

## Burton Manor Primary School

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Headteacher: Mrs Tracey Jackson



## ATTENDANCE POLICY

**Attendance Target for Sept 2018– July 2019: To meet the Governments recommended target 96.1%**

**Persistent Absence Target for Sept 2017- July 2018: 3.0%**

### Principles

Promoting excellent attendance is the responsibility of the whole school community. There is a clear link between academic attainment and good attendance, and it is vital that children attend school regularly.

The school will promote good attendance by providing a stimulating curriculum and calm atmosphere which makes children want to come to school. Good attendance by pupils is recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

The school is set yearly attendance targets by the Local Education Authority, and we aim to meet these every year.

Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent.

The attendance policy includes procedural referral agreements that are designed to safeguard the welfare of pupils. Schools have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child, or have general concerns about the absence, to the Education Welfare Service.

Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required. The school operates a 'First Day Texting' system.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.



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Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given. These include:

- holidays. (From September 1<sup>st</sup> 2013 there is no longer any discretionary entitlement to holiday in term time. If you feel that there are exceptional circumstances parents are requested to write to the Headteacher).
- parents keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained

Punctuality by being in school by 8.50am is the only way to have a complete attendance, as time lost in arriving late affects learning as lessons start at 8.50. To make this possible the doors of the school are open from 8.45am and other provisions on site start at different staggered times. Therefore children arriving after 9.00am will receive a late mark. If a number of these occur then courses of action will be considered.

Parents whose children are experiencing difficulties with attendance or punctuality should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or the parent may refer the child to the Local Support Team. He/she will also try to resolve the situation with voluntary support. *Alternatively, parents or children may wish to contact the LST themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01785 854060.*

If other ways of trying to improve the child’s attendance or punctuality have failed, formal warnings of a penalty notice, Penalty Notices, court proceedings to prosecute parents or to seek an Education Supervision Order on the child will be followed.

## Procedures

The school applies the following procedures in deciding how to deal with individual absences:

Parents are directed to ring the school on the first day of a child’s absence. A record is kept of this contact. If no initial contact was made then a written note from the parent is required on the child’s return to school. If this is not forthcoming a text reminder is sent. Failing this the absence is recorded as unauthorised.

Pupils arriving at school after 8.50am but before 9.00am will be marked as present but late by the office staff. Pupils arriving after **9.00am** will be marked as late. In all cases where a child enters the classroom once the registration has closed, the teacher should check that the child has informed a member of the office staff that they are on school premises.

Absences are monitored during the ‘First Day Texting’ system. All reasons for a child’s absence should be reported to the office staff by the child’s parent. A form regarding absences will be kept in the office. If a teacher is informed of the reason for an absence they should pass the information to the admin staff. Proof of appointments during the school day are required to be seen by our office staff.



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Burton Manor Primary School operates a “traffic light” system where attendance is monitored closely. Green symbolises 95-100%-Excellent Attendance, Yellow 91-94%-Improvement Needed and Red Less than 90%-Unacceptable.

When an individual pupil’s attendance level falls below 95% in any term without good reason, a meeting with the Headteacher will be arranged. A referral to the Educational Welfare Service will be made by the school if this figure drops below 90%. Other authorised absence (not illness):

- Medical appointments which cannot be made out of school time.
- Leave of absence in exceptional circumstances may be granted in an emergency (e.g. bereavement, illness of a parent when there is no other relative or adult help available).

Support will be offered to pupils with specific learning needs to allow them to access the full curriculum and extra curricular activities. If attendance issues are a result of anxiety with learning, appropriate agencies will be requested to support pupils and modifications will be made to meet the pupil’s needs.

The school celebrates good attendance through awarding class weekly 100% attendance certificates, half term 100% certificates and Full term certificates all with individual rewards. Barney owl is the school attendance mascot who is awarded weekly to the class achieving the highest attendance for the current week.

### Penalty Notices

The up to date information regarding these is available for you to see at:

<https://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

### Summary

Good attendance and punctuality at school is absolutely vital. School staff are committed to working with parents as the best way to ensure as high a level of attendance and punctuality as possible. Equally, parents have a duty to make sure that their children attend and arrive at school on time.

Autumn Term 2018



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