**Blakehill Primary School Attendance Procedures**

**Overview**

At Blakehill, our vision is to develop the holistic potential of all our pupils so that they become successful and effective members of society. In order to achieve this, we have high expectations of behaviour, achievement and attendance. Regular and punctual attendance at school is vital if children are to reach their full potential.

As a school, we set a yearly target which is tracked and monitored. We make it clear to pupils and parents that regular attendance is our expectation. We have a set of rewards which promote good attendance and procedures to monitor poor attendance.

All children are legally required to attend school for 190 days each academic year from the term following their fifth birthday. As a school, we will monitor all pupils’ attendance data and take all steps possible to support families who are experiencing difficulty. Our school procedures are in accordance with Bradford Local Authority Guidance found at: <https://bso.bradford.gov.uk/Schools/CMSPage.aspx?mid=370>

From September 2017, school staff, parents and pupils will be required to complete a Home/School Agreement which outlines the commitment and responsibility of each party to ensure that children attend school regularly. This Agreement will be sent out at the beginning of each academic year.

After consultation with the Governing Body, the following procedures will be adopted:

**Rewarding attendance**

We have a system of rewards and incentives for good attendance. Attendance data is shared during weekly celebration Assemblies and displayed in the school hall and on a display board outside the Learning Mentor’s Room on a weekly basis. Attendance is also shared with parents on the fortnightly school newsletters.

Rewards include:

• A weekly class reward of £5 for any class who achieves the school target or above

* A weekly Attendance award for highest attending class. The winning class/classes receive an extra playtime and a star to put on their door

• Termly certificates for 100% attendance and a small treat

• An annual certificate for 100% attendance all year and an additional treat.

**Monitoring attendance**

Procedures

1. If a child is absent from school without notification, the school will contact parents via ParentMail to inform parents in the first instance that their child is absent from school and that no reason for absence has been provided. This is done daily.
2. If a child is absent for 3 consecutive days, the parent will be contacted via telephone by school.
3. If there is no response, school will make a home visit. A letter of notification will be left if there is no one at the home address (attached)
4. If a home visit is made, a record of this will be kept on CPOMs.
5. If there is still no contact from parents/child does not return to school, the school will seek advice from the relevant agencies – eg Children’s Social Care, ESW
6. Each pupil will be treated on an individual basis and any underlying reasons for absence will be taken in to consideration. Actions at this point will include informing the parent by letter that their child’s attendance is low, meeting a member of the Senior Leadership Team (SLT) or being placed on closer monitoring with the Home School Liaison Officer.

**Persistent Absentees**

All pupils’ attendance is monitored on a 6 weekly basis. Where there are concerns about attendance this is done more frequently and additional monitoring takes place. This includes daily checks, meeting the parents regularly and providing support through other agencies.

Each pupil will be treated on an individual basis and any underlying reasons for absence will be taken in to consideration. Actions at this point will include informing the parent by letter that their child’s attendance is low, meeting a member of the Senior Leadership Team (SLT) or being placed on closer monitoring with the Home School Liaison Officer

Absences will be addressed in line with Local Authority guidance. If a pupil’s attendance is 90% or below, they are classed as a persistent absentee. Government research shows that these are a particularly vulnerable group and schools are expected to do all that is possible to reduce the number of pupils in this category.

All persistent absentees will be monitored regularly and discussed with the Education Social Worker. If attendance does not improve, a referral to the Education Social Worker will be made.

Low attendance will be classed in the following ways at certain points in the year:

**Low attendance is defined as attendance that is less than 90%**

**Nudge Letter**

At the beginning of each academic year, school will review the attendance % for each pupil. Any child with less than 90% attendance for the previous year, will be sent a ‘nudge letter’ which will inform parents that their child’s attendance did not meet national and school expectations. The letter will also set out the school’s expectations for attendance in the new academic year.

**Stage 1**

At each 6 weekly monitoring cycle, any child’s attendance which is below 90% will be sent a stage 1 letter (attached). This letter informs parents of their child’s current attendance, outlines school’s expectations and informs parents that attendance will continue to be monitored.

**Stage 2**

If attendance **has not improved**, and continues to be below 90% a stage 2 letter will be sent. This letter will inform parents of their child’s attendance % at that second cycle of monitoring. It will also indicate the child’s attendance % to date. The letter invites parents to come into school to meet with the school’s Learning Mentor to discuss an attendance plan and a date for review.

**Stage 3**

Where the above has been unsuccessful, a stage 3 letter is sent and parents are invited to come and discuss attendance with a member of the Senior Leadership Team.

Once all of the previous steps have been followed, any child hitting the trigger of less than 85% and has had at least 10 unauthorised absences in the previous 6 weeks will be referred to the Educational Social Work Service.

**Leave of Absence**

In line with new government guidelines term time holidays are no longer permitted. All requests for term time absence will be termed as “leave of absence”. The school will not authorise any requests for leave of absence other than in exceptional circumstances. Any request for leave of absence should be made in writing to the Head of School. Parents requesting holidays where a child already has significant absenteeism (90% or less) will be required to meet with the Head of School or other member of the Senior Leadership Team.

**Removal from the register**

A pupil will be removed from the register if they have 21 days of unauthorised absence which must run concurrently.

**Registration Procedures**

Each day is divided in to 2 sessions and an electronic register is taken at the start of each session.

Morning register opens at 8.50 and is closed at 9.00. Pupils who register after this will be classed as an unauthorised absence. Pupils who register after 9:00am will have a late mark. After 9:30am, pupils will received a ‘U’ (unauthorised) mark. Unauthorised marks will be followed up by the Learning Mentor and will refer to the SLT where necessary.

**Reporting Absence**

All parents are asked to inform school by 9.30am on the first day of absence, stating the reason.

**Authorised Absence**

Absence can be authorised for a number of reasons. These include:

• Illness

• Medical or dental reasons but we do ask that check -ups and non – emergency appointments are made during holiday times or after school

• Education off site

• Exclusion

• Traveller absence

• Religious festivals

• Approved sporting activity

• Enforced closure for the whole school

• Any other exceptional circumstance

**Unauthorised absence**

Absences can be unauthorised for a number of reasons. These include:

• Shopping

* Birthdays
* Holidays in term time
* No reason yet provided
* Late after the register has closed.