

Our Targets

Bransty Primary School's overall attendance figure for the academic year 2018/19 was **95.7%** (NA 95.3%)

Our attendance target for 2019/20 is **96%**

Our stretch target for 2019/2020 will be **96.5%**.

To help us achieve our targets we will send out termly Red, Upper and Lower Amber and Green and Upper Green letters so that parents can have first hand knowledge of their child/children's current attendance.

Red is below 90%

Lower Amber is 90% - 93.9%,

Upper Amber is 94% - 95.9%

Green is 96% - 99.9%

Upper Green is 100%

Lateness

If a child is late they must enter by the main entrance (or be escorted by parent/carer, age dependent) and must report the lateness. The lateness is then recorded on the school system and verified by the office administrator with time recorded.

It is to be expected that very occasionally a child may be late for a genuine reason. The concern is in regard to any consistent late arrivals (where there is an avoidable reason). If there are children who fall into this category then the following procedure takes place:

1. The child is reminded by their class teacher of importance of punctual attendance
 2. The Parent is reminded by class teacher of importance of punctual attendance (try to ascertain reason for lateness, circumstances, support strategies etc)
 3. The Access Inclusion Manager is informed by teacher/ Admin of persistent problem and uses information recorded as reference source.
 4. AIM or \attendance Officer contacts parent informally (usually by phone) to discuss/ascertain reason for continued lateness
 5. Formal written letter from school is sent to the parent
 6. Follow up letter from the Governors
- Each stage is only reached if there has been no improvement after the previous intervention.

Our Aims

The expectations of Bransty Primary School are that there will be:

- regular attendance from all pupils, achieving attendance records consistently of over 96% per year, aiming for the highest possible attendance
- no unauthorised absences and that the communication between home and school in regard to absences will be extremely effective
- punctual attendance where lateness will be discouraged by the school and by the parents

Leave of Absence during term time.

Leave of absence during term time will only be granted under **exceptional circumstances**. The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

No Holidays taken during term time will be authorised. The law states that the provision for Head Teachers to authorise absence purely for the purpose of a family holiday is not an exceptional circumstance. We define 'exceptional circumstances' as *an event or problem which you did not expect.*

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head Teacher's and Governor's discretion.

Any absence within the first two weeks of the autumn term or within weeks where tests/examinations are programmed will not be authorised by the school. If you believe that your circumstances are exceptional, you can make a request (in writing) to the school. In considering a request, the school will take into account the child's age, the time of year of the absence, and the nature of the visit. The Head Teacher and Governors will also take into consideration your child's stage of education and the progress and the child's overall attendance record. Parents who take their children on an unauthorised holiday in term time could be issued with a Fixed Penalty Notice and will be asked to pay a fee. School trusts that families will support their child in this matter as we are all working hard to help our pupils succeed.

Bransty Primary School

Attendance Policy



Commissioned:: Autumn 2019

To be reviewed : Summer 2020

This policy should be read in conjunction with the Safeguarding and Child Protection Policy.

Persons responsible for writing the policy -
Head Teacher. Joanne Fearon.

Governors with responsibility for attendance:

Mr Stephen Jackson and Mrs Sam Mellon

Attendance Officer: Miss Melissa Blanco Charters
Access and Inclusion Manager: Miss Ellie Shaw



Attendance Policy

Why regular attendance is so important:

Learning: - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is **your legal responsibility** and persistent absence from school without a good reason creates an offence in law and may result in prosecution.

365 DAYS IN EACH YEAR	175 NON SCHOOL DAYS		175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments.			
	190 SCHOOL DAYS IN EACH YEAR	10 days absence	19 days absence	29 days absence	38 days absence	47 days absence
	190 days for your child's education	180 DAYS OF EDUCATION	170 DAYS OF EDUCATION	161 DAYS OF EDUCATION	152 DAYS OF EDUCATION	143 DAYS OF EDUCATION
	100%	95%	90%	85%	80%	75%
	GOOD Best chance of success. Gets your child off to a flying start.	WORRYING Less chance of success. Makes it harder to make progress.		SERIOUS CONCERN Not fair on your child.		

Safeguarding: - Your child may not achieve their full potential if they do not attend school regularly. Safeguarding interests of each child, is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

- Attendance/Children Missing Education (CME)
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti- bullying

Failing to attend our school on a regular basis may be considered a safeguarding matter where there is justification to do so.

The Legal Framework

The Law relating to attendance;

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/she may have

Either by regular attendance at school or otherwise'

The Law relating to safeguarding:

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Our Obligation

- We will mark the registers daily at 8:50 am and 1:00 pm (Nursery 12pm and Rec 12.45pm)
- Information from the registers will be entered into the school's information management system so we can check attendance.
- We will close attendance registers at 9:15 am.
- We will make a telephone call to ascertain reasons for non-attendance, if none have been given.
- We will report attendance figures to parents on a termly basis.
- Parents will receive a Red, upper or Lower Amber or Green or Upper Green letter, informing them of their child/children's attendance for that term.
- Overall attendance figures will be shared with the children in assembly and at Full Governing Board meetings.
- We will award a cup to the class with the highest weekly attendance. They will enjoy an extended playtime or Busy Bee time.
- We will award pupils with a certificate for 100% attendance in a term.
- We will award children with a voucher and certificate for 100% attendance over a year.
- We will actively encourage promptness and attendance. daily

Your Obligation

- Ensure your child attends school regularly.
- Report your child's absence before 8:45 am; in person, by telephone or letter or via the Parent App.
- Ensure your child is not late for school. Doors are opened at 8:45 am and are closed at 8:55am.
- Do not take any form of leave during term time.
- Be truthful when reporting an absence, always giving full details so we can support your child/children further
- Avoid taking your child out of school for non-urgent matters (hairdressers, clothing purchases, birthday parties).
- Ensure that medical appointments cause the minimum of disruption.
- Do not allow your child to be absent for a whole day when their medical appointment is only a short, local one.
- Speak to school staff if there is a problem which inevitably causes lateness or absence
- Attend any late panels or absence panels to discuss plans forward to address any problems your child may be experiencing

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