



# BISHOPS TAWTON PRIMARY SCHOOL WHOLE SCHOOL ATTENDANCE POLICY

**Agreed by the Governors in: October 2018**  
**Review date: Oct 2020**

Bishops Tawton Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. Without it the efforts of the best teachers and the best schools will come to nothing. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils. Certificates are issued at the end of a term to children who have attended 100% with a special badge for three terms of 100% attendance.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

## **Objectives**

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies
- to minimise its occurrence
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the school

## **Statutory Duty of Schools**

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

## Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly.

We will work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed. We will consult with all members of the school/college community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

We will encourage parents/carers to be actively involved in promoting their child's attendance. We will ensure that all staff are aware of the requirements of the registration process.

Daily monitoring will take place of registers. Monitoring and evaluation procedures will be discussed with the EWO during their regular visits. This will be linked to our Child Protection Policy and procedures. If a pupils' attendance falls below 85% the EWO will automatically investigate the reasons.

## Procedures

- Registration begins at 8.35am and ends at 8.45am
- The morning session ends at 12.15pm and the afternoon session ends at 3.15pm (registration at 1.20pm)
- Punctuality is important. Children who are absent are telephoned at home before 9.30am by the administrator. This is to ensure that we know where the child is meant to be during the day.
  - Clear guidance on authorised and unauthorised absence is given in absence request form, our prospectus and on our website.
  - Our School Education Welfare Officer (EWO) Linda Webster, is informed if the school has any concerns about attendance.
  - Absence request forms for exceptional circumstances can be collected from the school office.
  - The target setting process is agreed between the school and the EWO. These are monitored throughout the year.
  - Police keep the school informed about any truancy sweeps in the area.
  - Attendance information is included in annual reports for individuals.

## Holiday

The law does not grant parents automatic rights to take their children out of school during term time- Absence Request forms **must** be completed by families in advance of requests for authorised absence. More detail is given about the circumstances and consequences are on these forms.

An S2 Absence Request form (there is no holiday form) must be used to request absence

If the school refuses a request for term time leave and the child is taken out of school, this will be recorded as unauthorised absence and families may receive a **£60** fine per parent for each child.

Holidays may only be agreed in the following circumstances:

- There are **exceptional** circumstances as to why the holiday must be taken during term time and
  - The child's attendance rate is over 96% in the current year (except where a child has had a significant period of illness with medical involvement)
  - permission is sought in advance.
  - the dates **do not** fall during SATS week in KS2 or the first three weeks of any term

\*Parental time off work is not considered an exceptional reason

This does not apply if the child is below statutory school age (5years)

### **Single day absence request**

An Absence Request form is to be used for incidental days e.g. funerals, weddings & educational activities.

School is not obliged to grant this request and parents may be liable for a Penalty Notice if their child misses school during this time without authorisation from the school.

### **Information for Families**

Attendance information will be given in a variety of ways:

- At the induction meeting that all families in school are invited to when they request a school place in Reception.
- In the school prospectus,
- Through annual school reports which will include individual authorised and unauthorised absence %.
- Through bulletins as necessary in the weekly school newsletter.
- On the school website.

**It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards**

**Responsibility to promote attendance is the responsibility of the whole school community.**