



Brackenhill Primary School

Attendance and Punctuality Policy

Overview

If learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where learners are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

Objectives

1. To ensure that all learners attend school well.
2. To ensure that all learners are punctual.
3. To win the support of parents in ensuring that their children attend school well and that they arrive on time.
4. To keep good records of attendance through the school registers and to take prompt action to follow up absences.
5. To investigate and act immediately where truancy is suspected or confirmed.
6. To work effectively with the LA and other agencies to follow up attendance issues promptly and efficiently.
7. To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.

Strategies

1. All staff will complete registers accurately for each session and will draw to the Home School Liaison Officer's attention any absences that are cause for concern or suspicion.
2. Learners arriving late will be reported to the Home School Liaison Officer. Any Key Stage 2 pupils who arrive late for school in the morning, will need to make up the time for the work that was missed during morning work in their break time.
3. Parents will be asked to telephone or notify the school if their child is absent or ill.
4. The school office will make telephone or text contact with a home when a child is absent, if the parents have not notified the school that their child is absent.
5. Home visits may be undertaken by the Home School Liaison Officer and/or a member of the Senior Leadership Team if it is not possible to contact the family and there is concern over the absence of a pupil.
6. Where a learner is developing a pattern of 'occasional' absences the parent will be contacted to discuss the pattern of absences.
7. The school will use welfare and attendance officers to follow up absences that are suspicious or causing concern.
8. Where necessary the school will work closely with the LA to take action against those unlawfully keeping learners from school.
8. The school will use rewards to encourage good attendance.
9. No leave of absence will be granted during term time unless there are exceptional circumstances. Taking unauthorized term time leave could lead to a fixed penalty fine by the Local Authority.

The Governors expect that the Headteacher will only grant leave in exceptional circumstances and to use their discretion to decide whether leave of absence during term time should take place.

Outcomes

This school will do all it can to ensure that learners come happily, willingly and punctually to school to ensure that all gain the greatest possible value from their education.

Appendix 1

Dear (Parent)

Re: Term time absence request for (Childs/Children's name)

Following your recent request for (childs/children's name) term time absence due to exceptional circumstances, I am writing to confirm that I have authorised this planned absence from to

However, I must point out that the school strongly discourages term time absence because of the impact on educational and social progress.

I must also draw your attention to the school's attendance policy. This makes it clear that if absence in term time has **not** been authorised, a Penalty Notice may be issued.

The Penalty Notice is for £60 per parent, per child if paid within 21 days or £120 within 28 days.

Yours sincerely

Nair Ishtiaq
Headteacher

Appendix 2

Dear (parent)

Re: Term time absence request for (child's/childrens' name)

Following your recent request for (childs/children's name) to be allowed term time absence, I regret that I am unable to authorise this absence. My reasons are as follows:

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Should you however choose to take this absence, the school's attendance policy makes it clear that if a term time absence is taken which has not been authorised, a Penalty Notice may be issued.

The Penalty Notice is for £60 per parent, per child if paid within 21 days or £120 within 28 days

Yours sincerely

Nair Ishtiaq
Headteacher

Appendix 3

Dear Parents/Guardians

Important Information Regarding the Changes in Request for Leave Of Absence during Term Time for Family Holidays

From September 2013 the Department for Education has removed the discretion for Head teachers to grant leave of absence during term time. Our current school policy grants pupils with an overall attendance of 95% and above leave of absence for up to ten days in certain year groups.

In September 2013, no leave of absence for holidays will be granted during term time unless there are exceptional circumstances; taking unauthorised family holidays during term time could lead to a fixed penalty fine by Local Authority.

Below is the extract taken from the DfE website about the changes to the leave of absence regulations.

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, will come into force on 1 September 2013.

Term Time Holiday

The Education (Pupil Registration) (England) Regulations 2006 currently allow head teachers to grant leave of absence for the purpose of a family holiday during term time in 'special circumstances' of up to ten days leave per year.

Amendments to 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances (e.g. an emergency or crisis).

Nair Ishtiaq
Headteacher

Appendix 4

Dear Parents/Carers,

At Brackenhill Primary School we are committed to increasing the attendance and punctuality of our pupils. We expect all children to achieve at least 95% attendance.

This year we have made a few changes to how we monitor our attendance. All children's attendance will continue to be monitored daily.

If your child will be absent from school for any reason you should ring school before 9.00am on the first day of absence. If you do not contact school, our Home School Liaison Officer will attempt to contact you at home to investigate the reason for your child's absence. If we are unable to get in touch with you, we may conduct a home visit.

If we are concerned about your child's attendance we will write to you to highlight our concerns.

If your child's attendance falls below 90% you will be asked to attend a meeting in school. If your child's attendance continues to be a major concern, your child may be referred to the Educational Social Worker.

Whilst we understand that children are prone to illness, which can have an effect on their attendance, it is very important that your child attends school regularly. Please inform us if your child has any major illnesses. We encourage you to attend school nurse meetings and information sessions as this will assure us that you are working with us to improve your child's attendance.

You should be aware that due to new Government guidelines, if you choose to allow your child to take unauthorised leave or if you do not complete a request form prior to your child taking leave during term, then a Penalty Notice may be issued.

Lateness

It is very important that your child arrives at school on time and ready to learn every day. If your child comes to school late it has a negative impact on their learning. It also disrupts the school and causes problems with class registrations. The school gates open at 8:45am and close at 8:55pm. If your child arrives after this time they must enter school via the main reception entrance and go through the office. Please make sure your child gets a red slip and that they register their name before going to class.

If your child is late on more than three occasions during the half term and receives three warning letters, then a meeting will be booked with a member of the senior leadership team to discuss your child's lateness. In addition to that there will be a few punctuality monitoring weeks throughout the year so watch out for that!

We hope that by working together we will improve attendance in our school.

Nair Ishtiaq
Head Teacher