

# **BATTLE PRIMARY SCHOOL**

## **Attendance policy**

Regular, punctual attendance is positively encouraged and is a statutory requirement for all pupils of compulsory school age, being essential for well-being and academic progress.

“Parents have the primary responsibility to ensure that pupils of compulsory school age attend regularly.” Social Inclusion: Pupil Support p.17.

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### **Aims**

We:

- Ensure that our system is easily understood by all.
- Work in partnership with parents/carers to ensure that children attend every day and on time.
- ensure that pupils, parents and staff are aware of their responsibilities. (See Home School Agreement.)
- raise standards and improve inclusion by lowering absenteeism .

### **Procedures**

Registration must occur at the beginning of the morning and the afternoon sessions. All staff are expected to adhere carefully to the following procedures:

### **Lateness**

Registration will take place at the same time each day throughout the school, promptly at 8.50 a.m. and registration closed at 9.00am. Registers should be returned to the office by 9.30 a.m. All children arriving after 9am will be late and must report to the office where their arrival time will be recorded in a late book and the official register amended accordingly.

At the end of every term, letters are sent home to parents of children who have been late more than five times.

### **Absence**

“... all absences are to be treated as unauthorised unless and until schools agree on a satisfactory explanation.” Social inclusion: Pupil Support p. 39.

On the first day of an absence

- The class teacher will check if a message has been received ~ written or phone call
- All messages received are to be passed on to the relevant class teacher/office staff.
- If no messages are received a text message will be sent from the office to the parent/carer requesting a reason for absence, if a reply is received the corresponding mark will be entered into the register. For persistent absentees a telephone call will be made rather than a text being sent.
- If no reply to the text message is received a letter will be sent at the beginning of the following week.

If a child is away from school for a period of time without any explanation then the parent/carer will be contacted to ascertain the reason for absence.

At the end of every term each child will take home a print of their attendance to date and additionally a letter for any child with unexplained periods of absence. If there is still no response,

the absence(s) will be marked as unauthorised, as will responses which are considered inappropriate by either the Head or Deputy Head Teacher.

Any concerns about absence will be referred to the Education Welfare Officer (EWO) and their guidance and advice will always be acted upon.

### **Persistent Absentees**

A list of persistent absentees will be posted on the office wall and the parents/carers of these children will be sent a text message on each and every day of absence. If no response is received within 30 minutes a telephone call will be made in an attempt to contact the parent. The Education Welfare Office will be kept informed (usually by email or telephone call) of any children for whom we cannot obtain a reason for absence or with whom contact cannot be made.

### **Notes**

- Long or frequent absences will be investigated by the school
- Children falling below 90% will be discussed with the EWO
- Attendance panels will be held for families who find it difficult to get their children to school and on time each day
- Certain categories of absence are acceptable. They are listed at the foot of the official register and count as authorised.
- Unacceptable explanations will count as unauthorised. If there is any doubt, then the advice of the EWO will be sought.
- Children leaving and returning to the site outside registration times will be signed in a book kept in the office.
- The schools Governing Body have decided that no holidays will be authorised in school time, also regardless of circumstances leave of over two weeks will not be authorised.
- A child who has been excluded for a fixed period should be entered as authorised (E) and counts as absent.
- A pupil's name will only be removed from the register when he/she has definitely started attending another school.
- Attendance statistics are reported to the DCSF on the annual absence return and to the LA termly.