



**Beaumont  
Primary  
School**

A Learning Community Partnership

# **Policy for Attendance**

# Beaumont Primary School

## Policy for Attendance

We believe that children can reach their full potential only by receiving full-time education, through regular and structured attendance. Beaumont Primary School expects all pupils to arrive and leave school punctually and we emphasise this to parents.

All staff are concerned for the children's welfare and happiness and everyone plays a part in promoting regular attendance among the pupils. However, children should not attend school if they are unwell.

### Aims

- To foster a climate where regular attendance and punctuality are valued by the school community – teachers, parents and pupils.
- To provide a framework, with agreed roles and responsibilities.
- To provide support and guidance for parents and pupils.
- To develop positive and consistent communication between home and school, including set procedures for attendance information.
- To develop a systematic approach for gathering and analysing data.
- To improve the overall attendance of pupils at school and reduce unauthorised absence.
- To implement a system for rewards and sanctions.
- To promote effective partnership with the Education Welfare Service and other agencies.
- To meet or exceed targets set by the Local Authority on behalf of the DfE for attendance.

### 1. Communication

Information on punctuality, unauthorised absence and illness is set out in the School Prospectus. This emphasises the importance of being at school on time and notifying the School Office if a child is absent for any reason.

The importance of regular attendance is discussed and explained at the Pre-school Induction Meeting held each year for children about to enter Reception Class. This reiterates that children should arrive at school on time, so that each child can be given the best possible start to the school day. It is also stressed that young children particularly should be collected promptly, as they can become upset if left behind on their own. Parents are asked to share any worries that their child might have, which may mean that they might become unhappy and might not want to come to school. A leaflet outlining the requirements is distributed to new entrants.

Children should be collected on time from school at the end of the day. If for any reason a parent, or a nominated person known to the school, is unable to collect the child, the office should be notified as soon as possible of the alternative arrangements. No child is allowed to leave school without prior notification of the alternative arrangement.

Children are also admitted to school by the Local Authority at various times of the year, and into various Year Groups, where vacancies occur. Parents allocated a place are asked to make an appointment with the Head Teacher. At this meeting, the importance of regular attendance is always highlighted, together with other school routines.

At the Induction Meeting, parents are requested to arrange their family holidays within the school holidays, rather than in term time. At Beaumont, we prefer that family holidays should be taken during school holidays, so that a child's education is not disrupted. Parents are reminded in the newsletter that they should not take their children out of school unnecessarily for holidays or visits. However, in unavoidable circumstances, application for authorised absence should be sought from the Head Teacher. Other than in extenuating circumstances, this request may not be granted.

Parents are asked to complete an Application for Leave Of Absence form, if they wish to take their child out of school for an appointment, visit or holiday (see Appendix 5a & B). The Head Teacher approves absence from school. If the request is for a holiday, the Head Teacher will consider the impact on the child's education, previous absences from school and the proximity to SATs, exams, etc. If the Head Teacher does not sanction the absence, any absence by the pupil will be treated as unauthorised. Authorised and unauthorised absences are explained to parents.

All parents should contact the School Office if their child will be absent or late. A telephone call by 10am is acceptable; a duplicate book is kept in the office to record the telephone messages, the top copy is passed to the class teacher via the registers and the second copy remains in the book. All information is recorded in Class Registers.

## **2. School Hours**

Doors open	08.50am
Registration	09.00am
Registers closed	09.15am
School ends	03.10pm (infants) 03.15pm (juniors)

## **3. Registration**

The Attendance Officer is responsible for collating Attendance Records in school and notifies the Head Teacher if there is any reason for concern. At the end of the year, each child's attendance is analysed and information is given with their School Report.

## **4. Addressing Concerns about non-attendance and poor punctuality**

The Attendance Registers are examined regularly by the school's Attendance Officer.

If there are concerns about a child's punctuality, a formal letter will be sent to the parent / guardian if there is persistent lateness.

Attendance which falls below 96% (the current Ofsted recommended level) is of great concern as impacting upon a child's education and long term life chances. If there are concerns about the level of a child's non-attendance for whatever reason, the Attendance Officer and the Head Teacher will examine the circumstances. In line with the Local Authority's recommended Staged Intervention approach to school attendance, parents of children whose attendance falls below 96% will be alerted on a half-termly basis by letter. Where relevant, parents will be invited to an informal discussion. In certain circumstances where a child's non-attendance has a pattern of regular short term absences, parents will be requested to provide medical proof (appointment letters/cards/doctor's confirmation letter) to ensure that everything is being done to support a child's possible underlying medical issues.

Non-attendance between 80% and 90% is of extreme concern, the same procedure as above will be carried out so as to support parents actions closely to allow their child's attendance to improve.

If absences or unpunctuality persist despite this Staged Intervention, the Head Teacher will escalate the matter to the Local Authority's Education Welfare Officer.

A Fixed Penalty Notice is in operation and will be used in certain cases, such as when families take children on holiday in term time without authorisation from the school. In addition, should a pupil arrive late in school (after the register has closed at 9.15am) more than five times in any half-term period, a Fixed Penalty Notice will also be issued for this, unless prior notice of a medical appointment has been received. These can range from £60 to £120 and are issued by the Local Authority.

The Local Authority is able to prosecute parents for non-attendance of their child at school and for poor punctuality/lateness. Truancy sweeps are carried out within the area whereby the Education Welfare Service is working alongside the local Police to challenge parents who are keeping their children off school for trivial reasons and for identifying children who regularly truant

## **5. Absence through Illness**

Beaumont Primary School continues to provide as much education as the child's medical condition allows to keep up the momentum of their learning.

Beaumont monitors attendance of those pupils who are absent from school because of short-term or chronic illness, and close links are maintained with parents.

## **6. Rewards**

Recognition for good attendance and punctuality forms an integral part of the school programme to demonstrate its importance and relevance to the children's education and personal development. At each Friday assembly, classes with 100% attendance for the current week are praised and awarded a certificate for display in their classroom. Also, any class with 100% punctuality over the course of that week are also awarded a certificate for display in their classroom.

At the end of each term the pupils with 100% attendance receive an award in the shape of a certificate. Parents are informed of this process in the newsletter.

## **7. Policy of Equality Statement**

The Board of Governors and School is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief.

**Date:** Summer Term 2019

**Review Date:** Summer Term 2020



**Beaumont  
Primary  
School**

A Learning Community Partnership

## **APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL**

The Department for Education have made it clear that Headteachers may not grant any leave of absence during term time, unless there are exceptional circumstances (e.g. medical, family bereavement). Therefore, applications for leave for family holidays will not be authorised.

The Governing Body of Beaumont Primary School do not wish to impose fines; however they reserve the right to notify the Local Authority where absence is taken without authorisation.

Before authorising leave the Headteacher will consider:

- The child's current attendance record, including punctuality
- The age of the child (children aged 5 – 16 are legally required to attend school)
- The child's stage of education, especially if they are in Year 6
- If previous requests have been made within the same school year for leave
- If the pupil's work and conduct are of acceptable standard
- The nature of the leave of absence (only exceptional circumstances will be authorised)

Full name of child: _____	Class: _____
Address : _____	
_____	
Date of absence: From _____ Date of return to school _____	
Reason for request: _____	
_____	
Signature of parents / carers: _____ Date: _____	

### **LEAVE OF ABSENCE**

Dear Parent / Carer

Thank you for the completed application for leave of absence for \_\_\_\_\_

Your child's absence has been authorised for \_\_\_\_ days ( \_\_\_\_ sessions) under exceptional circumstances.

Your child's absence has not been authorised for \_\_\_\_ days ( \_\_\_\_ sessions) for the reasons listed above. I must inform you that, according to local legislation, if you decide to take your child away without the consent of the school, you may receive a penalty notice of £60 per parent, per child, from the Education Welfare Service.

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use: Current \_\_\_\_\_% Attendance

Previous Academic Year \_\_\_\_\_% Attendance

# NOTIFICATION OF TAKING A CHILD OUT OF SCHOOL DURING THE SCHOOL DAY



Beaumont  
Primary  
School

A Learning Community Partnership

Pupil's name:		Year group:
Date of Absence:		
Time of Absence: From _____ To _____		
Reason for Request:		
My child will / will not require a school lunch when they return to school. <small>(please delete as relevant)</small> Their choice will be : <small>(please check school menu)</small>		
Signature of Parent / Carer:		Date
Signed Off By ..... Attendance Officer		