



BEMPTON PRIMARY SCHOOL

ATTENDANCE POLICY

Statement of Aims

Our aim, at Bempton School, is to provide the greatest opportunity for children's learning to take place. We undertake to do all we can to ensure that pupils' good attendance and punctuality gives them access to the full curriculum, and enables them to benefit to the fullest extent possible from their education.

We intend, with the support of this policy, to increase attendance percentages, reduce authorised and unauthorised absences, and lateness.

As parents and carers have the key role to play in ensuring pupils attend school regularly, we encourage them to support this policy by fulfilling their legal responsibilities through ensuring their children have good time keeping and attendance. Parents and carers are supported in doing this by being encouraged to follow our established systems for informing school in case of absence, and to bring to the school's attention any concerns or difficulties that may be affecting their child's attendance or punctuality. As a school we will offer all the support we can to enable them to carry out their responsibilities effectively.

Approaches to ensure good attendance

At Bempton School, we aim to provide a positive, welcoming and supportive environment. We emphasise to parents and pupils the importance of regular attendance and punctuality and we offer a consistent approach to attendance matters through the implementation of procedures to record and follow up pupils' absences and lateness, as well as praising and rewarding excellent and improved pupil attendance.

Procedures for implementing the policy

When parents come to the induction meeting before their children begin their schooling, the importance of regular attendance and punctuality is stressed. New parents, whose children are admitted to school throughout the year, are also given an outline of procedures in the school prospectus.

All attendance information is available on the Bempton School website and is updated regularly. Parents are notified regularly of whole school and class attendance in assemblies and in the school newsletter.

First Day Absence Procedures

Parents are informed that they need to contact the school office before 9.30am on the first day of absence, to give a reason for their child's absence, and when they anticipate they will return to school. If no contact

is made before 9.30am by the parent, a text message or telephone call is made by the office team. When a child returns to school, parents are asked to send in a letter explaining the reason for the absence.

It is of utmost importance that registers are completed on time (at the beginning of the school day and the beginning of the afternoon session), fully and using the correct codes so that accurate attendance records can be kept and any problems can be followed up promptly. All staff have a responsibility for this and the Attendance Officer will be the first one alerted to any attendance concerns.

Illness

At present the main reason for pupil absence from school within the East Riding is illness. It is recommended that parents give consideration to whether the illness symptoms mean children have to stay at home. Further guidance on common conditions can be found in the ERYC leaflet 'School Absence – Guidance for Parents' which can be found on the Bempton School website, copies are also available at the school office. If parents are in any doubt they are asked to contact the school for advice.

Medical Appointments

It is recommended to parents that, where possible, medical appointments are made out of school time. If this is not possible, an early morning appointment, enabling a pupil to arrive at school before registers close at 9.30am is preferable. If a pupil arrives at school later than 9.30am due to a medical appointment they would be marked in the register as code M – medical absence.

Requests for Absence from School

Requests for absence from school can only be considered for exceptional circumstances. Parents must complete a Request for Absence from School for Exceptional Circumstances form and submit this to the school, allowing for sufficient time to enable the Head Teacher to consider the request and inform parents of the decision. Parents and carers should be aware that a family holiday is not an exceptional circumstance.

If a request for absence for exceptional circumstances is not agreed by the Head Teacher and the absence goes ahead it will be recorded as an unauthorised absence – code G (family holiday not agreed). An unauthorised term time absence may result in a referral to the Education Welfare Services (EWS) for consideration of a penalty notice. Where parents do not follow school procedures of submitting a request and remove their child without seeking prior approval, a warning may not be given and a penalty notice may be issued.

Persistent Absence

If a child is absent regularly, or over an extended period, or if there is a pattern to the absences, or if the school is unhappy with the reason given to explain an absence, and attendance dips below 93%, the school will alert parents and offer advice and guidance.

Following this initial contact, should a child's attendance fall below 90%, parents will be invited to attend a more formal persistent absence meeting in line with East Riding of Yorkshire Council guidance. If attendance does not improve following this meeting a referral may be made to EWS for persistent absence.

Return to School and Catch-Up Procedures

When a child returns to school following an absence, catch up work will be organised by the class teacher to be completed either during lunch times, at agreed times after school or as homework. Parents will be notified of arrangements.

Lateness

Registers close at 9.30am. Pupils arriving late before registers close will receive the code L for late before registers close, this counts as a present mark but minutes late are recorded. Pupils arriving after 9.30am will receive the code U for late after registers close. The code U marks an unauthorised absence for that session.

The Attendance Officer will monitor lateness on a weekly basis and if a child is late on a regular basis then contact will be made with the parent / carer. If, following support from the school, a child's punctuality does not improve then a referral may be made to the Education Welfare Services.

Rewards and Incentives

While we aim to ensure we follow procedures to tackle attendance and punctuality problems, this is for the minority of pupils at Bempton School. The majority, on the other hand, can be rewarded for their good attendance. We constantly aim to praise good attendance and punctuality in the following ways:

- Weekly certificates and rewards for the best class attendance
- Termly certificates and prizes for individual pupils with 100% attendance
- Names on roll of honour in the school entrance for 100% attendance
- End of year certificate and book token/swim voucher for pupils with 100% attendance for the year

Monitoring and Evaluation

This policy and procedures will be reviewed annually, along with the effectiveness of the systems that we have in place for monitoring and following up any problems we may have with attendance and punctuality.

Key Roles and Responsibilities

Parents / carers – are required to ensure their child attends school regularly and on time and must contact the school without delay to report any absence.

Parents are responsible for ensuring the school has up to date contact information
Adhere to the school's policy with regard to holiday absence

The Governing Body is responsible for overseeing the implementation of the Attendance Policy and working closely with the Head Teacher to evaluate the success of the strategies implemented.

The Head Teacher is responsible for reporting attendance to the Governing Body on a termly basis and working closely with the Attendance Officer and EWS to promote good attendance. The Head Teacher will liaise with, and obtain feedback from, staff on a monthly basis at scheduled staff meetings.

The Attendance Officer is responsible for monitoring attendance and punctuality on a daily, weekly and termly basis, for undertaking regular reviews and follow up of all attendance issues, and for liaising with the Head Teacher on attendance issues. The Attendance Officer will liaise with the Education Welfare Services and parents / carers when necessary, including for first day absence and attendance and punctuality concerns.

Class Teachers are responsible for taking the class register at the beginning of each session (am and pm) and ensuring the correct codes are used. Class Teachers will also have input into PA attendance meetings and catch-up procedures.

It is vital that all members of the school community work together to instil good attendance and punctuality in pupils as a means of preparing them to be socially responsible and to facilitate learning, allowing all pupils to achieve their potential.

A whole school approach is vital to the success of improving attendance. All staff need to recognise that they have a contribution towards improving pupils' attendance. We can ensure that all pupils feel supported and valued and send a clear message that if a pupil is absent, she / he will be missed.

Bempton School will use a whole school approach based on celebrating good attendance.

Adopted: Spring Term 2018

Reviewed: Autumn Term 2023

Signed:

Mrs Mary Doody-Greaves
Head Teacher

Review: To be reviewed on any amendments changed.