

Braybrook Primary School

Whole School Attendance Policy

1. Braybrook Primary School recognises the importance of school attendance in enabling pupils to achieve their maximum education potential and to have optimum life chances and enter adulthood successfully.
2. The school is committed to working in partnership with families and other agencies in order to achieve the best outcomes for children. It supports the Staying Safe, Enjoying and Achieving, Positive Contribution and Economic Well Being aims of the Every Child Matters agenda.
3. Pupils on the roll of Braybrook Primary are required to attend school punctually and regularly and parents have a responsibility in law to ensure that this happens.
4. The school will provide a welcoming and caring environment where all members of the school community feel secure and valued.
5. The school will emphasise the importance of attendance in a variety of ways including through PSHE, assemblies, posters and leaflets.
6. The school will establish an effective system of communication with pupils and parents to support good attendance and timekeeping and to provide appropriate information and advice.
7. The school will use an appropriate system of rewards and incentives to recognise the effort pupils make in achieving good attendance and punctuality.
8. Register will be kept in accordance with government regulations.
9. The registers will be kept open for 20 minutes after the beginning of each school session. Therefore after 9.15 am pupils arriving will be marked as unauthorised absent.
10. Parents are required to notify the school on 01733 232159 to advise that their child is absent and the reason why and to back up with a letter to the school on their return.
11. The school will make a decision as to whether the absence should be authorised.
12. Where possible, the school will operate a First Day Contact system whereby the parents of pupils who are absent and no notification has been received will be contacted and asked for the reason for absence.
13. Individual pupil's attendance will be regularly monitored by the school and the Local Authority and concerns promptly discussed with parents and carers.

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14. School staff will work with pupils, parents and other agencies to resolve school related issues which are impacting on a pupil's attendance.
15. If after school based initiatives the level of attendance continues to be unsatisfactory the school will request the involvement of the local authority Attendance Service.
16. The school will support the re-integration of pupils after an absence sensitively and involving all staff, and giving access to counseling or mentoring services as appropriate.
17. In exceptional circumstances the school may agree to authorise leave or holiday in term time. A decision to authorise will be following consideration to the following:
 - the amount of time requested
 - the age of the pupil
 - the pupil's general absence/attendance record
 - proximity of SATs and public examinations
 - length of proposed leave
 - pupil's ability to catch up the work
 - pupil's educational needs
 - general welfare of the pupil
 - circumstances of the request
 - purpose of the leave
 - frequency of the activity and
 - when the request was made
 - if child's attendance falls below 95% the absence will not be authorised.
18. Parents are required to put any request for leave of absence in writing using the school proforma which can be obtained from the school office or on the school website.
19. The school will respond to any such request in writing giving reasons for the decision and include:
 - the expected date of return
 - that parents are expected to advise of any delay in return
 - what action will be taken if the pupil fails to return when expected in cases of extended leave.

Penalty notices in agreement with the school will be served by the Local Authority for unauthorised absence.

Policy Agreed by Govenors: (date)

Signed: (Chair of Governors) Date: