

Headteacher: **Georgina Graham**

Old Park Road, Bradford, BD10 9BG

Tel: 01274 611 512

Fax: 01274 620 581

office@parkland.bradford.sch.uk



Co-op Academy
Parkland

Pupil Attendance Policy

Introduction

It is important that pupils and parents develop a positive attitude to school attendance and punctuality so that pupils do not miss out on the opportunities at school. 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.

Our schools will work closely with other partners, including the Department for Education (DFE) and the Education Social Work Service, to ensure this policy is fulfilled.

Purpose

This policy aims to support school attendance; giving the guidance for improving pupils' attendance where necessary, 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 a pupil's educational success and seeks to gain the support of parents in its implementation.

Guidelines

Legislation Framework

Parents and carers, schools and the Local Authority have legal responsibilities to ensure that children attend school.

Parents and carers 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). Additionally parents and carers must ensure that, if their child is registered at school, that they attend regularly (The Education (Pupil Registration) Regulations 2016)

Schools 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 2016).

Schools must publish 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 (The Education (Pupils' Attendance Records) Regulation 2016)

Attendance Procedure

Procedures in this policy take into consideration statutory and non-statutory guidance from the Department for Education (DFE) and Bradford Children's Services.

Daily/Weekly Attendance Procedure

- If a child is going to be absent from school, the parent/guardian must telephone school before 8.45am to inform the administrative staff of the reason for the absence.
- At 9:30am school registers are checked for any absences for which we have no information.
- Contact will be made with the parent/carer if there has been no contact with school regarding the absence.
- If a pupil has been absent and the school have not received any information regarding the absence from the parent/carers, a home visit will be made on the third day (or sooner if there are Child Protection/Safeguarding concerns or if they have attendance of 91% or less).
- Parents who are finding it difficult to get children to school or to school on time may be supported by school pick-up, where possible, and this will be pre-arranged with the Parental Involvement Worker
- Parental Involvement Worker has an attendance plan which includes the provision to telephone some families every morning to check they are up and able to get to school. If they are not able to get to school, staff go to collect them.
- Class attendance is rewarded with a class bank and celebrated in assembly every week. We discuss how children can make sure they are good attenders (and why they should be) in assembly and in class. Additional attendance reward scenes are in place at all times, targeting individuals, most improved, sustained improvement, key stages and classes etc.
- On a dip in attendance across school, PIW will send an Early Bird text to all parents rewarding all those who are at school on time and an additional anti-bacterial clean of door handles, bathrooms, keyboards and mice, class equipment will be carried out.

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 key basic skills learning such as phonics, arithmetic and reading happen at this time. School runs additional sessions for children who have missed this learning and adaptations to the timetable are made where necessary.

- At Parkland school opens at 8:45am, with a 'drift-in' operating between 8.45 and 8.55 allowing pupils to prepare for class. All entrances with the exception of the main school entrance will be closed and locked at 8.55 and the register taken.

- 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.
- If pupils are late for school on a regular basis a letter is sent to their parent/ guardian to inform them and request that this improves.
- Every half term, the number of late pupils in the first week is analysed and a late catch up session is then run by Miss Graham, Miss Connors or Mrs Heaven for any child who is late after 9:00am. This session takes place for KS2 children at breaktime and covers key reading skills so children do not fall behind.
- If no improvement is made then the parent /guardian is invited to a meeting with school staff to discuss the situation and offer support if appropriate.

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. truancing. In terms of the legislation it is only the school that can approve the absence, not the parent. Absence will only be authorised for the following reasons:

1. Pupil illness.
2. The pupil is absent on a day set aside for religious observance by the religious group to which the pupil’s parents belong (up to 3 days per year). School should be informed prior to the absence.
3. The pupil is participating in an approved educational trip or visit.
4. Permission has been granted in advance by the Headteacher through the Absence Request Procedure (see below).
5. The pupil is absent following the death of a close family member.
6. The pupil has a medical or dental appointment, confirmed with an appointment card/letter. The child is expected to attend school prior to and/or following 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 Social Work Service with our attendance data. The school will set a target for whole school attendance and will share this with pupils and parents.

- School is required to publish the attendance data in their prospectus.
- At the beginning of a new term the attendance data from the previous term is analysed and checks are also made half termly.
- The parent or guardian of all pupils will be given a printout of their child’s attendance at parents’ consultation evenings.
- The parent or guardian of **all** pupils with less than 90% attendance will be sent a letter and printout of their child’s attendance for that term. Parents may be invited to attend a Health and Well-being meeting to discuss the absence. The monitoring

programme for pupils with attendance percentages between 95% and 90% will be weekly rather than termly.

- The Parental Involvement Worker has an attendance plan which is monitored and updated every month with the Headteacher.

Persistent Absentees

Pupils whose attendance is less than 90% are referred to as “Persistent Absentees” by the DFE. School staff will begin a programme of monitoring and support. This may include being referred to the Education Social Work Service and a support programme from the Education Welfare Officer.

- Step 1 – Parent/guardian invited in to school to a Health and Well-being meeting. This will consist of school staff with the support of the Education Welfare Officer and school nurse as appropriate. The absences will be discussed and an action plan to improve attendance agreed.
- Step 2 – A letter summarising the discussion and a copy of the action plan is posted to the parent/guardian.
- Step 3 - After 4 weeks the attendance printout is reviewed.
 1. If the percentage has improved to above 90% for that period, monitoring is implemented.
 2. If the percentage remains below 90% the parent/guardian is invited to a second meeting to discuss the absences where further, more formal, actions are outlined.

Requests for Leave of Absence

Changes to the Education (Pupil Registration) Regulations 2006 came into force from September 2013. The amendments state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If leave is granted the Headteacher can determine the number of school days a child can be away from school. The parent/ carer must make a written application to the Headteacher. Leave of Absence request forms are available from the schools’ offices and must be submitted 2 weeks in advance of the first day of the planned absence.

Appeals to the Headteacher’s decision can be made to Governors.

Penalty Notices

Penalty Notices may be issued by the Principal Education Social Worker at Bradford Council, in line with their policy ‘Penalty Notice Protocol’ which is available on the Bradford Schools Online website. A penalty notice may be issued for overt truancy, parental-condoned absences, leave of absence without authorisation, and persistent late arrival at school (after the Register has closed).

From 1 September 2012, payment of a Penalty Notice within 28 days is £60 and payment after this time but within 42 days is £120.

Rewards

Pupils are rewarded for meeting attendance targets in a variety of ways including certificates, prizes, an attendance shop, trips out, a class trophy and reward and certificates go out for 100% and over 95% attendance termly and at the end of the year.

Conclusion

Good attendance and punctuality is expected and will be rewarded. Parents and pupils who do not maintain either good attendance or punctuality will be challenged and supported.

Good attendance promotes a positive attitude to school life and ensures pupils have the best opportunity to achieve their potential, as well as maintaining positive relationships and friendships.

Date of policy: December 2017

To be reviewed: December 2019