



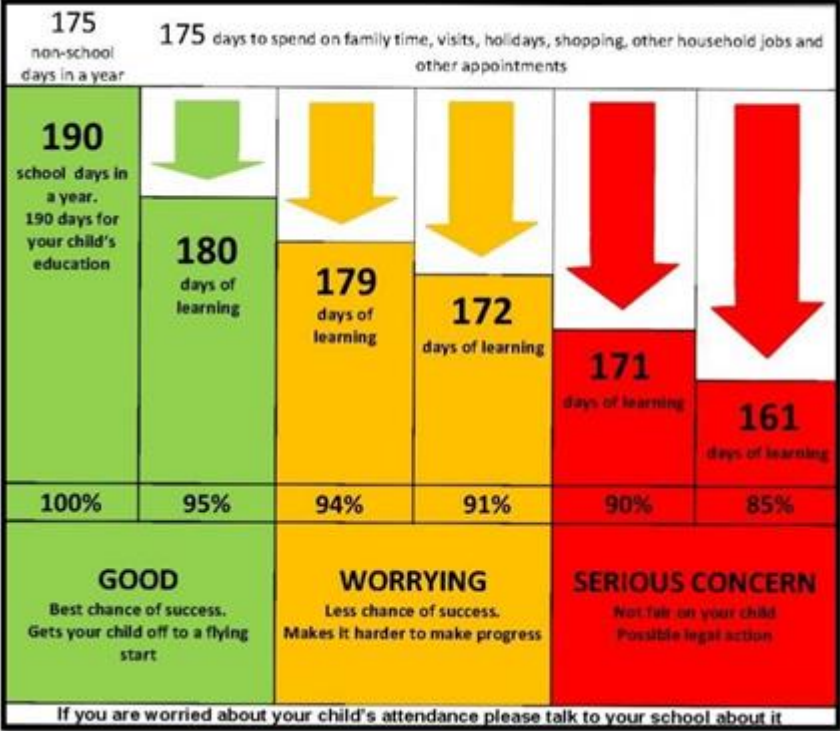
Bingham Primary School
 Policy Document
 Policy Name: Attendance Policy
 Date: Sept 2023 Review: Sept 2024

“Going to school regularly is important to your child’s future. For example, children who miss school frequently can fall behind with their work and do less well in exams. Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.”

Direct.gov website

At Bingham Primary School we want our school to be a place that our children love to come to every day! We want to create a culture at our school where good attendance is the norm and is the expectation of everyone.

We aim to support all our learners to be in school as much as possible - as every minute is a learning minute and we take the matter of school attendance very seriously. We want all our parents to understand that your child **must be in school** unless there is a very good reason – and these reasons will be outlined in the following policy.





Bingham Primary School

Policy Document

Policy Name: Attendance Policy

Date: Sept 2023

Review: Sept 2024

Aims of this Policy:

- To help all our school community understand why attendance is important and what our school expectations are;
- To ensure every child is safeguarded and their right to education protected.
- To ensure the school attendance target is achieved through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential through a high level of school attendance and punctuality.
- To show how we intend to keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To show how we will identify causes of low attendance/punctuality with individuals, classes and groups of children and address them.
- To show how we aim to work with external agencies in order to address barriers to attendance and overcome them.

Roles and Responsibilities

The Governing Body

Under the Education (Pupil Registration) Regulations 1995, the governing body is responsible for making sure that the school keeps an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. This register indicates whether the absence is authorised or unauthorised. The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It holds the headteacher to account for the implementation of this policy. Half-termly attendance reports are completed by the attendance lead and SLT and shared with the governing body.

Head Teacher

- To be responsible for the overall management and implementation of this policy.
- To deal with parental requests for extended leave in line with our school agreed protocols.
- To ensure the rigor of all procedures to safeguard pupils who are not in school, checking that we have done all that we possibly can to make sure children are in school, safe and learning.

Lead on Attendance

- Monitor and analyse data weekly to check trends and patterns
- Monitor CPoms regularly for any recorded concerns regarding attendance;
- Feed back to DSLs and SLT any concerns about individuals
- Work with children and families to support anyone who is struggling to get children in to school and needs support.



Bingham Primary School

Policy Document

Policy Name: Attendance Policy

Date: Sept 2023

Review: Sept 2024

The Office Team

- To check the school answer phone and taking messages from parents/carers about child's absence.
- To record reasons for absence and updating class registers.
- To record the names and the reasons of children arriving late.
- To implement the daily checking of Integris registers after the morning and afternoon registration sessions.
- To carry out and record the outcome of first day calls when a child doesn't arrive at school and when no reason has been received.
- To contact parents/carers by home visit when concerns have been raised by the senior leadership team.
- To maintain Integris Attendance records in line with this policy.
- To liaise with and report to with outside agencies such as the Children Missing in Education or Nottinghamshire Children's Services (MASH).
- To report to the Local Authority as requested.
- To maintain clear communication with the SLT regarding attendance and punctuality within their year groups.
- To report weekly attendance and mobility figures to the SLT.
- To oversee the admission and induction of new children – check the paperwork and make sure all staff have the correct information they need.

Staff

- To keep accurate and up-to-date daily records of Child's attendance through the SIMs register system.
- Our teachers and Tas will regularly remind children and parents about the importance of good attendance.
- Following up on Child's absence by ensuring reasons for absence are sought and share concerns with the office. Any concerns shared with DSL and recorded on CPoms.
- To feed back to parents about child's attendance & punctuality regularly and at Parents' Afternoons.

Parents

- To ensure that their children receive a suitable full-time education from the age of 5.
- To be responsible for making sure their children attend school regularly.
- To ensure that their children arrive on time for school every day.
- To contact the school if their child is unable to attend.
- To ensure that the school has up-to-date contact details.
- To work in partnership with the school and external agencies to promote good attendance and punctuality.



Bingham Primary School

Policy Document

Policy Name: Attendance Policy

Date: Sept 2023

Review: Sept 2024

When your child can miss school

According to the Department for Education you can only allow your child to miss school if either:

- they're too ill to go in (1)
- you've got advance permission from the school (2)

There will be an opportunity to meet with staff and make sure extra support available if your child cannot go to school for long periods because of a health problem.

If your child is too ill to attend school

We need to have a phone call in to the office before 9.00am if possible to state that your child will not be in school and why.

Please do this every day of their illness until they are fit to return to school.

If we don't get a call, the office staff will chase up any absence to find out where your child is as this will cause us a concern. We will therefore need to have all your contact details regularly updated – so please keep us informed of any changes to phone numbers or named contacts.

If we cannot contact you, we will try your alternative number (all children registered at the school MUST have at least two named contacts) to locate your child and the reason they are not in school.

If we cannot contact you through this action – we will make a home visit.

In situations where we feel concerned for a child's safety, we will contact external agencies to support us in locating your child.

An agreed absence with advance permission from the school

If you need your child to be absent from school for any reason you will need to have a discussion with the Headteacher in advance of this absence.

If there is a clear and unavoidable reason why your child can't be in school, then the Headteacher might grant authorised absence – but this is the Headteacher's decision based on the information you give.

The Headteacher will not authorise holidays in term time unless there are exceptional circumstances.

You can contact the school office to receive a copy of the LSB guidance on what the Headteacher will consider as 'exceptional circumstances'.



Bingham Primary School Policy Document

Policy Name: Attendance Policy

Date: Sept 2023

Review: Sept 2024

If you feel you need to take a holiday in term time, you must make a written application to the headteacher in advance outlining the exceptional circumstances. There is no guarantee that your holiday will be authorised.

We do however understand that there may well be family emergencies and issues that crop up at short notice – we will always be available to discuss this, so please let us know as soon as you can.

Persistent Absenteeism

We aim that our school attendance is equal or above the national figure. We are checked by external agencies such as the CIT central team, the local authority as well as Ofsted to make sure we are maintaining high attendance rates. At BPS we are aiming for 97%.

If your child's attendance starts to cause a concern, we will invite you into school to discuss this.

You will also receive a letter to let you know we are checking – this will usually happen if a child is considered to be what is known as 'Persistently Absent'. According to the government this is triggered when a child has an attendance percentage of less than 90%. We will check this at least termly and write to you to let you know.

If we have significant concerns about ongoing attendance issues, we may involve external agencies such as Early Help or children's Services if any intervention is needed.

Please note:

If parents fail to send their children to school regularly and that absence from school is unauthorised parents can be prosecuted or may be made liable to a penalty notice for failing to ensure their children attend regularly at a school where they are registered pupils. [The Anti-Social Behaviour Act 2003, Section 23](#) gives the Local Authority the power to issue Penalty Notices.

These may be issued when parents fail to ensure their child attends schools without good reason, as defined by the law. Fines are set at £100 per parent, per child, per offence. This will be reduced to £50 if the fine is paid within 28 days. If the fine is not paid by the end of a 42day period parents will be taken to court under section 444 of the Education Act 1996.

Punctuality

We will register all our children twice a day, first thing in the morning and after lunch. We will open the gates at 8.45am and our registers will be open at 8.50am. We will close the registers at 9.00am.

We do expect children to be in classes, sitting down and answering the register at 8.50am. If your child arrives at school after 9.00am they will be expected to go through the office entrance and will be registered as 'late'. It is our expectation that all classes will be working by 9.05am.



Bingham Primary School

Policy Document

Policy Name: Attendance Policy

Date: Sept 2023

Review: Sept 2024

Staff will monitor the regularity of latecomers as this does eat into the learning time. If your child is persistently late, you may be called in to school for a meeting with the leader in charge of monitoring attendance.

Celebrating Attendance

Attendance of classes will be celebrated weekly in our Celebration Assembly each Friday.

The class with the highest attendance will have a half termly celebratory treat.

Attendance figures will be shared at Parents' Evening and during reports so that parents are regularly up to date with their child's attendance.