



Attendance Policy

Bramley Vale Primary School

Version (3)

Owner	Bramley Vale Primary School
Author	Bramley Vale Primary School
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Version	Date of governors Approval	Changes Required
1	May 2023	Updated
2	September 2023	Schedule review
3	January 2024	MIS System update

Bramley Vale Primary School believes that good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them for life.

We aim to achieve good attendance by operating an attendance policy within which staff, pupils, parents, local community and the Education Social Work Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All teachers will encourage good attendance and liaise with home and other agencies when this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all.

We aim to:-

- Promote good attendance as the norm.
- Demonstrate that good attendance is valued by the school.
- Endeavour to provide high quality experiences in and out of the classroom for all our pupils.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- To raise pupil awareness of the importance of punctuality and regular attendance.
- To maintain good communication with parents in relation to their child's attendance.
- To maintain effective working relationships with the Education Welfare Service.
- Recognise and support the key role of all staff in promoting and maintaining good attendance.



BRAMLEY VALE PRIMARY SCHOOL

Every Child Every Day

Roles and Responsibilities of the Senior Leadership Team

- Monitor attendance patterns of the whole school.
- To liaise with the Education Welfare Officer.
- To meet with poor attendees, parents and if appropriate, set individual attendance targets.
- To use data to identify poor attendees, groups of poor attendees (available on Arbor).
- To set whole school targets for attendance.
- To ensure that all staff (including supply) are aware and implement the policy.

Roles and Responsibilities of the Class Teacher

- Accurately completing attendance registers at the beginning of each session.
- To promote an ethos within the classroom that is supportive and encouraging of regular attendance.
- To liaise with the Headteacher over concerns of absence of more than two broken weeks out of any five.
- To liaise with 1st day response person (Office Manager or Head) for immediate home contact.

Roles and Responsibilities of the Attendance Clerk

- Check, chase-up any absence notes to clarify whether the absence is authorised or unauthorised.

- If no reason for absence received by 10am, a text is sent to ask why the child is absent.
- To initiate contact with the Head Teacher after 2 days of absence without reason.
- Updating registers on the Arbor system.
- Distributing any letters generated by monitoring attendance within the school. E.g. the on/below 95% letters which are sent out termly.
- Sending notification and documentation to the local authority when absences are not authorised.
- Updating any additional absence information brought to his/her attention by the class teacher/form tutor etc.
- Producing attendance reports as and when required.
- Producing figures for attendance statistics required by the DfE/LEA or Education Welfare Service.

Requirements

- It is a legal requirement for Class/Form registers to be kept for a minimum of 3 years.

Current Practices at Bramley Vale:

Absences

- Absences are reported to us by 10am on the first day of absence.
- A text is sent if we have not received an explanation by 10 o'clock, these are sent each day until we receive an explanation.
- This is followed up by a phone call if no response is received.
- If a child is absent without explanation a letter is sent requesting reasons for their absence.
- If a child is still absent without explanation for more than 3 days we will send a letter asking for a reason.
- In some circumstances a member of staff will visit the family at home.



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Absences on/below 95%

- The office Manager and Headteacher monitors all absences informally on a daily basis.
- The Headteacher monitors all absences via Arbor on all classes weekly.
- Each term a letter is sent to parents of those children who are falling on or below 95% to inform them of the detrimental effect to their child's education.
- If attendance does not improve or gets worse then we send a further two letters.
- If attendance does not improve after letter 2, then a meeting is requested by the Headteacher to meet with the parents.
- The parents are also asked to bring medical evidence of any further absences e.g. A doctor's appointment card or prescription with the child's name on.

Persistent absentees

The Office Manager has a list of persistent absentees, and these are phoned rather than texted on the first day when they are absent from school. In these cases, the school asks parents to provide evidence from the doctor if they are absent.

Lateness

- Late attendance is recorded daily and is monitored informally on a weekly basis.
- Persistent lateness is recorded termly.
- Any persistent lateness is followed by a phone call to parents to request more punctual attendance.
- If these persist then a letter is sent out.
- If these continue to persist following the letter, then we will offer a support meeting to parents.
- Late arrivals are recorded as unauthorised absences, and these could result in a fine.

Holiday/Leave Requests

From the 1st September 2013 the department for education has brought in new legislation regarding holiday/leave requests in term time. The legislation states that Headteachers must not grant requests for holidays and that any other requests for leave must be exceptional/unavoidable.

Requests must be put in writing (by filling in a form from the office or printed off from the website). All requests during term time will not be authorised unless there are exceptional/unavoidable reasons.

If the reason is deemed to be exceptional/unavoidable then requests may be granted by the Headteacher.

Only one exceptional circumstance is considered per academic year, any other requests will be automatically denied.

If requests for leave are declined, then the information will be passed on to the DCC Educational Welfare Department who will issue a letter and will issue a fine.

Fines are currently £60 per parent, per child. So if two children in the school go on holiday with their mum and dad then the fine will total $4 \times £60 = £240$.

- In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorized retrospectively.
- Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.
- You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.