

All Saints' CE Primary School



Pupil Attendance Policy

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All Saints' CE Primary School, Pupil Attendance Policy

Purpose

We aim to have good attendance and punctuality at All Saints' CE Primary School because they are an important factor in a child's social and academic achievement. We believe by working together staff, pupils, parents, governors and the ESW team can achieve this. We must all ensure that any problems affecting attendance are acted on as quickly as possible to enable each child the best possible learning opportunities.

Expectations

We expect pupils to

- Attend school regularly
- Arrive on time with all they need for that day

We expect parents to

- Encourage their children to attend school
- Contact the school office by phone or letter on the first day of any absence if their child is unable to attend school
- Inform the school in advance of any medical or other appointments
- Ensure their children arrives by 8.50am with all they need for that day
- Avoid taking holidays in term time

School will

- Encourage and reward good attendance
- Record attendance and punctuality accurately
- Make early contact with parents if a pupil fails to attend school without a good reason
- Take immediate and confidential action on any problems we are told about

Attendance Procedures

Daily

8.50am

- School doors are opened

9.00am

- Teachers take the register. At All Saints' we use an electronic e-portal registration system which is accessed through the electronic whiteboard in each classroom. This sends data automatically to the central database. If the child is not present at registration then they will be marked late.

9.30am

- Close of register – children who arrive after 9.30 are recorded as absent late
- Registers are checked by the school office
- It is the responsibility of the parent or carer to contact school regarding any absence as soon as possible on the first day of absence
- If contact is not made by parents/carers the absence will be recorded as unauthorised. The office will get in contact by telephone. The school will arrange to make further contact if there is an established concern about the child's attendance



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Termly

- Children whose attendance is a cause for concern for whatever reason (this includes illness, authorised and unauthorised holidays) will be contacted by letter in accordance with legislation from the Local Authority. The school will look for patterns such as siblings absent at the same time; regular patterns of absence; unauthorised absences.
- Headteacher to meet with the Educational Welfare Officer if there are any attendance concerns
- Headteacher to report to Governors school attendance

Yearly

- Any children with 100% for the whole year receive a certificate and a prize.
- The total number of times late, authorised and unauthorised absences for pupils will be listed in their reports.
- It is a requirement that the total number of times late, authorised and unauthorised absences for the whole school is reported annually to the DFE

There are relatively few circumstances in which a pupil's absence from School can be authorised:

- a) Illness of the child.
- b) Bereavement
- c) Only in exceptional circumstances holiday in term time (refer to Bradford's Leave of Absence Policy.)
- d) Attendance for medical or dental treatment.
- e) Religious observance or a day set apart by the religious body to which the child's parent(s) belong.
- f) Delayed arrival, which is unavoidable because of exceptional difficulties with necessary transport arrangements.
- g) Participation in a licensed performance, (e.g. television performance).*
- h) At the Headteacher's discretion, (in very special circumstances, e.g. attendance at a music exam).*

* In these circumstances absences will only be authorised when the Headteacher has received a request for leave to be approved beforehand.

Any other absences are '**unauthorised**'.

Attendance Concerns

The process for identifying attendance concerns is outlined above. However if a pattern of absence is noted by any member of staff it should be reported to the Headteacher.

Once a concern has been identified the school will arrange a meeting with the parents to discuss ways of improving attendance. The School will then monitor the child's attendance and liaise with the parents and teachers for one term. If the attendance fails to improve or falls below 80% it will be referred to the EWO for advice and possible action.



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Holidays

Some families take their holidays in school time and this impacts on school attendance. The school will encourage parents to take holidays out of term time if possible in line with Bradford's Leave of Absence Policy. Parents must apply for the Headteacher's permission to take their child on holiday in school time using the appropriate holiday request form. If there is cause for concern over a child's attendance permission will not be given.

Incentives

We will reward good attendance by

- Prizes for 100% attendance in a year
- The importance of regular attendance will be reinforced in PSHCE lessons and assemblies

Punctuality

At the end of the school day children must be collected promptly on time at 3.20pm. If your child attends an after school club they must be picked up on time as specified by the club leader. In exceptional circumstances you are unable to collect your child on time please phone the office or club leader.