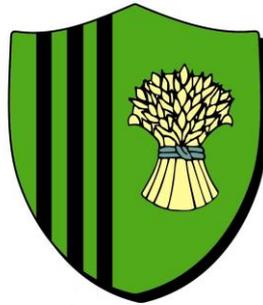


BOURNE WESTFIELD PRIMARY ACADEMY



A WHOLE SCHOOL ATTENDANCE POLICY

September 2016

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1. MISSION STATEMENT:

Bourne Westfield Primary Academy is committed to providing a full and rewarding education for all pupils. The academy believes that all pupils benefit from the education it provides and therefore from regular school attendance. To this end, the academy will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance are dealt with as quickly as possible.

2. IMPLEMENTATION

This policy received the full agreement of the Governing Body and was agreed at their meeting on 14th June 2016.

3. AIMS:

It is recognised that

- All pupils of statutory school age (5) have an equal right to access an education in accordance with the National Curriculum regulations. No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- To support pupils and their parents in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

4. EXPECTATIONS:

We expect the following from all our pupils:

- That they attend school regularly – our target is at least 97%
- That they will arrive on time (8:45am) and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents:

- To ensure their children attend school regularly and punctually (8:45am).
- To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework.
- To contact the school in confidence whenever any problem occurs that may affect their child's performance in school.
- To ensure that holidays are not taken during school term times
- An application form completed for any planned absence accompanied by a letter or medical appointment form to the Headteacher at least 2 weeks prior to the planned absence and before holidays are booked.

Parents and pupils can expect the following from school:

- Regular, efficient and accurate recording of attendance.
- Registers will close at 8:55am
- Children arriving at school between 8:55am and 9:30am will be marked as late
- Children arriving after 9:30am with no specific reason will receive an unauthorised absence mark.
- First day absence contact with parents when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us. (Confidential means that the member of staff notified will treat the disclosure of information sensitively and only inform the necessary staff).
- Recognition and reward for good attendance
- A quality education
- It is government policy not to authorise holidays during term time; holidays will only be authorised in exceptional circumstances
- A telephone call to inform you that your child's attendance has dropped below 92% or is in danger of dropping below this.

5. ENCOURAGING ATTENDANCE THROUGH GOOD PRACTICE AND REWARDS

Attendance will be encouraged in the following ways:

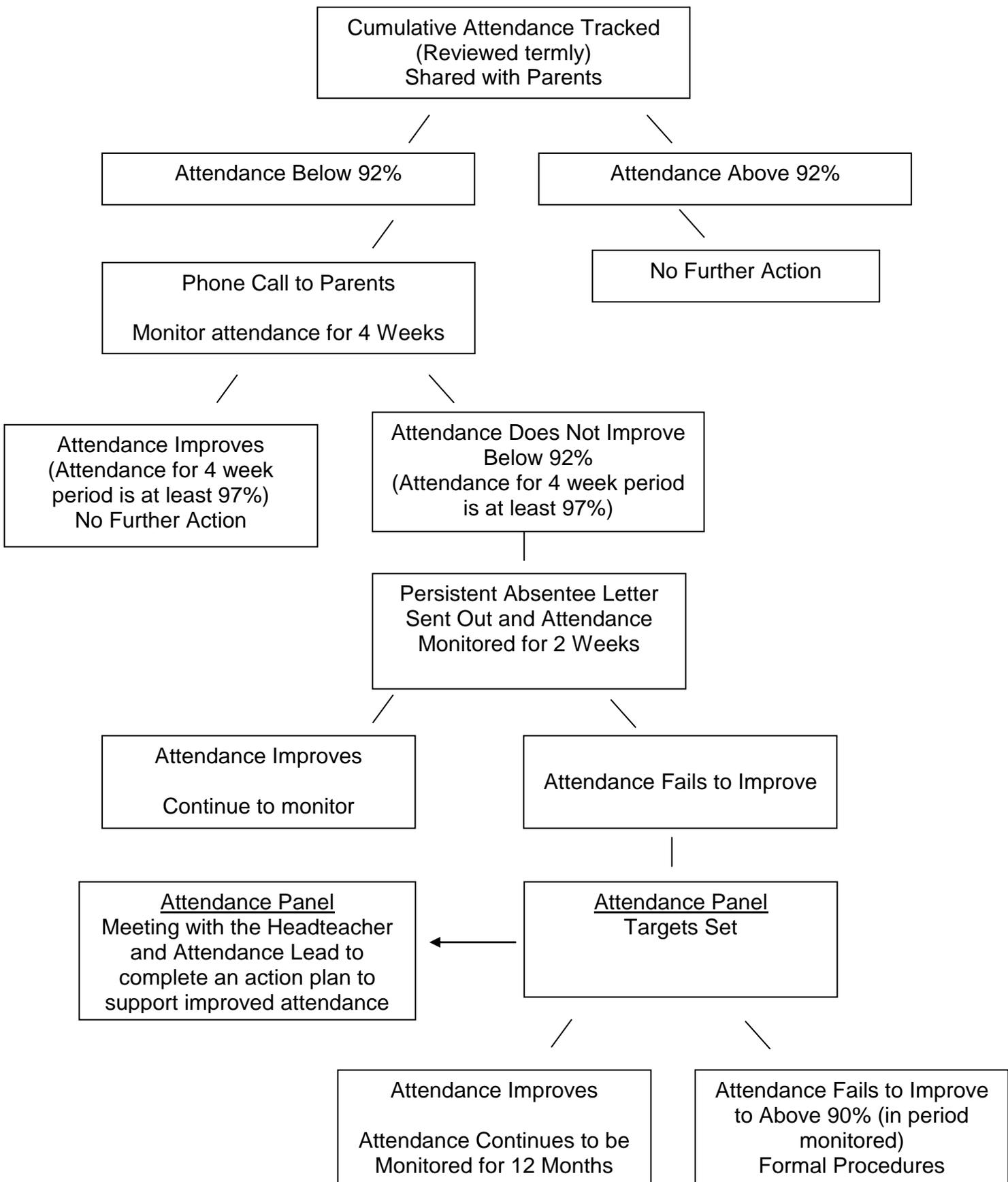
- Accurate completion of the registers at the **BEGINNING** of each session
- Attendance checks will be completed at appropriate times (weekly for targeted pupils) ½ termly for all pupils
- All pupils with less than 92% attendance will become targeted pupils
- An 'end of year' Gold Award, for 97%+ attendance achieved throughout the year.
- A trophy to be presented to the class with the best attendance each week in KS2
- An attendance ted will be presented each week for KS1 with the class with the best attendance.
- All awards to be awarded by the Headteacher and/or a school Governor as appropriate
- Identifying and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3. This should include the sharing of relevant information with the destination school
- Family Liaison and Deputy Headteacher working with those parents who are concerned that their children may be experiencing difficulty in attending school.
- Sending parents termly absence reports, together with targets for improvement as appropriate
- Attendance and absence figures will be written on each classroom door weekly.

6. RESPONDING TO NON-ATTENDANCE:

When a pupil does not attend, the school will respond as follows:

- If a note or telephone call is not received from parents, the parents will be contacted on the first day of absence by telephone. First day absence phone calls will be made by 9:30am in usual circumstances.
- Where there is no response by 10:30am, there will be a visit from a member of the school staff or the Education Welfare Officer (EWO) where the Service is already involved.
- For pupils where non-attendance continues or irregular patterns of attendance are causing concern, the case will be discussed with the Education Welfare Officer for the academy and further action planned in line with the Attendance Flow Chart (please see overleaf).

ATTENDANCE FLOW CHART



Each attendance case will be reviewed on its individual merits, along with medical referrals/reports and advice from the Local Education Welfare Officer.

Reintegration:

- The return to school for a pupil after long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme as detailed in the DfE Social Inclusion: Pupil Support Guidance (Circular 10/99)
- Designated staff should be responsible for deciding on the programme for return and for the management of that programme.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Support from the SEN Co-ordinator may be required

The success of the Pastoral Support Programme will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes should be reviewed regularly and amended as necessary.

Staff will be notified of the return of the long-term absentees via the staff meeting weekly briefings.

7. SCHOOL ORGANISATION:

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education.

In addition the following specific responsibilities are allocated to individual staff:

Headteacher/Deputy Headteacher/Assistant Headteachers:

- To oversee and demonstrate ownership of the whole policy.
- To regularly report progress on attendance to governors, pupils and parents.
- To set challenging but achievable targets to reduce levels of absence
- To liaise with the Family Liaison Lead/EWO
- To oversee the work of administrative staff

Phase Leaders

- To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
- To report to the Head Teacher on attendance issues.

Class Teacher

- To complete registers accurately and on time.
- To follow-up immediately any unexplained absence by contacting parents.
- To challenge suspicious or inappropriate reasons for absence
- To have a classroom display showing information on attendance.
- To record all reasons for absence in the register.
- To inform senior staff of concerns in a timely manner.

Administrative Staff

- To follow-up immediately any unexplained absence by contacting parents
- To collate weekly attendance of targeted pupils
- To collate termly attendance of all pupils
- Maintain the central reporting of attendance on Integris

- To maintain a late book
- To identify children and classes for good attendance awards

Governors:

- Governors identified to monitor attendance and implementation of this policy
- Attendance Governor to represent governors at school attendance panels.
- Present regular attendance progress reports to Governors' Meetings.

Parents:

- Contact with school on first day of absence or as soon as possible.
- Support their child and the school in achieving maximum attendance.

Family Support Service:

The Family Liaison Lead, in conjunction with an EWO (where applicable) will:

- Liaise with identified school staff
- Undertake home visits, either pre-arranged or without notice as considered necessary
- Through group work with identified groups of pupils
- Where necessary instigate legal proceedings on behalf of the LA including parental prosecutions in the Magistrates' Court and applying for Education Supervision Orders through the Family Court.
- Plan and review casework
- Will provide feedback to schools
- Offer strategic/policy advice and support in relation to matters of attendance, the employment of young people and young people involved in performing
- Support the academy in the establishment and management of school attendance panels
- Support the academy in the use of penalty notices and parenting contracts within the provisions of the Department of Education's guidance detailed at:
www.education.gov.uk/schools/pupilsupport/behaviour/attendance/

8. LIAISING WITH EXTERNAL AGENCIES

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed. We have a commitment to work with all necessary agencies to support all children in receiving an appropriate and high quality education.