

## 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 that is tracked and monitored. This is 96%. We make it clear to pupils and parents that regular attendance is our expectation. We have a series of rewards to promote good attendance and robust attendance procedures to monitor and manage 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>

A Home/School Agreement that outlines the commitment and responsibility of each party is signed by parents and pupils on entry to Blakehill.

## Rewarding attendance

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

An attendance newsletter is sent to parents termly.

Rewards include:

- A weekly class reward of £5 for the top attending class
- Any child attending school 100% of the time is entered into a weekly prize draw
- Termly certificates for 100% attendance and a small treat
- An annual certificate for 100% attendance all year and an additional treat.

## Notification of Absence

### Procedures

1. If a child is absent from school without notification, the school will contact parents on the first day to ascertain a reason for absence. This is completed daily.
2. A register of absent children, where contact has not been made is kept by the office. This is followed up by the Learning Mentor
3. If a child is absent for three consecutive days, the parent will be contacted via telephone by school.
4. If there is no response, school will make a home visit on that day. A letter of notification will be left if there is no one at the home address (attached)
5. If a home visit is conducted, a record of this will be kept on CPOMs.
6. 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

### Children who are vulnerable or at risk from

The DSL has a register of vulnerable pupils. This is shared with the school's Learning Mentor and admin staff. If a child on this register is absent without notification, a phone call is made to the parent.

## Blakehill Primary School Attendance Procedures

If contact with the parent is made and the child is not missing from home, the member of staff will follow their school procedures for children who are absent. However, if they are concerned about the welfare of the child (and this is likely to be the case if there is any reason to doubt the reason given by the parent for the child's absence from school), the staff member should discuss the case with the school's designated safeguarding children professional.

The DSL will decide whether a home visit or contact with another agency should be made.

Schools must have systems for monitoring attendance, and where children are attending irregularly the LA education welfare or school attendance service should be notified to ensure the child is safe.

### Managing Attendance

Early intervention work is essential for Blakehill order to maintain satisfactory attendance levels. Attendance and attainment are linked. Our Attendance Working Party which includes Governors, School Leaders and our Learning Mentor work together to ensure we have strategic approaches to best manage overall attendance. Whole school attendance target is 96%. A pupil is classed as a persistent absentee once their attendance falls below 90%.

### Intent

Blakehill have adopted the Local Authority 2 stage system that enables us to manage and address poor school attendance. It provides us with the opportunity to target non-attendance methodically and progressively up to and including the point at which a referral to an Education Welfare Officer and/or the Legal Panel may be necessary. The system is based on a series of model letters that are sent to parents when there are concerns about any emerging patterns of absenteeism.

It is intended to apply essentially to absence that is unauthorised, but is also applied in certain circumstances to target patterns of absence which are authorised but which are beginning to cause concern. *Schools should, however, decline to continue to authorise such absences once doubts arise as to their legitimacy.*

### Implementation

- Attendance reports are run daily. Pupils whose attendance is becoming a concern are quickly and easily identified. This is shared with the senior leader with responsibility for attendance.
- Pupils with attendance of 95% trigger a letter response within the first stage of the school's attendance system.
- Within stage 1 of the attendance procedures, a series of letters are used to notify parents of absence and request an attendance meeting ( see stage 1 letters).
- Punctuality is also monitored and part of the stage 1 procedures
- When there is little/ no improvement in a pupil's attendance, despite intervention by school via the stage 1 procedures, stage 2 is implemented.
- All correspondence is recorded on CPOMs.

### Persistent Absentees

- A persistent absentee register is generated (pupils who are identified as persistent absentees -attendance of 90% or below)
- Individual persistent absentee cases are examined by the Senior leader responsible for attendance and the Learning Mentor to establish reasons for absences.
- All pupils identified as persistent absentees are entered on a RAG rated excel spreadsheet. The attendance of these pupils is monitored on a weekly basis.

### Impact

## Blakehill Primary School Attendance Procedures

- In most cases the nudge letter ( Stage 1) brings about a rapid improvement in attendance and no further action is required.
- Parents are kept informed of poor attendance and the procedures in place to manage this.
- The measures that school is taking to manage pupil attendance is made clear to parents. Parents are held accountable for their child's attendance
  - The system provides a clear record of the school's own efforts to improve attendance should it subsequently be necessary to involve an Education Welfare Officer/ or the legal panel.
  - Whole school attendance 96%
  - Persistent absenteeism 7%

### Leave of Absence

Holidays in term time are not 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 Headteacher where discretion is used. ". A Leave of Absence form needs to be completed by the parent/carer prior to taking a child on holiday. The Headteacher can delegate the responsibility to the senior member of the leadership team responsible for Attendance

All children will be subject to the school's attendance and Leave of Absence procedures when they reach the legal school age (5 years).

Exceptional circumstances/ considerations include:

Bereavement/ funerals

Unavoidable cause such as illness and unavoidable flight delays

A leave of absence of 3 days within a 6 week period may result in a fixed penalty notice (FPN). These days do not have to be 3 consecutive days. This is in line with the Local Authority Guidance.

Fixed Penalty Notices are calculated as follows:

£60 per parent per child if paid within 21 days.

£120 per parent per child if paid after 21 days but before 28 days.

Failure to pay before 28 days is likely to lead to prosecution.

### 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:

## Blakehill Primary School Attendance Procedures

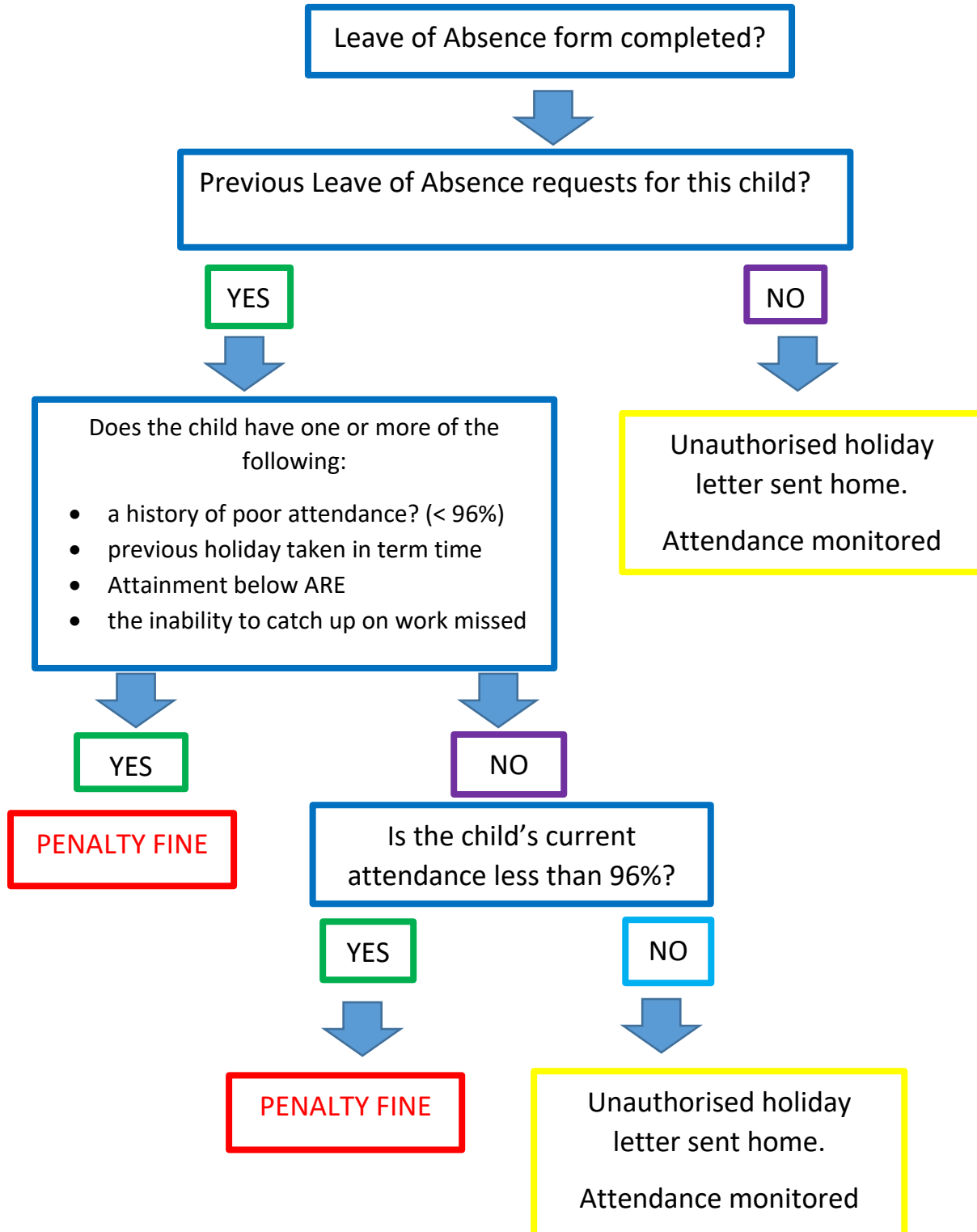
- Illness
- Medical or dental reasons but we do ask that check -ups and non – emergency appointments are made during holiday times or after school
- Education off site
- Exclusion
- Traveller absence
- Religious festivals
- Approved sporting activity
- Enforced closure for the whole school
- Any other 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.

Managing Attendance  
Requests for Leave of Absence



## Managing Attendance

## Persistent Absentees

