



Baden Powell Primary School

Attendance & Registration Policy

Statement of Intent

Attending school is a statutory requirement and it is important that children attend school every day to achieve the best possible learning outcomes. At Baden Powell we support the view that regular attendance ensures the best possible learning outcomes for all pupils. We believe that maximising the pupil's attendance is of key importance. This will be achieved with an effective partnership between home and school. At Baden Powell Primary School we encourage and praise good attendance, and take seriously non-attendance and lateness. Parents/carers are discouraged from taking holidays during term time.

Parental responsibility

Parents/carers are responsible for ensuring children attend school regularly, and are punctual. It is the parents'/carer's responsibility to contact the school on the 1st day of absence by phoning the school. Parents are expected to work together with the school to resolve any attendance or punctuality issues. Any difficulties that cannot be resolved in this way, may lead to the child being referred to the Educational Welfare Officer (E.W.O.) at The Hackney Learning Trust.

Change of address

For safeguarding and health and safety reasons, parents/carers must inform the school immediately if there is any change in contact telephone numbers or the address at which the child lives.

Moving to another school

Parents/carers must notify the school immediately if they are removing their child to another school mid-year and provide the name, address and contact number of the new school.

The role of the teacher

The class register is a statutory requirement and a legal responsibility of the school. Class teachers are accountable and must complete the register at the beginning of each morning session (8:45am) and afternoon session (1:05pm/1:35pm). Registers are marked in accordance with The Hackney Learning Trust procedures.

Authorised/non authorised absence

Absences are authorised when either morning or afternoon sessions or both are missed from school for a good reason such as illness or another unavoidable reason. This can only be authorised by the Attendance Team.

Unauthorised absences are those which the school does not consider reasonable and for which no authorisation for "leave" has been given.

Illness/Medical Conditions

Illness is automatically treated as an authorised absence the parent or carer should state the illness during the first call to the school. Children with long term illness and other medical conditions may need additional support to continue their education, such as home tuition provided by the local authority. After 3 days of absences some form of proof must be provided e.g. prescription, medicine doctor's appointment card.

Religious Observance

Absence due to religious observance is authorised but the day must be:

- Exclusively set apart for religious observance; and
- Set apart by the parents' religious body (not parents)

If the religious body sets apart a single day for religious observance and the pupil applies for 4 days leave of absence the school is only required to allow one day; the rest is discretionary leave.

Punctuality

At Baden Powell School we feel that parental responsibility extends beyond ensuring regular school attendance. Parents/carers also need to ensure that their children arrive at school on time (8:45am) and ready to learn. Children arriving late will miss the crucial start to the lesson and seriously disrupt the continuity of learning both for themselves and others.

All pupils are expected to be in school by 8:45am. Pupils arriving after 8:45am but before the end of the registration (8.50am) period will be treated as present, but will be coded as **late (L) before registers close**. The junior gate closes at 8.50am and children must report to the main office after this time. Late reasons are monitored and recorded.

Office staff will record the name/year group of the child and reason for lateness in the late book which is kept in the school office. Monitoring of this book takes place daily by a learning mentor.

If lateness is a persistent issue a meeting will be arranged by the school with the parent, and learning mentor. If punctuality does not improve after the initial meeting then a further meeting will be arranged with the School Attendance Officer.

Absence Leave

The school supports the view that every lesson counts and discourages parents from taking holidays during term time. Parents/carers will be reminded of the impact absence can have on a pupil's achievement.

Holidays taken without the school's permission, or if the pupil fails to return on the date the parents have agreed with the school, will be treated as unauthorised absence. Parents/carers will be liable for a fixed penalty notice where a period of at least 10 sessions of unauthorised absence occur in the Academic Year.

If a pupil fails to return within 4 weeks of the agreed time (5days), the school, in discussion with the attendance service may remove the pupil from roll. Should any special leave be requested during term time, parents/carers will need to fill out a request form prior to the time being taken. All special leave requests will be considered individually by the Headteacher and factors such as attendance record will be considered in making the decision as to whether to grant special leave.

At Baden Powell School we will not authorise absence leave:

- At the beginning of a school term;
- During SATs week/ in May;
- Where a child is persistently absent, including ill health (20 days absence in the previous year);
- Where there has already been 10 or more day's absence in the current year.

Registers

Completing the class register (by class teacher or teaching assistant)

- Registers are marked electronically;
- Registers are marked by 8:50am, and again by 1:05pm for infants and lower juniors and 1:35pm and 1:35 pm for upper juniors.
- Both staff and pupils should view the register as an integral and key part of the school day. The **register closes at 8:50am.**
- Registers must be completed by logging onto the school's network - SIMs Electronic Registration. If the computer is not working the register must be completed on a paper copy which is kept in the main office and returned to the office at the end of registration period (8.55am and 1:05pm for Infants and (Rec Year 1) lower juniors and 1:35pm for upper juniors).

All notes/medical letters must be given to the Learning Mentors. These notes are kept for one academic year. If there are attendance concerns about a pupil, that may require further investigation, then the notes may need to be retained for a longer period. Learning Mentors check daily that all registers are completed. The Learning Mentors will compile weekly attendance figures for the week.

Reporting Absences

It is the parents/carers responsibility to notify the school about a child's absence as soon as possible, and when this can be predicted, the date of the child's expected return to school (parents/carers must contact the school on the first day of absence). In order to safeguard pupils and encourage good attendance, Baden Powell will follow up any unexplained absence immediately through First Day Calling initiatives.

Absences for which no reason has been given are regarded as unauthorised. If teachers are concerned as to whether or not an absence is justified they should notify the Head/Deputy.

Persistent Absence lateness

Rewards

As a school we recognise the importance of good attendance and punctuality. We celebrate these by rewarding good attendance with certificates. A certificate is awarded to each pupil who has achieved 100% attendance and punctuality for each whole term. This is presented at the beginning of the new term. There is also a reward for the class who has achieved the highest % attendance for the week (Mr Cool the Owl - our school mascot).

To ensure regular attendance and punctuality the school communicates through:

- School prospectus;
- School newsletter;
- Parents evenings
- School notice board;
- Assemblies;
- Website;

- Verbal communication;
- Admissions interviews for new starters.

It should be noted that if a child fails to attend school regularly the parent/carer of that child is committing an offence under 1993 Education Act Section 199.

When all of the above are unsuccessful and lateness or absences continue with no positive change the parent/carer will be asked to discuss the matter with the learning mentor. If all fails the matter will be referred to the Education Welfare Officer. The parent/carer will be informed if this is to happen. All pupils causing concern (below 90% attendance) will be listed at the bottom of the register. Whenever these pupils are absent, the school mentor must be informed as soon as possible to follow up reason for absence.

If a child's attendance during a half term is less than 90% with a concern, learning mentors will meet with the Education Attendance Officer and go through the under 90% data, and letters will be sent home informing the parent/carer. The letter will also inform them that the school will be monitoring their child's attendance. A copy of all pupils whose attendance is below 90% will be sent to the Education Attendance Officer. Children causing particular concern will have further intervention from the Education Welfare Officer or and a Learning Mentor.

Sending late letters

If any pupil is late 20% and over during a half term, a letter will be sent home and the Education Welfare Officer will be informed. Children causing particular concern will have further intervention from the Education Welfare Officer or and a Learning Mentor.

Exceptional circumstances

Hospital or dental appointments must be avoided in term time. If it is an emergency it must be attended first thing in the morning. In such cases the appointment card or letter must be shown to the learning mentor. Parents/carers are asked to make doctor/dental appointments after school hours.

Role of the Education Attendance Service

The attendance officer for Baden Powell School is Laurel. Pupils with low attendance (below 90%) and continual lateness will be referred to the attendance officer at The Hackney Learning Trust. The attendance officer will be informed each half term by returns of all pupils whose attendance is below 90% and of all lateness.

Safeguarding

Pupils who fail to return to school after an extended holiday or who are withdrawn from school and their future schooling is not known (for example, the family are relocating but are unable to secure a new school-place for their child in advance) will be placed on the Lost Pupil Database.

Attendance target

Each year the school sets an attendance target in conjunction with the school attendance officer at the Hackney Learning Trust.

Summary

At Baden Powell School we have a legal obligation to promote good attendance. Equally, parents/carers have a duty to make sure that their children attend school and are on time.

Monitoring and Review

The Attendance and Registration Policy will be reviewed every two years by the Mentors and the Senior Leadership Team.

Attendance Officer/Learning Mentors

Reviewed: **March 2012**

To be reviewed: **Jan 2015**

Chair of Governors: _____

Date: _____

Headteacher: _____

Date: _____

Review

Baden Powell Primary School Attendance Procedures

1. Check registration is completed for all classes (reception - year 6) if not completed track down missing groups (learning mentor).
2. If there are late comers, update Sims immediately.
3. Every pupil is telephoned on the first day of absence (learning mentor).
4. When a pupil is late, she/he must report to the main office and their name and reason for their lateness will be put in the late book.