Contacting parents to discuss absence in a sensitive but firm manner and building positive relationships with parents
- To developing personalised strategies to improve attendance
- In consultation with DHT to recommend action to be taken, and develop strategies to combat unauthorised and authorised absences
- To interview pupils and parents to discuss pupil attendance and agree ways forward
- To work alongside DHT to implement and monitor Parent Contracts
- **To conduct late sweeps and home visits**

Teaching Staff:

- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs.
- **To complete the daily class attendance and punctuality chart, with the pupils'.**
- To keep accurate and up-to-date daily records of pupil attendance through the SIMs register system.
- Take a formal register of all pupils for AM and PM session. This is done on the school's SIMs system at 9.00 am and updated at 1.15 pm.
- To regularly remind children and parents about the importance of good attendance.
- To follow up on pupil absence by ensuring reasons for absence are sought.
- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs.
- If required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection
- Work with pupils and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these.
- **To promptly inform the DHT, of pupils who persist with poor attendance.**
- To feed back to parents about pupil attendance and punctuality regularly and at Parents Evenings and in the pupil reports.

Parents:

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. **If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away, to collect them.** If pupils' have a dental, clinic or hospital appointment, parents should let the school know. Pupils' should be brought child back to school after appointments. **Pupils should miss as little time as possible.**

Therefore, parents are expected to:

- **Ensure their child attends school and arrives on time every day.**
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Not arrange medical and dental appointments in school time wherever possible. **The school will ask for proof of medical appointments.**
- Telephone to inform the school to on the first day of absence for their child.
- Provide a written explanation of absence, including dates of absence as soon as their child returns to school. **The school also reserve the right not to authorise illness without medical proof**
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

School Procedures

Each class has an electronic attendance register which is marked at the beginning of the morning session at 8.45am and updates in the afternoon session at 1.00pm or 1.15pm. The guidance on recording and managing attendance is found in Appendix A. It is the teachers' responsibility to check the guidance at the beginning of each academic year and to note any changes.

Parents are asked to notify the school by phone, letter or verbally as soon as possible before 9.30am with the reason for absence on or before the first day of absence. If the reason for the absence is not known when the

register is marked the absence should be recorded as 'U', and unauthorised until the reason can be established. Each child's annual report will show the total possible sessions the child could have attended in the year and how many authorised and unauthorised absences the child had in the period. The school figures for absences also appear on the school website.

Registers are closed at 9.00. The absences are then checked at the school office and if no reason is known why the child is absent then a phone call is made to the parent to establish the reason for absence.

All phone calls taken by staff with reasons for absence should be logged in the absence calls log book in the school office. If the reason for absence cannot be established on the first day of absence then a text, call, email or is sent to the parents requesting they give the reason their child was not in school. If the absence is ongoing or for a prolonged period of time, the school will make arrangements to contact parents by letter or visiting the home or calling other contacts to establish the whereabouts of the child and to ensure they begin to attend regularly again. The DHT in charge of attendance will ask for a meeting.

Authorised and Unauthorised Absences

Under the Education (Pupil Registration) Regulations 1995, school registers for pupils of compulsory school age must distinguish between authorised and unauthorised absences.

The following reasons for treating a pupil's absence as authorised are:

- because of sickness or some other unavoidable cause
- because of a day of religious observance by the religious body to which parents belong
- because the child is entitled to transport assistance and none has been provided
- because of attendance at another school at which he or she is registered
- because he or she has been granted leave of absence
- when attending work experience or participating in approved public performance or following the death of an immediate family member
- when on a approved visit to another school or educational visit

Parents are asked to avoid arranging medical or similar appointments during school hours if at all possible. The school will ask for proof of medical appointments and reserve the right not to authorise illness without medical proof. Where parents wish to take their children away from school for a long period, the Headteacher will discuss the impact such a break would have on the child's education.

Holidays during term time

Parents cannot demand a reason for absence for a holiday as a right. Parental requests for leave of absence for a holiday should be made in writing 2 weeks in advance of the proposed holiday. Schools have been instructed that from September 2013 the head teacher cannot authorise any leave in term time unless there are exceptional and extreme personal circumstances to be taken into account. In these cases, a detailed written reason explaining the circumstances should accompany the request and the school will make the final decision. Even in extreme circumstances the school must consider the educational impact of any absence on a pupil's progress and will look carefully at previous attendance before making a decision. Parents' annual leave, financial costs (cheaper holidays) or a family birthday will not be considered exceptional circumstances.

Strategies for promoting/rewarding excellent attendance

Aims:

- To ensure good attendance and punctuality (above 96%) is regularly promoted and supported and remains high profile across school.
- To achieve high levels of attendance and punctuality (above 96%) through rewarding good attendance and punctuality.

The School Learning Environment

A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT, to ensure this.

Staff Promoting Good Attendance

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and this is celebrated.

School Attendance Display Board

The boards include attendance information and information about the classes with the highest attendance and punctuality. An 'honour roll of 100% attendance will be updated each term.

Details of how parents can support the school by improving their child's attendance and punctuality, is included on the Attendance section of the parent board in the school foyer area.

School Newsletter

The weekly newsletter carries information about class and whole school attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality. Each half term, the school newsletter will highlight the importance of good attendance and punctuality. Each Term it will list the names of pupils with 100% attendance.

Breakfast Club

Daily Breakfast Club is free. This supports parents by allowing them to drop their children off from 8.00 am, ensuring they are on time for school. The club is supervised by members of school staff and pupils can attend for breakfast or just to play morning games with their friends. If we are concerned about a child's attendance we may suggest that they are brought to breakfast club. The school may also include use of breakfast club in parent contracts.

Weekly Celebration Assemblies

Celebration Assemblies are held every week on Friday. Classes with the highest attendance and punctuality receive an attendance certificate. If all classes achieve 95%+ attendance in the same week an extra 10mins play will be granted the following week.

Half termly/ Termly Attendance Rewards

The class that wins the most attendance certificates per half term will be invited to 'Tea and Cakes' with the Head teacher and Governors. At the end of each term children who have achieved attendance at 100% will get a '100% attendance' badge, a '100% attendance' postcard will be sent home and they will be listed on the Honour roll. There will also be a 100% attendance prize draw for a family voucher.

Children who have achieved 96%+ will be sent a 'Great Attendance' postcard. The DHT and the School Administrator will organise and lead on the end of term attendance incentives.

Annual Attendance Certificate

Children with an annual attendance of 96%+ attendance will receive an attendance certificate, signed by the Head Teacher to take home and keep. Pupils who achieve an annual attendance of 100% will receive a certificate and a special 100% badge. They will also be entered into a prize drawn for a special reward chosen by the school council. **Only pupils achieving 100% attendance and 6 lates or less for the whole school year, are eligible for the end of year reward.**

Strategies for Monitoring

The school will monitor whole school attendance regularly every 6 weeks and advise any parents where the absence rate falls below 95% The school will monitor every 2-3 weeks for pupils below 90%. If a pupils absence and punctuality are causing particular concern, their attendance will be monitored daily.

Procedure for Concerns with Attendance

Monitoring Time scale	What happens	Appendix
After 6 weeks a child's absence drops below 95%	An advice letter is sent to parents	Letter 1
After 6 weeks a child's absence drops below 90%	A letter is sent informing parents' that immediate improvement is needed	Letter 2
After a further 3 weeks if attendance does not improve	Parents are contacted and invited to a meetings with DHT or LMs to discuss improvement strategies	
After 3 further weeks if attendance does not improve	Follow up meeting and parent contract drawn up	
After 2 further weeks if contract is not successful	Possible legal proceeding	

Summary of procedures to promote good attendance/punctuality:

The following tables show specific procedures to maintain and encourage excellent attendance at Bayards Hill primary School

Daily procedures	By whom	Outcomes / action
Parents ensure pupils arrive at school on time	Parents/carers	
Parents inform the school by 8.45 am, if their child is absent that day	Parents/carers	Office/Support staff update registration codes
Pupils arriving late to school are registered at reception.	Staff member in charge of late registration	Absence mark on SIMS amended to a late mark by School Administrator
Teachers record attendance using the SIMs system. This is done at 8.45 am and updated at 1.00/ 1.15 pm. Send to the office by 9.15 am	Teachers/Supply staff Teacher/TA	Staff use a paper register, if required.
1st day absence phone calls are made to inform parents of their child's unexplained absence for that day DHT informed of attendance/punctuality issues – parents contacted, if required	LM DHT	School Administrator updates attendance codes

Parents provide written note, including dates of and reason for absence upon the child's return to school	Parents	School Administrator collects at reception/Teachers collect these and pass on to SA for filing
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Weekly procedures	By whom	Outcomes / action
Teachers complete attendance /punctuality concerns form for DHT – as required.	Teachers	Teacher takes responsibility for promptly informing DHT/SA of concerns.
Attendance/punctuality statistics produced by year group and school	School Administrator	Entered into Attendance Overview spreadsheet to allow for monitoring and analysis
Attendance/punctuality statistics produced and shared in Celebration Assembly, Weekly attendance winner announced	School Administrator /DHT	Certificate produced and awarded Parents are able to see which class(es) have been successful with their attendance and punctuality.
Attendance Boards Updated with weekly attendance figures	DHT/LM	Pupils are able to see which classes have been successful with their attendance
Absence codes for individual pupils are updated using SIMS to show reason for absence	School Administrator	Information provided here is used to provide targeted interventions as appropriate
Class attendance reported on weekly newsletter	School administrator	Parents are able to see which class(es) have been successful with their attendance and punctuality.

Half termly and termly procedures	By whom	Outcomes / action
Analyse attendance/punctuality data to monitor trends and progress and share with staff	School Administrator /DHT	Pupils causing concern are highlighted and successes are celebrated
Discussions as required in response to specific attendance/punctuality concerns of a particular cohort of pupils	HT/DHT	HT is made aware of attendance concerns and can advise and support DHT and update governors
Individual attendance/punctuality discussed with pupils and families, at parents' evenings	Class teachers	Mentoring and advice on attendance/punctuality issues provided to all families
Analyse attendance/punctuality data and information to identify cases of concern and develop appropriate interventions	DHT	Targeted intervention for individual concerns
Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for pupils and families.	DHT	
Review success and impact of attendance/punctuality strategies for the term	DHT/DM/HT	Amend and refine interventions as appropriate
Half termly tea and cakes for class with best attendance	HT and Governor representatives	Cakes ordered from school kitchens
Termly 100% and 96%+ badges and post cards sent	DHT/ HT	Badges purchased
100% Family prize draw	DHT	Voucher purchased
100% Honour roll on attendance board updates		Pupils are commended for their achievement
Termly attendance report to Governors	DHT	Governors are informed of attendance successes and concerns and improvement strategies

Annual procedures	By whom	Outcomes / action
Annual 100% and 96%+ certificates and badges awarded	DHT	Special Attendance achievements are rewarded
Annual 100% special reward awarded	DHT	

Policy written by Rachel Medley HT

Policy ratified by Governors on _____

Policy to be reviewed in _____

Ratified _____