



Brookhurst Primary School Attendance Policy 2018

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Author : Ms A Stanton

Approved :

Staff Name	Last Open	Signature Date
Ms A Stanton	22-10-2018	22-10-2018
Mrs L Wythe	08-02-2021	08-02-2021
Chair of Full Governing Body	17-09-2018	17-09-2018
Emma Hugill	29-10-2020	29-10-2020
Richard Cargill	16-03-2021	16-03-2021
Stephanie Beamish	01-07-2021	01-07-2021
Jonathan Turton	11-03-2021	11-03-2021
Robert Nash	Not Yet	Not Yet
Mr M Hughes	Not Yet	Not Yet
Mrs S Uddin	12-10-2020	12-10-2020
Mrs K Whipp	Not Yet	Not Yet
James Fullbrook	13-09-2018	13-09-2018
Lauren Brough	05-01-2019	05-01-2019
Lucy Hartwright	19-01-2019	19-01-2019
Georgia Morris	04-02-2021	04-02-2021
Anna Archer	28-04-2021	28-04-2021
Becky Gunthorpe	Not Yet	Not Yet
Gill Howell	Not Yet	Not Yet
Alex Oldham	18-09-2020	18-09-2020
Claire Honey	10-10-2020	10-10-2020
Charlotte Lidgard	17-09-2020	17-09-2020
Verity Maclean	Not Yet	Not Yet
Olivia Whatcott	Not Yet	Not Yet
Amy Sexton	Not Yet	Not Yet
Mrs E Moon	21-08-2018	21-08-2018
Mrs C Clarke	Not Yet	Not Yet
Mrs T Henderson	03-09-2020	26-11-2020
Ms F Hughes	Not Yet	Not Yet
Mrs R Jones	30-09-2020	30-09-2020
Mrs G Lindsay	13-07-2018	13-07-2018
Mrs T Taylor	03-09-2020	03-09-2020
Mrs K Waterfield	Not Yet	Not Yet
Mrs J Weston	Not Yet	Not Yet
Gina Reynolds	Not Yet	Not Yet
Chrissy Wales	Not Yet	Not Yet
Stella Newman	25-11-2020	25-11-2020
Sioban Mulherin	04-01-2021	04-01-2021
Cathryn Clarke	Not Yet	Not Yet
Sofia Gryparis	Not Yet	Not Yet
Teresa Henderson	Not Yet	Not Yet
Christine Wales	Not Yet	Not Yet

Siobhan Mulherin	Not Yet	Not Yet
Elisabeth Ingham	15-01-2021	15-01-2021
Julie Byrne	Not Yet	Not Yet

Attendance Policy

Brookhurst Primary School



A Place to think and Grow

Policy Written by Angela Stanton - Summer 2018

Policy adopted by Governors - Summer 2018

Policy to be reviewed - Summer 2021

Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.
- 1.2 Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 If a child is absent

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, the school office will then endeavour to contact a parent or guardian.
- 3.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence.
- 3.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- 3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

4 Requests for leave of absence

- 4.1 The Government issued new regulations in September 2013 regarding Leave of Absence. The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013
- 4.2 Headteachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application
- 4.3 Parents **do not** have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the headteacher must be satisfied that the circumstance warrant the granting of leave.
- 4.4 Headteachers will determine how many school days a child may be absent from school if the leave is granted
- 4.5 The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides.
- 4.6 Applications for Leave of Absence **must be made in advance** (using the application form in appendix A) and failure to do so will result in the absence being unauthorised which may result in legal action against the parent by Fixed Penalty Notice.
- 4.7 Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, **if the child is absent from school during that period.**
- 4.8 If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.
- 4.9 Each application for a Leave of Absence will be considered individually taking into account circumstances such as:
- The nature of the event for which leave is being sought
 - The frequency of the request
 - Whether advance notice has been given
 - The pupils attainment, attendance and ability to catch up missed schooling
- 4.9 If a child's attendance over the previous 20 weeks is less than 95% or a period of leave near to or coinciding with SATs, then authorisation is very unlikely to be granted.

5 Long-term absence

- 5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

6 Repeated unauthorised absences

- 6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be

asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services.

- 6.2 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7 Rewards for good attendance

- 7.1 All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. There are special gold certificates for any child who has 100 per cent attendance for a whole year.

8 Attendance targets

- 8.1 The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The targets are challenging yet realistic, and based on attendance figures achieved in previous years.

9 Monitoring and review

- 9.1 It is the responsibility of the governors to monitor overall attendance, and they will request a termly report from the head teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- 9.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 9.3 The rates of attendance will be reported in the school prospectus, and in the annual school profile.
- 9.4 Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the head teacher, who will contact the parents or guardians.
- 9.5 This policy will be reviewed by the governing body every three years, or earlier if considered necessary.