

**Bullion Lane Primary School**  
**Pupil Attendance Policy**



**Introduction**

At Bullion Lane Primary School we view it important that children develop a positive attitude to school attendance and punctuality so that they do not miss out on opportunities. These qualities of reliability are also important in adult life.

Poor attendance, especially when condoned by parents, disrupts a child's education. This causes a lack of continuity and progression in school work and can establish patterns of behaviour which may lead to long-term truancy.

Bullion Lane Primary School will work closely with other partners to ensure this policy is fulfilled and including the Department for Education (DfE) and the Education Welfare Service

**Aim**

This policy aims to improve pupils' attendance at school and to ensure that absence from school only occurs when pupils have a genuine reason.

This policy aims to help parents understand the importance of regular school attendance to pupil's educational success and seeks to gain the support of parents in its implementation.

**Legislative Framework**

Parent/guardian, schools and the Local Authority have legal responsibilities in ensuring that children attend school.

Parent/guardians of children of compulsory school age must ensure that their children receive an efficient and full-time education, either at school or otherwise (Education Act 1944 S.36).

We must maintain an attendance register in which each pupil is marked present or absent at the beginning of each morning and afternoon session (Pupils' Registration Regulation 1956).

Attendance data showing the number of unauthorised absences in each term of the preceding school year, expressed as a percentage of the total number of possible attendances that term is published each year. (The Education (Pupils' Attendance Records) Regulations 1991)

**Primary School Attendance Procedure**

Procedures in this policy take in to consideration statutory and non-statutory guidance from the Department for Education, (DfE) and LA.

**Daily/Weekly Attendance Procedure**

- If your child is going to be absent from school, the parent/guardian must ring school before **9.00am** to inform school of the reason for the absence.
- From **9.00am** school registers are checked for any absences for which we have no information.
- School staff will make a call to the parent/guardian if there has been no contact with school regarding the absence.
- If a pupil has been absent and school have not been able to find out any reason for absence from the parent/guardian, a home visit will be made, at least within three days, sooner if there are concerns.

**Categorising absence**

The Education (Pupils' Attendance Records) Regulations 1991 require schools to determine whether an absence can be deemed to be authorised or whether the child should be regarded as being absent without permission i.e. truanting. In the terms of the legislation it is only the school who can approve the absence, not the parent. Here at Bullion Lane Primary School absence will only be authorised for the following reasons:-

- i. Pupil illness.
- ii. Pupil is absent on a day set aside for religious observation by the religious group to which the pupil's parents belong.
- iii. Pupil is participating in an approved public performance.
- iv. Permission has been granted by the Headteacher.
- v. Pupil is absent following the death of a close family member.
- vi. Pupil has a medical or dental appointment, confirmed with an appointment card/letter. The child is expected to attend school prior to the appointment or return to school after the appointment - where possible medical or dental appointments should be booked outside of school hours.

### ***Monitoring Attendance***

As a school we monitor all areas of attendance and are required to provide the DfE and Education Welfare Service with our attendance data.

- At the beginning of a new term the attendance data from the previous term is analysed.
- The parent/guardian of **all** pupils with less than **95%** attendance will be sent a letter and printout of their child's attendance for that term. In addition the monitoring programme for pupils with attendance percentages below 95% will be termly.

### ***Persistent absentees***

- Pupils whose attendance is less than 90% are referred to as "Persistent Absentees" by the DfE and will be considered for referral to the Education Welfare Service. The Education Welfare Officer and school staff will then begin a programme of monitoring and support.

### **Requests for Leave of Absence**

- Absence for anything other than through illness or medical reasons during term time is actively discouraged.
- The DfE has published new amendments to the Pupil Registration Regulations which come into force from September 2013 and relate to Holidays in Term Time, Penalty Notices and Deletions from the school register.
- The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. E.g Children with parents in the armed services, or children who are seriously ill.
- The Head Teacher will define 'exceptional circumstances' and also determine the number of school days a child can be away from school if the leave is granted.

### **Penalty Notices**

- Penalty notices can now be issued after 7 days unauthorized absence from school.
- Failure to return your child on the agreed date could result in a penalty fine of £60 (per parent, per child) being issued and your child losing their place at school.
- Amendments to the 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days.

### **Punctuality**

It is important that pupils are punctual so that they do not miss out of the beginning of each school day. This time can be important because information is often given out which allows for the smooth running of the day and helps pupils feel part of the school community.

- The school doors open at 8.50 a.m. and pupils should be in school at this time for registration. All entrances are closed at 9.00a.m.

- Pupils arriving after this time will have to report to the office where their names will be entered into the “late book” for safety reasons and monitoring of attendance.
- The “late book” is monitored daily to identify the pupils who are persistently late. This is then followed up by the EWO if necessary.

### **Improving Attendance**

- For a full weeks attendance each pupil receives a sticker and 10 minutes extra playtime.
- The class with the best attendance that week receives a sticker for the chart in the hall during Merit Assembly.
- For a term’s full attendance each pupil receives a bronze certificate.
- For two terms’ full attendance each pupil receives a silver certificate.
- For three terms’ full attendance each pupil receives a gold certificate.
- For 100% over the year children are taken out on a visit
- Classes with 100% attendance for the week receive a choc ice each.