



## Rainford Brook Lodge Primary School

### ATTENDANCE POLICY

Responsible Committee

Site

Last review date		June	2022
Next review date		June	2025
Signed		Name	
Position		Date	
Governor ratification			
Signed		Name	
Position		Date	

# Brook Lodge Attendance Policy

## **Rationale**

Rainford Brook Lodge is a successful school and your child plays their part in making it so. We aim for an environment, which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education, it is vital that they attend regularly. Your child should be in school every day and arrive on time every day the school is open unless the reason for the absence is unavoidable.

Rainford Brook Lodge aims for students to have an attendance of at least 96%, as this will ensure that attendance does not become a barrier to learning and achievement. We will support both children and parents/carers in helping them to achieve this.

It is your responsibility as a parent to ensure that your child attends school regularly. This policy sets out how together, we aim to achieve this.

## **Rights and Responsibilities**

- Rainford Brook Lodge expects all pupils to attend regularly and to arrive on time in a fit condition to learn.
- Staff will encourage good attendance and punctuality with all pupils.
- Rainford Brook lodge will work closely with parents/carers when attendance/punctuality gives cause for concern.
- School use ParentApps and/or telephone call to alert you to your child's absence if we have not been alerted of their absence prior to the registers being closed.

## **Pupils**

- Pupils are expected to attend regularly and on time.

## **Parents**

- Parents are legally responsible for ensuring that their child attends school regularly and punctually.
- Parents are responsible for informing the school before 09:30am on any day of absence of the reason why their child is absent by phone call or personal visit.
- Parents may be asked to provide medical evidence to support absences.
- Parents should try to avoid routine medical/dental appointments for their child during school hours whenever possible.
- Parents should inform school before any appointment and a copy of any documentation should be provided to the school office so that the absence may be authorised.
- Parents may be asked to attend meetings in school to discuss any concerns that may arise around attendance and punctuality.

Parents should use ParentApps or phone school on 01744 678816 and speak to our Office staff

The senior leader responsible for attendance is Mr Reece, the Headteacher

## **Punctuality**

We expect all students to arrive at school on time and ready to learn. The school bell will sound at 08:50am and the school gates will then be locked at 8.55am to allow parents to leave. Registers will be taken at 8.55am. Any pupil arriving after this time will then make their way to the school office and sign in with the staff on duty in the office. Any pupil arriving from 08:55am – 09:25am will be marked in the school register as late (L). The school register will close at 09:25am. Any pupil arriving after this time will then receive a very late mark (U). A 'U' mark registers as an unauthorised absence for that session. Parents should be aware that the school register is a legal document and schools are required by law to mark the registers twice daily. A child who arrives late to school regularly will disrupt the class and miss the learning that takes place at the start of each day.

Parents of children who arrive to school late on a regular basis may be invited to school to discuss the reasons for their poor punctuality.

## **Attendance**

Every half-day absence from school has to be classified by the school (not by parent/carer) as either **Authorised** or **Unauthorised**.

This is why information about the reason for any absence is always required.

**Authorised** absences are mornings or afternoons away from school for a valid reason, such as genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Where a medical/dental appointment cannot be arranged outside school hours, parents/carers should ensure their child is absent for the minimum time possible. The school acknowledges that some students may have long term medical/health issues, and works to support students and families in minimising the impact of such issues on attendance. We will often refer to the school nurse for advice and support.

**Unauthorised** absences are those which the school does not consider reasonable and won't record as authorised.

This type of absence may lead to the school and the Local Authority issuing sanctions and/or legal proceedings such as Penalty Notices.

Examples of this type of absence may include:

- Parents/carers keeping or allowing students to stay off school unnecessarily
- Truancy at any time during the school day
- Absences which have never been properly explained
- Students who arrive at school too late to obtain a mark
- Shopping
- Holidays

Throughout the year you and your child will receive updates on their attendance figures.

## **Illness**

We understand that at times pupils will become ill. However, it is unusual for a pupil to be regularly ill throughout the year. In these cases, we will request medical evidence and invite parents in for a meeting to discuss the concerns. We would look to involve the school nurse for support.

## **Tiered Approach to Support**

### **Attendance below 96%**

On a weekly basis, your child's class teacher will monitor the student attendance and students are encouraged to maintain an attendance of 96% or above. If your child's attendance is below 96% you will receive a text/electronic communication notifying you of this on a half-termly basis (the first one being at the end of the first term, unless there is a significant issue).

### **Attendance below 92%**

Parents of students whose attendance has fallen below 92% will be informed and may receive a letter inviting them to attend an Attendance Support Meeting with a member of staff.

The purpose of this meeting will be to explore/discuss reasons for the current level of attendance and to draw up an agreed Attendance Support Plan, if it is appropriate to do so. In some circumstances parents will be asked to provide medical evidence for any future absences in order for them to be authorised and the possibility of a Fixed Penalty Notice being requested will be discussed if rates of absence increase further. The Attendance Support Plan will include weekly attendance targets together with a longer term attendance target.

In the case of students on Pupil Premium the need for additional support from the school will be explored.

### **Attendance below 90% - Persistent Absence**

Students whose attendance has been a significant concern in 2018/2019, in particular those who have previously been identified as PA (persistently Absent - below 90%), will be closely monitored. In order to fully support them, a 'Back to School Meeting' may be arranged following a period of absence to discuss the reason and establish any further support that may be needed. Parents will always be contacted when their child is absent.

Every persistent absentee is monitored closely. If concerning attendance continues then we reserve the right to involve the Educational Welfare Service and the case may be referred to them. Fixed penalty notices or prosecution will be considered after discussion with parents.

### **Leave of Absence during term time**

School cannot generally authorise time off for family holidays during term time and parents do not have the right to take their child out of school for such holidays. Parents can only apply for leave of absence during term time in exceptional circumstances and evidence of these circumstances will be required.

Parents must apply in writing to the headteacher well in advance of the absence (at least 4 weeks in advance). The headteacher will decide if the leave will be granted and how many days will be authorised.

If the headteacher does not grant an application for leave of absence and parents decide to take the leave anyway, the absence will be unauthorised and the parents may receive Penalty Notice fines.

Penalty Notice Fines can be issued to each parent for every child concerned.

If parents take their child on a leave of absence, then this will impact on their attendance and their child will be an attendance concern. All attendance concerns will be monitored and supported as explained above, such as receiving concern letters, calls and possibly home visits for absences.

### **Rewarding Positive Attendance**

To encourage all students to maintain a high level of attendance and to promote positive competition between forms in each year group, the following reward system will be established:

- Parents of children with 96% or above attendance will be notified to congratulate them on their attendance.
- Weekly attendance monitored by the class teacher and informal praise and rewards given to increases of attendance or for reaching 96% or above
- Students with a 100% attendance at the end of each term will receive an individual certificate and be entered into a prize draw.

All decisions regarding the authorising of absences will be compliant with the 2010 Equalities Act.

Agreed by Governors:

Signed: