



Attendance Policy

Overview

At Bowling Park, our vision is to develop the holistic potential of all our pupils so that they become successful and effective members of society. In order to achieve this, we have high expectations of behaviour, achievement and attendance. Regular and punctual attendance at school is vital if children are to reach their full potential.

As a school, we set a yearly target which is tracked and monitored. We make it clear to pupils and parents that regular attendance is our expectation. We have a set of rewards which promote good attendance and procedures to monitor poor attendance.

All children are legally required to attend school for 190 days each academic year from the term following their fifth birthday. As a school, we will monitor all pupils' attendance data and take all steps possible to support families who are experiencing difficulty. After consultation with the Governing Body, the following policy will be adopted.

Rewarding attendance

We have a system of rewards and incentives for good attendance. Attendance data is displayed in the entrance hall on a weekly basis. Rewards include:

- A weekly class reward of 5 pounds for any class who achieves the school target or above
- Termly raffle for children who meet or exceed the school target
- Termly certificates for 100% attendance
- An annual reward for 100% attendance all year.

Monitoring attendance

All pupils' attendance is monitored on a 4 weekly basis. Where there are concerns about attendance this is done more frequently and additional monitoring takes place. This includes daily checks, meeting the parents regularly and providing support through other agencies.

Each pupil will be treated on an individual basis and any underlying reasons for absence will be taken in to consideration. Actions at this point will include informing the parent by letter that their child's attendance is low, meeting a member of the Senior Leadership Team (SLT) or being placed on closer monitoring with the Home School Liaison Officer.

Persistent Absentees

Absences will be addressed in line with Local Authority guidance.

If a pupil's attendance is 90% or below, they are classed as a persistent absentee. Government research shows that these are a particularly vulnerable group and schools are expected to do all that is possible to reduce the number of pupils in this category.

All persistent absentees will be monitored regularly and discussed with the Education Social Worker. If attendance does not improve, a referral to the Education Social Worker will be made.

Leave of Absence

The latest legal pupil registration regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Governing Body of Bowling Park Primary made the decision that exceptional circumstances would be at the discretion of the Headteacher.

Any requests for leave of absence need to be made before travel arrangements are finalised and at least 2 weeks before the absence is due to take place. A meeting will be arranged with a member of the SLT who will also ask to see the travel documents. After the meeting, a letter will be given to the parent explaining why the absence will be authorised or unauthorised along with any penalty notices and procedures for removal from the register.

Penalty notices

These may be issued if:

- Parents have not sought permission from the Headteacher.
- Permission has been refused but the absence occurs anyway
- If a pupil has not returned to school by the agreed date with no satisfactory explanation and the pupil remains on the roll of the school.

In order for a penalty notice to take place, pupils need to have 10 sessions of unauthorised absence. Penalty notices will not be issued below this. The current penalty notice is £60 per pupil per parent.

Removal from the register

A pupil will be removed from the register if they have 20 days of unauthorised absence.

Registration Procedures

Each day is divided into 2 sessions and an electronic register is taken at the start of each session.

Morning register opens at 8.55 and is closed at 9.30. Pupils who register after this will be classed as an unauthorised absence. Pupils who register between 8.55 and 9.30 will have a late mark. Late marks will be followed up by the HSLO and will refer to the SLT where necessary.

Reporting Absence

All parents are asked to inform school by 9.30 on the first day of absence, stating the reason.

Authorised Absence

Absence can be authorised for a number of reasons. These include:

- Illness
- Medical or dental reasons but we do ask that check -ups and non – emergency appointments are made during holiday times or after school
- Education off site
- Exclusion
- Traveller absence
- Religious festivals
- Approved sporting activity
- Enforced closure for the whole school
- Any other exceptional circumstance

Unauthorised absence

Absences can be unauthorised for a number of reasons. These include:

- Shopping
- Birthdays
- Trips to the airport
- No reason yet provided
- Late after the register has closed.

Policy Reviewed By

Senior Leadership Team DateSeptember 2016

Signed by Chair of Governing Body.....Paul Johnson.....Date...7.12.16

To be reviewed annually.