



Attendance Policy

Date of Policy:	Summer 2016
Policy Owner:	Mr J Littler
Date of Next Review:	Summer 2019

Attendance Policy

This policy has been written in line with DfE Guidance 'School Attendance' 2014.

Aims of this Policy:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and,
- Act early to address patterns of absence.

The Legal Framework

The government 'expects parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.'

The legal duty is outlined in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

Registration Procedure

Effective registration practices are the underpinning of the successful management of pupil absence. Registration is an important part of the school day and not just an administrative routine. The school will maintain registers in line with the DfE guidance 'School Attendance' 2014

If a child is to be absent from school, parents should inform the school office of this, including the reason for the absence, at the earliest opportunity and no later than 9.30am.

The school will follow up any unexplained absences to:

- ascertain the reason;
- ensure the proper safeguarding action is taken;
- identify whether the absence is approved or not; and,
- identify the correct code to use before entering it on to the school's electronic register

If parents do not notify school about absences and the school cannot ascertain the reason, this will be recorded as unauthorised absence. This will also be referred to the school's Safeguarding Team.

Registration Times:

At Barrow Hall, all children will be registered twice daily at the following times:

- All Foundation Stage classes (Reception to Year 2) 9.05am and 12.45pm
- All Key Stage 1 classes (Year 1 and Year 2) 9.05am and 1.00pm
- All Key Stage 2 classes (Year 3 to Year 6) 9.00am and 1.00pm

At each registration, the school will record whether each pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

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Start of School Day

With effect from September 2016, classroom doors will be open to pupils ten minutes before morning registration time.

Authorised Absence

The decision as to whether to authorise **any** absence, including for sickness, rests solely with the headteacher.

Planned Absence

The Headteacher may, at his/her discretion, authorise absence in exceptional circumstances.

Barrow Hall does not authorise any absence for family holiday. However, this is recorded with different code to other unauthorised absence. Notification of absence forms (for planned absences) should be completed in advance by parents and returned to the school office before the planned absence commences.

School has the right to ask for evidence of absence such as doctors' notes, appointment letters etc – particularly if the child is absent for these reasons. School then has the right to make these unauthorised if evidence cannot be given.

Monitoring of Attendance

In line with DfE guidance, pupils with attendance below 90% are classed as 'Persistent Absentees'. The school Safeguarding Team monitor attendance on a regular basis. Where attendance is close to/below the persistent absentee threshold, school may take actions aimed at supporting families to improve attendance. In cases where these actions are not successful, the school will take further action, including referral to the Local Authority.

Parents will be provided with termly copies of their child's attendance record.

Lateness:

School is aware that, from time to time, pupils may be late for registration for unavoidable reasons. However, it is expected that parents will make reasonable provision to ensure that their child(ren) is in school for the start of the school day.

Teachers are instructed to close classroom doors at the start of the school day. This is to ensure a prompt start and minimal disruption to learning. Pupils must not be marked present if they were not in school during registration. Where pupils arrive after the start of the school day (i.e. 9.05am in Foundation Stage/Key Stage 1; 9.00am in Key Stage 2) pupils will need to be registered at the school office.

If a pupil arrives in school within 20 minutes after registration time, they should report to the school office. This will be recorded as: 'Late arrival before the register has closed'

A pupil arriving after the register has closed will be recorded as: 'Late after the register has closed'. This is classed as an absence for that registration session.

If a child is regularly late the parents will be contacted in an effort to resolve the problem. If lateness persists the Local Authority will be informed and appropriate action may be taken.