



ATTENDANCE POLICY





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Introduction:

At Brookfields we encourage and support good attendance. For our children to gain the greatest benefit from their education it is vital that they attend regularly. Children should be at school, **on time, every day** the school is open unless the reason for the absence is unavoidable. It is important that your child attends regularly and this policy sets out how together we will achieve this. This policy forms part of the Safeguarding policy which should be read in conjunction with this.

Regular attendance is so important:

Whilst any child may be absent from school because of illness, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If your child is reluctant to attend for any reason it is important that you let us know immediately so that early help and working together impacts straightaway. We can work with you and offer help and advice.

Any absence affects the pattern of a child's schooling and regular absence will **seriously affect their learning**. Any pupil's absence which disrupts teaching routines may affect the learning of others in the same class. Ensuring your child's regular attendance at school is **your legal responsibility** and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

School commitment:

- * Ensure all staff are aware of the Spotlight on Attendance Campaign and facilitate an effective, encouraging environment for all pupils, including 'return to school packages' where necessary.
- * To help create an ethos and culture which encourages good attendance, address any school based causes of poor attendance such as bullying.
- * Ensure high-quality data is used and maintained.
- * Discuss attendance and punctuality at progress meetings with parents/carers, and offer support/advice to improve the situation.
- * Publicise the outcomes of the Spotlight on Attendance Campaign.
- * Celebrate outstanding attendance.
- * Report regularly to the Governing Board on attendance and punctuality.

Procedures for each morning:

- School starts and doors open at 8.50am. Gates close by 9am.
- After this all children enter school via the main reception and sign in using the “Inventory” system, giving name, time of arrival and the reason for being late.
- Children who arrive before 09:00 will receive a present mark on the register.
- If a child arrives between 09:00 and 09:15 they will receive a late mark in the register.
- If a child arrives at school after 09:15, when the register closes, they will receive a U for unauthorised absence for the morning.
- Parents/carers must inform the office directly of any absence so they should always be directed there.

After registration:

- It is essential that all registers must be completed by 09:10 and by 13:20/13:35 for afternoon registration. Please mark your registers as present or absent only.
- Parents/carers are responsible for contacting school if their child is absent from school.
- Registers are updated with information from the “Inventory” system and known information from the absent book.
- Children still identified as being absent without reason are pursued under the first day calling system and the information recorded. This may include group call or individual phone calls. Unexpected absence of vulnerable children may include reference to other services e.g. social worker or family support worker. Home visits may be carried out.
- Children whose attendance is below 92% will only be marked with an “I” code for illness if medical evidence is provided.
- From the register, dinner numbers are sent to the kitchen.

Weekly Monitoring:

- * Each week whole class attendance is monitored and recorded. This is displayed in the Studio Certificates for best attendance for Foundation, KS1 and KS2 are announced in celebrations assembly and reported in the school’s weekly newsletter to parents.
- * Individual attendance and punctuality is recorded. Individual acknowledgements are awarded at the end of each term with bronze, **silver and gold award certificate and a badge**. Children with all three badges at the end of the academic year will have a further reward.
- * Inventory and CMIS data is presented at pupil progress review meetings where attendance punctuality concerns are then shared by the Head teacher with parents/carers and further support may be offered.
- * During phase meetings, class teachers are able to raise concerns with their phase leaders regarding punctuality and attendance. This is then fed back to the pastoral manager who then looks more deeply into their concerns.
- * At Brookfields we use **Spotlight on Attendance** and work alongside **Court section** of Educational Welfare Services. Those children with an attendance percentage of **92%** or below will have a letter sent to their parents/carers informing them that they will be a part

of the **Action group** we will also request that **medical evidence** will need to be provided when their child is absent.

- * Once in the Action group, if attendance does not improve, parents/carers will be invited to a SARM (Statutory Attendance Review Meeting) to discuss in detail any issues that they may be having regarding attendance.
- * From the SARM school expects attendance to improve and that no further unauthorised absence will occur. If this is the case, no further actions will be taken. If further unauthorised absences occur school and Court section will take further action, this may lead to a **fine**.
- * ALL ACTIONS NEED TO BE CONDUCTED BY ONE NAMED PERSON: **THE DLP** (Designated Lead Person).

The DLP (Designated Lead Person) will:

- * Carry out the Spotlight, signs all letters, conducts meetings and deals with all communication for the families in the Action Group.
- * Liaise directly with Court Section regarding numbers of pupils that can be included in a Spotlight on Attendance Campaign and agree a start date.
- * Ensure there is engagement with parents where attendance is of serious concern (meetings etc.)
- * Investigate and agree a support plan where a parent or pupil has raised any difficulty adversely affecting attendance e.g. bullying, including re-integration packages.
- * Ensure all actions are appropriately documented, signed, retained and then photocopied. All contacts and arrangements with parents should be recorded, including phone calls, correspondence from parents and any medical evidence provided. This should be followed up with a letter if appropriate containing the relevant facts.
- * Provide Statements (report for Court) with guidance and support from Court Section.
- * Appear in Court as a Witness (if the parent pleads 'Not Guilty' resulting in a trial).

This policy was adopted by the Full Governing Board on

1/12/16

Signed:

DL Cutting

Review Date: December 2017

