



# Attendance Policy

## 2019-2022

Adopted by Burbage Junior School on	12.02.19
Next Review Due	12.02.22
Chair of Governors	Date:
Headteacher	Date:

## **Attendance Policy**

At Burbage Junior School we believe that regular and consistent attendance plays a major role in the quality of learning for each of our pupils. Whilst 100% attendance is the ideal, we do recognise that children have time off due to illness, medical appointments, out of school learning opportunities etc. This policy is intended to set out what is expected within school regarding the minimum attendance required of all pupils, the procedures for monitoring and challenging poor attendance and late arrivals.

### **Aims of the policy**

- To set out expectations of attendance
- To detail procedures regarding absence from school
- To outline procedures regarding absence requests
- To outline monitoring arrangements for attendance and lateness
- To specify the criteria with which Penalty Notices will be issued in relation to unauthorised term time holiday

### **Expectations for Attendance**

Across each term we expect all children at Burbage Juniors to maintain a 95% attendance rate on an annual basis. All attendance below this threshold will be monitored and those children with lower than 90% attendance will have their attendance challenged.

The school bell rings at 8.55am at which time the children are collected from the playground.

#### **Procedures regarding absence from school**

1. Every class is required to be registered twice daily: once at 8.55am and again at 1.10pm. Registration closes at 9:10am, therefore any children arriving later than this will be deemed as arriving 'late.'
2. Parents are requested to inform school of their child's absence (due to illness) each day. This can be done by leaving a telephone message with the school office or through ParentMail accounts. The office staff will contact parents if no such contact is made. We do this as part of our Safeguarding agenda.
3. A reason for absence is marked in the attendance register in accordance with the administrative codes.
4. In the event of absence for a dentist or doctor's appointment, parents have a responsibility to inform school by means of a letter/email or a phone call to the office, so that the absence can be coded as 'medical'. In the absence of such information the absence will be recorded as 'unauthorised.'

### **Requests for Leave of Absence / Holidays**

Since 1st September 2013, holiday absences cannot be 'authorised'. Leave of absence in exceptional circumstances (e.g. attending a funeral or very close family wedding) can be coded in a different way. Some absences can be coded as 'participating in an additional educational activity' ( e.g. music exams or sporting fixtures).

Parents/Carers need to submit an application in advance using the 'Leave of Absence' form. This should be completed by the parent with whom the child normally resides. The Head Teacher or Deputy will then respond to this request. Prior and current attendance will influence the ultimate school response and decision. If Parents/ Carers still choose to remove their child/ren for a family holiday, parents have the responsibility to inform the school in writing in advance.

Depending upon the following criteria the Family of Schools Attendance Officer may become involved and a Penalty Notice may be issued:

1. A child has poor attendance below 90% threshold.
2. A child is already subject to attendance improvement support from the school and Attendance Officer involvement.
3. On the second unauthorised holiday absence within a 6 month period.

Where the above criteria are satisfied, the Attendance Officer will inform the Local Authority who will in turn fine each parent for each child absent. It is currently a £60 fine per period not a fine per day. Monies obtained from fines go to the Local Authority, not the school.

For those families who do not satisfy the above criteria, a formal warning/advisory letter will be sent to parents from the Head Teacher.

### **Monitoring and Evaluation of Attendance**

Attendance is monitored on a monthly basis by the Head Teacher or Deputy. If poor attendance is identified without medical evidence, then the matter is forwarded to our Family of schools Attendance Officer (A.O.) to pursue. The A.O. will make contact with parents/carers and targets for improvement set. In some cases legal action will be taken immediately.

Individual attendance figures are reported to parents on a termly basis and at the end of the year. Whole school attendance figures are reported to the Governors termly.

### **Monitoring 'Lateness'**

The school SIMS computer system can identify children who frequently arrive to school late. The office staff also keep a log of 'late' arrivals. A standard letter will be sent home to parents/ carers highlighting frequent late arrival to school and its impact upon learning. Occasionally, this conversation might be verbal, for example at Parents Evening. Persistent lateness will be forwarded on to our AO to pursue.

### **Flexible Schooling**

At Burbage Juniors we do not offer flexible schooling except in exceptional circumstances and where this is supported by other professionals, e.g. Paediatrician or Educational Psychologist.