



Attendance Policy (with Coronavirus addendum)

Rationale

Regular attendance and punctual arrival in school is crucial to a successful education. The damage and disruption caused by poor attendance and lateness affects not only the individual child but also affects other children and the teaching taking place. We believe in these statements implicitly and as a result, attendance continues to be a priority area on the School Improvement Plan.

We will continue to work in partnership with the school community in maintaining the high profile of attendance, particularly during these challenging times due to Coronavirus. We will continue to celebrate the achievements that are made both individually and on a whole school level.

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus

*This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

Aims

The school aims

- to ensure that every pupil has access to full-time education
- to continue the high profile of attendance and punctuality in the school community
- to act early to address patterns of absence
- to support parents/carers and pupils who are concerned about the return to school due to coronavirus *
- to promote the importance of parents and carers informing the school (or the school making contact) of reasons for absences
- to continue to decrease the levels of absences at Barlby Primary School
- to continue to decrease the levels of unauthorised absences at Barlby Primary School

Governor, Staff and Parental Responsibility

Role of the Governing Body

Governors will:

- Have a legal duty to ensure that school registers are kept in accordance with regulations
- Ensure that attendance procedures, practices and details are recorded in the school prospectus/website

Role of the Headteacher

The Head-teacher will:

- Ensure registers are kept up to date and in accordance with legal requirements
- Monitor attendance and punctuality figures on a daily/weekly basis
- Ensure effective and efficient communication with parents re: attendance issues (e.g.: absence letters, letters to parents where there are concerns over attendance and punctuality, new school year letters where there have been concerns over attendance and punctuality)
- Ensure that attendance details are reported in individual children's Annual Reports each year
- Referral to Early Help where there are concerns over the attendance or punctuality of a child
- Provide attendance information to governors when required (weekly during 20/21)
- Keep governors updated on attendance issues in relation to ethnicity, gender and where possible, social disadvantage

Role of the Class Teacher

The class teacher will:

- Support in promoting good attendance initiatives
- Ensure registers are kept up to date and in accordance with legal requirements
- Inform the Headteacher if they have any concerns about the reasons given for an absence

Role of the Administration Staff

Administration staff will:

- Set up and maintain electronic attendance records
- Ensure registers are kept up to date and in accordance with legal requirements
- Ensure that hospital or dental appointments should be marked (s) and specified at the side as either doctor, dentist or speech therapist etc.
- Will enter late and times for children who report to the office.
- Telephone parents and carers (wherever telephone numbers are available) on the day of a child's absence to check reason for absence.
- Inform the Headteacher if they are not satisfied by the reasons given for an absence
- Complete attendance and punctuality figures on a weekly basis
- Send attendance details to the Local Education Authority
- Ensure emails/messages are sent to parents re: attendance issues (e.g.: absence letters, letters to parents where there are concerns over attendance and punctuality, new school year letters where there have been concerns over attendance and punctuality)

Role of Parents and Carers

Parents and Carers will:

- Understand the legal responsibility they have to ensure that their child attends school regularly and punctually
- Ensure their child is in school on time and absent only if ill
- Inform the school of the reason for their child's absence by either phoning the school office on the day of absence or replying to the school comms system
- Ensure that appointments with doctors, dentists, etc are made outside school hours whenever possible

Organisation

Authorised Absences

The following are types of absences which the school treat as authorised:

- Illness, Medical and Dental Appointments
- Religious Observance
- Excluded from school
- Work Experience
- Receiving education off-site (Including school journey)
- Study Leave
- Interviews
- Holiday
- Bereavement
- Appearance in Court
- Any other reason authorised by Headteacher
- Coronavirus related absences
 - Pupil develops symptoms or lives with someone who does
 - Pupil or a 'close contact' of theirs receives a positive test result
 - Pupil has to quarantine after travel abroad
 - Pupil is required to shield during a local lockdown

Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

Our approach and expectations regarding remote education are set out in our remote learning contingency plan/policy.

We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register.

Holidays during Term Time

The school discourages parents and carers from taking holidays during term time. Letters are sent out each term to remind parents and carers of the school's expectations.

No leave of absence for holidays will be granted for children during term time.

Removing Children from the Admissions Register

The school follows the legal regulations for the removal of a child from the register.

If a child is to be taken off the admissions register because the child is moving to another area or school, the school will contact the named school to confirm the move before removing them from the register.

If a child has not returned to school for more than ten days and the school has followed normal procedures for finding out information on the child's whereabouts, the school will contact the Education Welfare Service and follow advice provided.

Procedures to Support and Encourage Attendance and Punctuality

The school has many procedures to support and encourage attendance and punctuality.

These include:

- Information about the importance of attendance and being punctual included in prospectus and in newsletters.
- Phone calls to parents to find reasons for absences.
- Extended holidays during Term Time Letters
- Attendance Awards – Individuals – for children with excellent attendance and absences authorised. Termly and annually. Display about the achievements of these children.
- Support from external agencies e.g. Early Help

Reviewed: Autumn 2020

Review Date: Autumn 2021