

DE BOHUN PRIMARY SCHOOL



ATTENDANCE PROCEDURES

September 2015

Attendance Procedures

Rationale

The school is committed to providing quality education for all pupils. The staff and governors believe that it is essential all pupils have good or better attendance. To this end, the school will do all it can to ensure that all pupils achieve maximum possible attendance and that any problems that prevent this from happening are identified and acted upon as soon as possible.

Expectations

We expect the following from all pupils:

- that they attend school every day
- that they will arrive on time and be appropriately prepared for the school day.

We expect the following from all parents:

- to ensure their child attends each day
- to ensure they contact the school immediately (in confidence, if necessary) whenever their child is unable to attend school
- to ensure their child arrives on time, well prepared for the day

Parents can expect the following from the school:

- regular, efficient and accurate recording of attendance
- regular monitoring of lateness
- contact with parents by telephone if a child fails to attend school without providing a good reason
- contact with parents if the child is consistently late for school
- immediate and confidential action on any problem notified
- steps will be taken to encourage good attendance
- a quality education
- rewards in the form of attendance certificates/prizes will be given to children with excellent attendance

This policy statement together with the accompanying procedures aims to ensure that:

- registers are properly maintained
- attendance and lateness are monitored carefully
- irregular attendances are checked
- unauthorised attendances are rare

The class registers are legal documents and great care must be taken to ensure their accuracy

School procedures

Registration

- The morning session begins at 8.50 a.m. Registers must be completed as soon as possible and returned to the Office.
- Any child arriving in the classroom after 8.50 am without a genuine reason will be marked as late. Any child arriving after 9.15am without a genuine reason will be mark as an "unauthorised late" which counts as an absent mark for that session.

Lateness

- Children may enter the classroom at 8.45am and the register taken as soon to 8.50am as possible.
- Any child entering the classroom after 8.50 am or after the register has been taken will be deemed as late (unless they are involved in other school duties)
- Registers will be monitored for lateness and a letter sent to parents if there is a pattern or repeated lateness.
- If lateness persists, the EWO will be informed.

Absence

- When a child is absent from school, it is expected that parents will inform the school of the reason for that absence as soon as possible with an indication as to how long the absence will occur.
- Most pupils will occasionally be absent from school with good reason. Parents should telephone the school before 9.00am on the first day of absence. The school would prefer to be updated on a daily basis concerning the absence. On the rare occasion where a parent has not contacted the school the school will attempt to make contact with them. Contact will usually be done using the school text messaging system, if parents respond direct to this system; texts and calls from the parent's phone are free. Parents should also inform the school if a pupil will be late to school for any reason.
- The class teacher or the Attendance Officer will record the reasons for absences in the register.

Authorised/Unauthorised Absence

- Only the school can officially authorise an absence if it is for a good and legitimate reason e.g. illness, bereavement, and religious observance. Even if a note is provided or a call has been made to the school, an absence is unauthorised if there is no good and proper reason to explain it e.g. birthday celebrations, taking relatives to the airport and holidays during term time.

- If parents are in any doubt about what constitutes authorised or unauthorised absence they should contact the school's Attendance Officer.
- A pattern of unauthorised absence will be reported to the Education Welfare Service. **Any pupil with an absence percentage of less than 90% will not have any absence authorised unless medical evidence can be produced.**
- For your guidance the school considers attendance levels as follows:
 - 98% - 100% = Excellent
 - 96% - 98% = Good
 - 95-96% = Average
 - 92-94.9% = Below Average / Low
 - 90% - 92% = Exceptionally Low
 - 90% = Persistent Absentee

Only the school within the context of the law can approve absence, not parents. Parents should seek approval of absence from school.

Absences can only be recorded as **authorised** or **unauthorised**.

The school registers are checked half-termly by the EWO. Unauthorised absences and persistent lateness will be discussed and followed up by the school's attached EWO.

Dental and Medical Appointments

Routine appointments should be, where possible, made outside school hours. The original appointment card or letter from the Orthodontist, GP or Dentist should be provided. School should be informed before 9.00am if appointments are going to make a pupil late for school.

Pupils are expected to attend school before and after routine appointments and ensure that they sign in and out at Reception.

Leave of absence

Leave of absence taken in term time will not be authorised. Requests should be made in writing to Mrs Pearson, the Head teacher, leave will only be authorised in exceptional circumstances. If a pupil is absent due to a period of unauthorised leave, the school may apply to the local authority to issue a Penalty Notice. Regrettably each year we are informed by parents that relatives living overseas are unwell and they need to travel urgently, the school will always ask for original evidence that travel arrangements have been made at the last minute. Based on this evidence the school will consider whether any of the absence can be authorised. Such absences are not authorised without evidence, and may be subject to a Penalty Notice. From time to time the school has also become aware that although a pupil has been reported as unwell to the school they are in fact on holiday. Parents will be expected to produce all medical evidence where an absence directly precedes or follows a school holiday. Medical evidence from abroad will not be accepted. The school will actively pursue a Penalty Notice fine in situations where they have not been correctly informed of the reason for absence.

Religious Observance

Enfield Borough Council informs the School what days it can authorise for religious observance.

The role of the Education Welfare Officer

De Bohun School is a community school and actively uses the London Borough of Enfield Education Welfare Service.

The school is accountable to the local authority for the level of pupil attendance, and Education Welfare officers regularly inspect the school registers and receive information about the attendance of pupils. The Education Welfare Officer will phone and visit parents, where poor attendance is an issue.

Attendance Awards

As a means of encouraging good attendance, attendance incentives are awarded to the class who have had the best attendance for the term, these prizes are in the form of a class outing to the cinema, bowling or such other activity. Incentives for children who achieve weekly attendance of 100% receive a sticker and are also placed into a prize draw at the end of each term. A termly score board is displayed for children to view and an attendance assembly held every Friday.

General

De Bohun School seeks to promote the best possible attendance because it seeks to achieve the highest possible standards in all aspects of school life. There is a clear link between good attendance and good results, and teachers will celebrate excellent attendance just as they celebrate other positive aspects of school life. Please feel free to contact the schools Attendance Officer to discuss any issues concerning your child's attendance