

2023

Attendance Policy



Broadway Primary

#BroadwayFamily

Broadway Primary School

Philosophy

At Broadway Primary School we recognise that attending school regularly has a positive impact on learning, progress and therefore the best life chances for the children. As a school we will encourage the best possible attendance for all our children by offering an environment in which pupils feel valued and part of our school 'family'.

The Role of the School

We actively promote good attendance at the school in a number of ways. The most effective is to ensure that the pupils feel safe and secure and are willing learners. We will reward and praise those who have a good attendance record.

Additionally, the school takes an active role in removing barriers, particularly temporary barriers, to attendance. These normally include temporary illnesses and injuries, and our strategies may include:-

- accepting responsibility for the administering of prescribed medicines
- making special arrangements for mobility or comfort

Other barriers may be an unwillingness or reluctance to attend, and it is our policy to provide children in this situation with a confidential, blame-free opportunity to discuss the circumstances and provide any subsequent support. We will work with families to provide support if and when needed.

Where a child does not arrive, *and* we do not receive an explanatory message we will always attempt to contact the household to make enquiries.

Systems

Pupils are registered twice daily, and the data is entered into the system electronically. The reason for any absence (where known) is coded and may be entered retrospectively when the pupil returns. The codes for use in the electronic register are communicated to staff and are consistent throughout the school.

The school gates are opened at 8.20a.m. each morning and pupils are admitted to class straight away.

Each register opens at 8.30a.m. each morning and closes at 9:00.am. The afternoon register opens at 1.00p.m. and closes at 1.15p.m. If a child arrives after 8.35a.m. they have to enter school via the main entrance and will be signed in as late.

The school will contact parents by 9.15a.m. if their child does not attend school, and no explanation has been given. If no response is received the absence will be marked as unauthorised. If on the second day of absence and no explanation has been provided, the school will contact the other named contacts on the pupil data sheet. If by day three no satisfactory reason for absence has been provided school will then visit the home address of the family.

The school will monitor attendance for individual pupils and where an absence is a cause for concern because (i) it is frequent, or (ii) it follows a pattern the school will contact the

family and discusses the issue. Where there is no satisfactory resolution the Education Welfare Officer is alerted.

The school target for attendance is 97%

If attendance were to fall below the agreed target, the governors would put in place an Action Plan to improve attendance as part of the school's *School Development Plan*.

Any child whose attendance falls below 96% will be monitored and, if further absences occur, parents will receive a telephone call from the school regarding this.

Parents may receive a supportive letter each term informing them of their child's percentage attendance (if lower than 95%)

Any child whose attendance falls below 90% will be contacted by the Headteacher to discuss the matter.

Persistent absence or absence that has fallen below 85% will require a meeting between parents and the Headteacher. The School Attendance Office may also be asked to attend.

Targets for attendance are suggested by the *Local Education Authority* and considered and set by the Governing Body annually.

Absences in Term Time

The school holiday dates are published a year in advance, and we strongly advise parents/carers to book any leave during the school holidays. If an absence in term time is unavoidable, a request for leave form must be completed prior to the absence. This can be obtained from the school office.

In September 2013 legislation changed. Headteachers are now instructed to allow term time absence only in '*exceptional*' rather than '*special*' circumstances and should determine the number of school days a child can be away from school if leave is granted. Penalty notices will be issued to parents who take their children out of school during term time without permission.

Leave of absence SHALL NOT be granted unless:

- a request for leave form has been completed and made in advance, by a parent with whom the child normally resides and
- the Headteacher considers that the leave of absence meets EXCEPTIONAL CIRCUMSTANCES criteria.

Upon receipt of a request for leave form, the Headteacher will decide if the request is considered to be exceptional or not and will reply to the parents in writing with the decision.

Use of Penalty Notices

In accordance with the current Lancashire code of conduct, Broadway Primary School will request that the local authority issue penalty notices in respect of unauthorised absence. This includes leave of absence which is taken without a prior request being made; and leave of absence taken after a prior request has been made and permission NOT granted.

Broadway Primary School will also request that a penalty notice is issued if leave is taken in excess of any agreed leave.

Broadway Primary School will contact Lancashire County Council CME (Children Missing in Education) Team if a child is absent for a period of time and the school is unaware of the reason for absence. This could result in the child being removed from the school roll.

Religious Absence

The school will authorise one day of absence per religious festival, e.g. Eid, (i.e. the day set aside by the religious body of which the parent is a member) and this will be marked as 'R' in the register.

Parents must request any additional leave in advance, and this can only be authorised if it is felt to be exceptional circumstances.

Partnership Working

Broadway Primary School will work with the Pupil Attendance Support Team, the School Attendance Office and other support agencies as appropriate to ensure regular attendance at school.

Covid 19 Related Absence

Absences related to self-isolation after a positive result for Covid19 will not count towards your child's absence percentage score. The school need to have received proof of the positive result. If proof is not provided the absence will be recorded as unauthorised.

Review of Whole School Attendance Policy

The school will review the attendance policy biannually and will review the associated procedural framework at least annually.