

BOUSFIELD PRIMARY SCHOOL

Attendance and Punctuality Policy

At Bousfield Primary School, we seek to work closely with parents to ensure that children attend school on time, every day. In this way, they will be able to access the full curriculum. Poor pupil attendance and punctuality is seen as a barrier to learning and progress. The School and Local Authority have a duty of care to promote high levels of attendance and take action where there are unsatisfactory reasons for absence. However, there will be times when absence is unavoidable and acceptable. This policy explains the approach we are following to manage attendance and clearly outlines absence procedures and the School and Local Authority's responses to poor pupil attendance.

Expectations

The national average for school attendance in 2019 was 95.8%. The Bousfield average was 96%. It is essential that we maintain school attendance to be in line with the national average. However, under current circumstances we expect attendance to fluctuate as children may have to self-isolate.

Due to Covid-19, we are currently running a staggered start and end to the school day.

	Drop-off	Pick-up
Boltons Place		
Nursery	9.20am	3.10pm
RB	9.00am	3.15pm
RP	9.10am	3.25pm
South Bolton Gardens – left hand side		
5H & 6SG	9.00am	3.30pm
5C & 6G	9.10am	3.40pm
4B & 4H	9.20am	3.50pm
South Bolton Gardens – right hand side		
2C & 2S	9.00am	3.30pm
1F & 1H	9.10am	3.40pm
3P & 3WS	9.20am	3.50pm

Parents and carers are expected to adhere to these times.

Absence

Please note that all absence from school is counted as absence, both authorised and unauthorised. This includes absence due to illness or medical appointments.

Illness

If your child is ill, please contact the School Office by 9.30 a.m. to explain what is wrong with your child. Please make sure you phone school every day your child is ill. If your child is ill for 6 consecutive school days or more, you will be asked to provide a medical certificate. You may also be asked to provide medical evidence to justify regular absences.

Absence Due to Covid-19

If you or your child has symptoms of Covid-19, please notify the school as soon as possible.

Please follow the guidance 'Symptoms of Coronavirus' on the school website home page. This details what to do.

Please notify the school immediately if a member of your family tests positive for Covid-19.

Medical Appointments

Routine medical and dental appointments should be made outside school time.

Hospital and emergency appointments will generally be authorised, however we will need to see medical/dental evidence upon return. Please notify the school office for hospital appointments prior to the date of the appointment (not on the day).

Exceptional Leave

If a child needs to be absent for any reason other than illness, such as an interview or examination, bereavement, family illness or crisis, parents must first seek permission from the Headteacher and provide proof. Please note that family illness cannot be used as an excuse to leave school early at the end of term.

Forms requesting Exceptional Leave can be downloaded from the school website.

The following reasons will **not** be accepted as a reason for absence from school:

- Shopping visits
- Care for family members
- Days out to theme parks or to attend concerts/ shows
- Parents' work commitments or business trips
- Holidays taken in term time (including long weekends taken on Fridays and/or Mondays)
- Mistakes about term dates (these are published in every newsletter and on the school website)

If exceptional leave has been granted once before, it is unlikely to be granted again.

Early Pick-up for Travel

Under no circumstances should children be collected from school before the end of the school day to accommodate family travel plans, particularly on the last day of term.

Approved Public Performance

Where children are invited to perform in a licensed show or concert (e.g. orchestra or pantomime) organisers will require a performance license which must be requested from the Local Authority. The school will be approached to approve specific days of absence as part of the license. Where possible such requests will be granted provided that the child's education is unlikely to suffer. The school will also be sympathetic towards leave to participate in a recognised city, county or national sporting event.

Steps to addressing non-attendance

On a daily basis the school will contact the parent of every child with an **unexplained absence** from school. We are obliged to make contact to ensure that children are safe.

Attendance will be regularly monitored. On a termly basis, parents of those children whose attendance has fallen below the national average (due to unauthorised absence) will be contacted by letter. Appendix 1 shows the action that will be taken. Where the school is concerned because attendance has dropped below 95% the letter is simply to alert parents to the fact. When a child risks underachieving as a result of absence the school will contact parents to offer support. Once a child's absence drops below 90% the school will contact the Local Authority's Early Help team who are able to offer further support outside school.

Please note that if a child's absence drops below 85% and/ or a block of 10 days of unauthorised leave is taken parents will be at risk of being issued with a Fixed Penalty notice. In the case of high levels of unauthorised absence a parent may be taken to court.

Date: September 2020

Concerns about Absence

I would like to draw your attention to the tables below so that you know how the school will address concerns about absence.

Green Group	<p>No Concern</p> <p>The child attends between 96% - 100% of the time.</p>
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Yellow Group	<p>Concern</p> <p>The child attends between 95% - 93% of the time. A letter will be sent from school to inform parents that their child's attendance had dropped below the national average.</p>
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Amber Group	<p>Risk of Underachievement</p> <p>The child attends between 93% - 90% of the time. A letter will be sent from school offering support to families in order to improve attendance.</p>
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Pink Group	<p>Severe Risk of Underachievement</p> <p>The child attends between 89% and 85% of the time. The school continues to offer support and in addition will refer the case to the Local Authority Early Help Team for further intervention.</p>
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Red Group	<p>Extreme Concern</p> <p>The child attends less than 85% of the time. Despite support from the school and Local Authority attendance has not improved. Parents will be at risk of being issued with a Fixed Penalty Notice.</p>
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