



BURNHAM MARKET PRIMARY SCHOOL

ATTENDANCE POLICY

Approval

Inspected and approved by Full Governing Body on:

Date:.....28 January 2019.....

Signed by Chair of Governors:.....

Date of Review: January 2021

BURNHAM MARKET PRIMARY SCHOOL ATTENDANCE POLICY

This policy has been written taking into consideration the school's Safeguarding Policy and this policy should be referred to in conjunction with the Safeguarding Policy at all times.

Rationale: "EVERY DAY and EVERY LESSON COUNTS"

Burnham Market Primary School promotes the view that regular attendance is important to ensure the best possible learning outcomes for all our children. We feel the whole school community takes responsibility for attendance.

Aims:

- To raise attendance
- To improve punctuality
- To raise level of achievement
- To maximise opportunities both in school and in later life

Guidelines: Reasons for absence ~ Parents and carers are asked to contact the school office on first day of absence by 0930 if their child needs to be absent. This may be in person or by phone.

Authorised absences include ~ Sickness; hospital, doctor, clinic or dentist appointments; no suitable transport available; religious holidays or funerals. Where possible, it is hoped that medical appointments should be arranged outside the school day. Where this is not possible, it is expected that pupils only miss part of the day.

Unauthorised absences include ~ Shopping, birthdays, visiting relatives, haircut, parents / carers unwell

Holidays: The school supports the view that 'Every Day and Every Lesson Counts' and discourages parents from taking holidays in term time. However, there may be occasions when this is unavoidable and authorisation is at the head teacher's discretion and would only be given in exceptional circumstances.

Response

to absence: If a child has not been registered as present in their class or the school has not been notified about an absence, the school office will contact the parents / carers on the first morning. It is expected that a reason for absence and expected date of return will be given.

When a pupil continues to be absent for three or more days, regular update checks will be made by the school in the form of a phone call.

When a pupil is absent for over a week, the details will be passed to the Headteacher who will either contact the parent / carer by phone or letter and may consider a referral to the School Nurse.

If an absence is unexplained the school will contact the parents / carers by phone or by letter. Any absence considered not to be a justified reason will remain

unauthorised. A series of unauthorised absences will trigger a meeting with the Head teacher and the senior teacher.

Where pupils have persistent attendance problems, the Head teacher will invite the parents / carers to a formal meeting. Parents / carers will be reminded that, if they fail to send their child to school regularly, even if they are missing school with their knowledge, an offence has been committed. A penalty fine can be issued or prosecution can occur.

Lateness: School starts at 0850 with lessons starting at 0900. Lateness is classed as any pupil coming into school between 0900 and 0920. All pupils arriving after 0900 must report to the school office. After 0920, it is categorised as an absence, authorised or unauthorised according to the criteria.

Lateness is monitored weekly and where pupils have persistent lateness problems, the Head teacher will contact the parents / carers and, if necessary, arrange a formal meeting.

Outcomes: Throughout the year, parents will be kept informed of the school's expectations, procedures and performance through specific information and newsletters.

The school will employ a range of strategies to encourage good attendance ~

- Class teachers will praise regular attendance and punctuality.
- Termly, each pupil with 100% attendance will be presented with a certificate.
- Annually, each pupil with 100% attendance will be presented with a trophy.
- At the end of each week, attendance data will be published in newsletters.

Procedures:

- Registers of all classes are kept and monitored by the school office daily.
- Log is kept by school office of all pupils who arrive late.
- Log is kept by school office of all pupils for whom no notification for absence has been received and of phone calls made to parents. Particular note will be made of expected return dates.
- The school will monitor attendance and punctuality each week and take action, as described above.
- Any pupil with attendance under 90% will have their records examined. Parents / carers will be informed and may be invited to a meeting with the head teacher and senior teacher.
- Attendance data for individuals, groups and the whole school will be analysed monthly. This data will be discussed with the governors and the Wensum Trust.

Review

All practices relating to attendance and punctuality will be reviewed annually.