



Believe and Achieve

# BREACHWOOD GREEN SCHOOL

## POLICY FOR ATTENDANCE POLICY

### Status

Statutory – This policy has been based on advice from the ISL – Integrated Services for Learning issued by Hertfordshire County Council.

At Breachwood Green JMI School, we would like the whole school community – governors, staff, parents and pupils - to be committed to the highest standards of attendance and punctuality. This policy will support us all to achieve high levels of attendance and punctuality. Breachwood Green JMI aims to assist all pupils to achieve excellent levels of attendance and punctuality in order that they may take full advantage of the educational opportunities available to them and to maximise their learning.

### Expectations for the school in respect of attendance include:

- Breachwood Green JMI will provide a safe learning environment;
- We will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis;
- We will follow up instances of poor attendance and punctuality as a matter of urgency.

### Expectations for the parents in respect of attendance include:

- Parents are expected to ensure their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn;
- Parents will inform school via email or telephone, as soon as possible, on the first day of absence for the reason of their child's absence from school;
- Parents will maintain regular communication with school staff where necessary;
- Parents will ensure that school is informed of any changes of contact details.

### Expectations for pupils in respect of attendance include:

- All pupils are expected to attend school and all of their lessons regularly and punctually;
- Pupils are expected to be ready to learn.

### Doors open

- Breakfast club opens at 7:45am;
- Children who are not attending breakfast club should not arrive at school before 8:40am as there is no supervision before this time;

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- School is open at 8:40am to allow children to come onto the premises (A member of staff is on duty from 8:40am);
- School doors open at 8:45am for children to enter the school and prepare themselves ready for lesson;
- If it is raining or snowing, children will be let into classes as soon as possible, once the class teacher is prepared for the day. The class teacher will be informed that this is the case to ensure they are ready.

### Registration

- Registers are called at 8:55am and 1:00pm for EYFS and 1:15pm for Ks1 and KS2;
- Registers close at 9:05am, 1:05pm and 1:20pm;
- Any pupil arriving after closure of the register will be marked as late for the whole session;
- Registers are marked in accordance with DFES guidance;
- During registration the class TA is responsible for marking off the class fire register; these are then taken to the hall/field/swimming for lessons outside the classroom;
- Attendance codes can be found in **Appendix A**.

### Lateness

- Any pupil arriving after 8:55am should go straight to the office as main gate and the doors into the main building will be shut;
- A parent/carer should notify the class teacher or the school office if their child is late. Staff will ask for a reason for lateness;
- The Headteacher will set up systems to suit our families where there is persistent lateness e.g. reward charts, praise, mention in assembly for improvement and will discuss with the parent whether the child needs to make up lost learning time;
- If a child is late **the teaching assistant** must ensure they update the fire register. This will ensure the safety of the child if a fire breaks out; it will be clear that the child is on the premises;
- If late arrivals are due to circumstances outside the pupil's control e.g. delayed buses, road closures etc, lates are marked as authorised;

### Absences

- Notification must be provided for all absences from school;
- Parents inform the school of absence for illness through the office;
- Absences, for anything other than illness, must be authorised by a member of the Senior Leadership Team (SLT). There will be occasions where the governing body will make a decision about authorising absence;
- School may decide not to authorise absence, even when a reason is provided;
- School will only accept reasons for absence from a responsible adult. Older siblings (under the age of 18) may give a reason for absence but this will be followed up by a phone call to the parent/carer;
- School accepts phone calls, letters or emails as notification of absence;
- Notification of absence should be given to the office staff, these are saved on CPOMS if they are for anything other than illness (Child Protection Online Management system);

Date issued: May 2022

Review date: May 2024

- There may be an occasion when a decision needs to be overturned and an authorised absence is changed. This will only happen after discussion between the Head Teacher and the Attendance Improvement Officer (AIO).

**Examples where one day absence may be authorised:**

- Moving house;
- Music, dance exams;
- Wedding/Funeral close family relatives.

**Examples of absence which will not be authorised:**

- Shopping;
- Birthdays;
- Looking after younger brothers/sisters;
- Attending performances for younger/older siblings;
- Holidays in term time;
- Pet going to vet;
- Attending a party.

**Leaving and returning to school during the school day**

- When a pupil leaves or returns to school during the school day, office staff must be notified and a register must be signed by the parent or carer (pupils cannot sign themselves out);
- If a child has several appointments during school time in any one term, we will ask for proof of the appointment or a letter confirming this.

**Truancy**

- Breachwood Green JMI works with parents, pupils and staff to reduce truancy;
- Parents/carers will be informed immediately, by phone, if their child is found missing from the school premises and the police will be informed by a member of the office staff;
- Children who are found to be truanting will be given a suitable consequence.

### **Following up absences**

- If a child has an absence below 95% , the school will contact the family discuss reasons for absence and ways of reducing further absence;
- A letter is sent to families asking them to come in to see the Head Teacher to discuss absence for anything below 92%. This is monitored half-termly;
- If a child does not return to school after a period of 3 days (where the school has not be pre-notified) a member of the SLT will ring the family;
- Prolonged regular absence is dealt with by letter and meeting with family members; if there is no improvement a meeting is held with the Attendance Improvement Officer (AIO);
- A member of the Senior Leadership Team is responsible for making referrals to the hospital or Home Education (tuition provided for children at home by the local authority) when a pupil is likely to be absent for a long period of time due to illness;
- The school secretary is responsible for completing the EWN1 form to make Education Welfare aware that a pupil has been taken off the school roll following long term absence;

### **Removing pupils from roll**

- The school will always contact the next school for pupils who leave mid-year to ensure pupils are on roll at their new school.
- The school requests written/email confirmation that the child is now on roll at their new school.
- The office staff will need to complete a Removal from Roll form (Please refer to Hertfordshire Grid for Learning Guidance for schools and academies on removing pupils from the admissions roll) and return it to their local double district Attendance Team within 5 school days of the date of removal from roll. This includes pupils who have been added to the roll but who have never attended.

### **First Day Response**

- Breachwood Green JMI uses "First Day Response" (where parents/carers are contacted immediately, by a member of the office staff, if their child is not registered at school);
- A member of the office staff carries out the first day response after checking electronic/paper registers for absence and contacts the parents/carers using school comms by 9:30am;
- The telephone contact list is updated by a member of the office staff daily – Newsletters are regularly sent out to remind parents to keep the school informed with up to date telephone numbers and addresses;
- Information from first day response is held on CPOMS if the absence is anything other than illness or where individual absence is being monitored.
- For Children Looked After (CLA) – the Designated CLA teacher monitors absence and where there may be a need, contacts Children, Schools and Families with any concerns – weekly reports are generated and sent to the local authority where CLA pupils are absent from school

### **Term Time Leave**

- Breachwood Green JMI makes it clear that term time holidays are not acceptable unless there are exceptional circumstances (See list above);

Date issued: May 2022

Review date: May 2024

- Any parent requesting leave for their child during term time will be directed to the Attendance Policy on the school website and an appointment may be made for them to meet with the Head teacher.
- A record is kept (on CPOMS) of pupils who take leave during term time both authorised and unauthorised;
- School reserves the right to give unauthorised absence where pupils have previously taken unauthorised leave (this might include any further absence due to illness where medical evidence cannot be given).

#### **Rewards**

- An award from Hertfordshire County Council is given to recognise 100% attendance for the whole academic year.

#### **Working With The Attendance Officer**

- Our school works in partnership with the allocated AIO to improve attendance for individual pupils and the whole school;
- The Head teacher meets the officer on an agreed schedule;
- Our school works with individual pupils and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the AIO, the school will make a formal referral to Children, Schools and Families.

#### **Publication of Information**

- Governors and staff are informed of whole school attendance issues and statistics on a regular basis –head teacher reports hold this information;
- Attendance is addressed at each termly Safeguarding audit;
- Our school shares information on individual pupils’ attendance as necessary with parents, pupils, governors and staff - the policy is on the website and we also give out paper copies;
- An assembly is held each year to promote the importance of attendance and punctuality;
- The staff help to formulate the policy and are part of the review process;
- For families where English may not be their first language, or they are not able to read, we work with the family to use other interpreters (from their family) or friends who can support;
- The office manager provides termly attendance data to the DFE;
- The CLA designated teacher provides termly attendance data to “ Virtual Schools”;
- The CLA designated teacher provides annual attendance data at Personal Education Plan (PEP) meetings.

**Governing Body committee responsible:** Full Governing Body

**Review frequency:** Annually

**Based on:** Policy from Integrated Services for Learning (ISL) at Herts County Council

**Signed Chair of Governors:** *TStarkey* **Date:** 17.05.22

**Signed Vice Chair of Governors:** *JPalmer* **Date:** 17.05.22

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**Next review:** May 2024

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