Attendance and Punctuality Policy

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Our Philosophy
At Burnley Brow we recognise, value and respect each child's individuality. We believe that every child is entitled to a high quality education. Therefore, we are committed to providing a full, rich, and appropriate curriculum for all our children. To fulfill this aim, the school is committed to encouraging a good attendance. Poor attendance undermines progress and can contribute to a child becoming disengaged with the learning process.

To maximise achievement a high level of school attendance is essential. We will consistently work towards staying in line or above National attendance percentage (currently 96%). Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. As school attendance is a legal responsibility, any unnecessary absence will be challenged.

Attendance and the Law
School attendance is subject to various Education laws and our school attendance policy is written to reflect these laws as well as the guidance produced by the 'Department for Education and Skills' and the LA agreed policies.

We work closely with the Education Welfare Officer and each year we set attendance and absence targets which mirror national levels. We then review our systems for improving attendance to ensure that we strive towards reaching these goals.

School Procedures

Morning registration takes place during the start of the school day at 9.00am. If a child is absent it and a valid reason has been reported to school, it will be an authorised absence (but still an absence). Any other absence is recorded as 'Unauthorised. Each morning or afternoon is worth one absence i.e. two per day.

School starts at 9:00 am. Children arriving after this time miss the start of a lesson. Children arriving after 9:05am are recorded as late. You will receive a letter if your child is late for 10% of the school term. This will affect attendance rewards and your child will not take part in Tea with Me or Curry Night. Children arriving after 9:30am are recorded as an 'Unauthorised Absence'.

Afternoon register takes place at 12.30pm for KS1, 1.00pm for years 3/4 and 1.30pm for years 5/6. The morning procedures are followed.

Attendance will be marked on your child's termly report. You will receive a letter when attendance falls below 90% and future absences will be unauthorised without medical evidence.

If your child's attendance is 85% or below, it is classed as persistent absenteeism and will result in intervention from The Education Welfare Service which may result in a fixed penalty notice.

First Day Absence

The law states that:

'Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.'

On a child's first day of absence parents must contact school and inform us why their child is absent. In cases where no reason is given the school attempts to send a message/phone call to parents requesting that they inform us of the reason their child is absent. This enables us to accurately mark a child as authorised or unauthorised. This is carried out by the school administrators who then transfer this information to the registers. If no reason for absence can be ascertained or if the reason given is not authorised, then the child's absence will be recorded as unauthorised.

Absence notes

Notes received from parents explaining absence are kept by the office staff for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

Continuing Absence

If a child's absence continues then we contact the family to discuss the reasons and establish a return to school date. Any child who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team.

Frequent Absence

The school administrator monitors the attendance closely. Children with frequent absence and any emerging attendance concerns will need to provide evidence of their illness. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with discussion. If the pattern continues, a letter is sent to the parents with the child's attendance record and the importance of attending school. This is sent with a request for any medical evidence to support their absence and an explanation of the consequences of continued poor attendance whereby the LA may issue penalty notices and/or prosecute the parents.

Promoting and Improving Attendance

At Burnley Brow we work hard to promote regular attendance for all our children. We carry out a varied range of initiatives to encourage this. These include:

- An incremental certificate system, where children are awarded bronze, silver and gold certificates throughout the year for 100% attendance. These certificates are awarded in assembly with parents and governors present to highlight the importance.
- A termly celebration of all the children with 100% attendance.
- A celebration of all the children with 100% attendance throughout the year. Usually this is for the child and one parent and takes place in a local restaurant.

- A class reward for the best annual attendance.
- An Extended Absence Leaflet for parents is updated and uploaded to the school website annually.

Promoting Punctuality

At Burnley Brow we work hard to promote good punctuality for all our children. We carry out a varied range of initiatives to encourage this. These include:

- The playground gates are locked at 9:05am. Children arriving after this time must report to the school office where their late absence is logged and monitored.
- Reports are sent to parents each term outlining how many times their child has arrived late to school and how it can affect their attendance.
- Parents of children who are regularly late for school are reported to the Headteacher and also to the EWO.

Extended Leave of Absence.

Leave of absence during term time shall not be granted.

If there are 'exceptional circumstances'

- Applications for absence for exceptional circumstances will be considered by the Headteacher.
- Exceptional circumstances will be determined following government guidelines.
- If approved, the parents will be allowed up to 10 days authorised absence and must agree a return date.
- If the child fails to return on the agreed date the absence will be treated as unauthorised.
- A letter is sent to the home warning the parents that if the child does not return to school within the next ten days then they will be removed off the register.
- After 10 days unauthorised absence the child is removed from the register and the EWO notified.
- Any holiday taken without the Head teacher's approval will be seen as unauthorised absence.
- There would only ever be one authorised extended absence during primary school years.
- No absence would be authorised for a child in Year 2 or Year 6 before the children take their Statutory Tests in the Summer term.