



The Bulmershe school

Attendance Policy

Aims:

The Governors of The Bulmershe School are committed to providing a full and effective education for all our students. We will do all we can to ensure that all students attend to their fullest and that any problems which impede this are identified and acted upon as soon as possible.

Rationale:

At The Bulmershe School we are all working together to ensure that students achieve their maximum academic potential. It is a well-established fact that poor attendance can have a negative impact on academic progress. Good attendance also shows potential employers that your child is reliable.

Principles:

We believe a positive attendance and punctuality culture is more likely to be achieved when all partners co-operate with each other.

	Expectations
<p><u>Students</u> We expect that all students will:</p>	<p>Attend school regularly to ensure attendance is at least 95% or above Arrive on time (by 8.30am)</p> <ul style="list-style-type: none"> • Tell a member of staff (e.g. Form Tutor, Inclusion Team members, Head of Year, your supporting Assistant Head Teacher, Attendance Admin) about any problem which is making it hard for them to attend school regularly and on time.
<p><u>Parents/Carers</u> We expect that all parents/carers will:</p>	<p>Encourage their children to attend school every day and on time</p> <ul style="list-style-type: none"> • Ensure that they contact school as soon as possible whenever their child is unable to attend school. • Ensure that their children arrive to school fully prepared for the school day and provide the school with up to date home, work and emergency contact numbers • Avoiding arranging family holidays during the school term as this can cause a detrimental effect on your child's education- Exceptional circumstances can always arise and such situations will be taken into consideration if a letter outlining such a request is submitted to our Headteacher. If you decide to take your child out of school, this will be recorded as unauthorised absence. • Inform the school, in confidence, about any problem which might affect their child's attendance or behaviour.

<p><u>School</u></p> <p>Parents/carers can expect that the school will:</p>	<p>Provide a good quality education appropriate to their child's needs via a published timetable which necessitates regular and punctual attendance.</p> <ul style="list-style-type: none"> • Accurately complete attendance registers at the beginning of each session using SIMS attendance. • Record late arrival accurately on SIMS and ensure that the school's sanctions policy is followed with regard to the allocation of detentions (where appropriate). • Make every reasonable effort to contact the parent when their child fails to attend school without good reason. • Deal discretely and properly with any problem notified to the school by the parent. • Make every effort to encourage good attendance, punctuality and behaviour.
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Promoting Good Attendance and Punctuality:

Our policy is to place more emphasis on rewards rather than sanctions although we recognise that in a minority of cases effective sanctions are necessary. We will encourage good attendance by:

- following-up absence on the first day wherever possible
- undertaking attendance checks at appropriate times
- recording good attendance on students' records, e.g. school report
- acknowledging individual's improvements in attendance
- providing feedback on individual attendance data to students and, where necessary, parents
- encouraging informal liaison between the school, EWO and other agencies wherever possible
- welcoming and supporting children returning to school after a long term absence and, where necessary, provide support via our Inclusion team
- reward attendance for individual students on an annual basis
- encouraging improvement
- collecting data on attendance for the whole school and by year group and making this available where appropriate
- emphasise the importance of punctuality and good attendance during the induction process for new students with information given to parents during Parent' Evenings

Responding to Non-Attendance:

When a pupil fails to attend school without a satisfactory explanation, or if attendance levels fall below 90% we will:

- contact the parent on the first day of absence wherever possible by telephone or email
- send a letter to the parent/carer or make a home visit if there has been no response and the unexplained absence has exceeded 3 school days
- send a letter home to the parent/carer of a student where attendance is a concern
- discuss the matter with school's Education Welfare Officer, with a view to a further home visit and possibly a formal referral if the pupil or parent/carer fails to respond
- record all holidays taken in term time as unauthorised absence and write to parents to express concerns (where such an absence is for more than 3 days a Fixed Penalty Notice will usually be imposed by the local authority)

The return to school and the reintegration of a pupil who returns to the school after a lengthy absence requires special planning. The Head of Year will be responsible for deciding upon the programme for return and for the management of the programme.

Punctuality and Lateness:

- Students must be in their form rooms by 8.30 am.
- Students arriving after 8.45 am should sign in at student reception where they will be recorded on SIMS as late and a detention will be set. Students arriving after 11am will be marked as having an unauthorised absence until a satisfactory reason is provided by parents.
- Students who are persistently late for school will have a meeting with the school's EWO and the HOY to identify any issues which need to be addressed.
- The intention is that a strict line on punctuality will lead to improved attendance in the long term.

Roles and Responsibilities:

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the students the importance of the education being provided.

Role	Responsibility
Governors	To ensure that the school has in place a whole school attendance and punctuality policy. To receive regular reports from the Leadership team in respect of attendance data and trends. To monitor the effectiveness of the whole school policy.
Head Teacher	To oversee the whole policy. To have particular regard to the equalities aspects of the policy as they pertain to gender and ethnicity and to those students who are Looked After. To report to governors on attendance issues on a regular basis.
Heads of Year	To receive the analysis of attendance and punctuality data from the attendance admin team directed by the AHT overseeing this area. To report to the Head Teacher on attendance and punctuality matters and trends as necessary. To direct tutors to help encourage good attendance by their tutees. To ensure effective liaison with the EWO.
Attendance Officer	To collate attendance and punctuality data for each year group. To oversee the registration process and ensure that registers are completed accurately and on time. To ensure that all reasons for absence are recorded in the register. To follow-up any unexplained non-attendance by contacting the parent/carer –first day call wherever possible. To initiate contact with parents/carers in the case of prolonged and unexplained absence. To liaise with the Education Welfare Officer on a weekly basis.
Class Teachers / Form Tutor	To complete registers accurately and on time. To inform pastoral staff of any concerns.

Review:

This policy will be subject to review and evaluation after one full year of operation and thereafter subject to changes in local and national policy, but at least every two years.