



Beecroft Garden
PRIMARY SCHOOL

ATTENDANCE POLICY

DATE: May 2017

BEECROFT GARDEN ATTENDANCE POLICY

Beecroft Garden Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her potential.

The school will strive to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping.

To meet these objectives Beecroft Garden Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Parents' Responsibilities

Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.

Parents must ensure that if their child is to be absent from school for any unavoidable reason such as sickness they contact the school preferably of the first morning of absence by telephone, by letter or in person. On the second day of absence, parents are asked to inform the school of their child's progress. The school may call every day of the absence in order to check the child's progress, unless we are aware of a specific medical reason why the child is not at school for a given amount of time, i.e. Chicken Pox, Broken Limb, etc.

If a child has recurrent episodes of illness parents will be required to provide evidence for a child's absence.

Parents may not authorise their child's absence – only the school can do this on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason for their child's absence the school will record such an absence as unauthorised.

Parents should ensure that their child arrives at school in time for the start of registration (8.50am). If the child arrives after 8.50am he/she should report directly to the school Attendance Officer in the lobby.

Parents must book family holidays during school holidays and not during term time as holidays are not authorised.

School Responsibilities

The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.

Registers will be called twice daily (at 08.50 and at 13.15). Any child arriving after the end of morning registration (8.55am) but before 9.30am will be recorded as 'late' for that session. Registers close at 9.30am. Any child arriving after that time will be recorded as absent for that session.

Registers are completed and information from these is used by the attendance officer to monitor attendance.

The Governing Body will set targets for absence on annual basis. The Headteacher will monitor absences and report progress to the Governing Body.

Annual reports to parents will include information regarding the attendance of their child.

Promoting Attendance

The school will employ a number of strategies to promote regular, punctual attendance:

- The Headteacher, class teachers and attendance officer will communicate regularly with parents on attendance matters, this will include letters, phone calls and meetings
- Class trophies for best weekly attendance and punctuality
- End of term 100% awards
- School attendance challenges
- Attendance information in newsletter
- End of term attendance class prizes

Managing Absences

Should a class teacher have particular concerns about an individual child's absence or punctuality, they must speak to the Headteacher/Attendance Officer.

Written records will be kept of absences reported verbally (by phone or word of mouth).

All absence notes from parents should be stored in the pupil's file in the school office.

Where a child is absent and the school has not been contacted, the school administrator will work to contact parents on the first day of absence in order to establish the child's whereabouts.

Any unexplained absences will be followed-up (through a pro-forma letter) with parents in order that the school can decide whether or not absence is to be authorised (*also see section on safeguarding*).

Pupils showing a pattern of persistent absence are contacted by the School Attendance Officer who will establish contact with these families in order to support with improving attendance (see section on safeguarding).

Absence data (including the termly census) will be analysed by the school attendance officer, who will identify follow-up actions to be taken (particularly in the case of children likely to fall into the category of persistent absentee where attendance falls below 90%).

Managing Persistent Absence and Lateness

The Local Authority codes absence in the following manner:

Green – 95% +

Amber – 93 – 94%

Red – 92% and below

Triggers for school letters home:

- A child whose attendance who is below 95%
- A child with more than 5 days uncertified/parent certified illness
- Any child with more than 3 periods of uncertified or parent certified illness where the 3 periods total more than 5 days
- A standard letter (appendix a) will be sent to parents/carers after the second day of absence where no contact has been established

Where the above threshold is reached

If attendance does not improve 2 weeks after the letter has been sent then a further letter and possible meeting will be arranged by the attendance officer.

The school will contact parents and invite them in to discuss strategies for improving attendance and to set targets. Parents will be asked for doctor's certification where ill health is given as a reason otherwise referral to AWO Lewisham will be made.

The school will automatically refer pupils and their families to the Lewisham Attendance & Welfare Officer (AWO) where attendance is persistently at 90% and below.

In cases of lateness between 9.00 – 9.30 parents are notified by text, which could be followed by a meeting with the Headteacher. Persistent lateness which affects attendance will be dealt with under the attendance procedures.

After following all school procedures, once poor attendance has been identified and continues, a referral to Lewisham AWO will be made by the school.

As part of Lewisham's procedures they may issue parents with a penalty notice if attendance does not improve.

Authorised/Unauthorised Absence

Absence from school may be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical/dental appointments
- Exceptional family circumstances, such as a bereavement

Absence from school will not be authorised for:

- Shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Term time holidays
- Trips of non-urgent nature

Safeguarding

Irregular patterns of attendance will be monitored closely at all times and especially with regards to vulnerable children. Safeguarding issues are particularly pertinent to **Looked After Children** and those on the child protection register (or CiN) and all groups within the school community should be mindful of this at all times. Where such children are absent and parents cannot be reached or parents do not follow procedures by providing valid explanations for the absence then the designated child protection officer and relevant outside agencies should be informed immediately.

Elective Home Education (EHE)

Parents/Carers wishing to home educate their children will need to inform the school in writing (appendix b) as soon as possible. In turn, as soon as the school has been notified of an EHE we shall complete the Local Authority's EHE documentation and notify the EHE team within 1 week of receiving notification.

Change of Address & Contact Details

The school will send out termly change of address & contact details to all parents and place reminders for parents in the fortnightly Newsletter.

Monitoring

It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the Headteacher. The governing body also has the responsibility for this policy, and seeing that it is carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be.

Review

This policy will be reviewed in May 2018 by the Headteacher.

Appendix b



Beecroft Garden
PRIMARY SCHOOL

Beecroft Road, Brockley, London, SE4 2BS

Tel: 020 8692 2762

To the Lewisham EHE Team,

Notice of Deregistration

We will be removing the following pupil - **Name, DOB** - from our school roll with effect from **-Date-** as the person with parental responsibility has declared their intention to provide this child with an elective home education. **Please see the attached copy of the legally required parental letter.**

Signed:

Name:

Date:

Job Title:

Contact details:

School Stamp:

Elective Home Education (EHE) Referral Form

We will be removing the following pupil from our school roll as the person with parental responsibility has declared their intention to provide this child with an elective home education (see Notice of Deregistration enclosed).

Child's Full Name:

Date of Birth:

Year Group:

Gender:

Date of Referral:

Student UPN:

Full name of person with Parental Responsibility*:

Address:

Telephone Number(s):

Email address:

Ethnicity (ONLY if this has been provided by the parent):

Language Most Used at Home:

Religious denomination (if provided by parent):

Name of Child's GP:

Child's GP Contact Details:

If the child is a Looked After Child or has a Special Guardianship Order, please provide details:

***Please note: for the purposes of this document, 'Parent' refers to the person with parental responsibility throughout.**

What are the circumstances around the decision to withdraw the child from your school to provide EHE?

Please provide brief details of any discussions about this decision between the parent and the school and of any other action taken.

Please outline any safeguarding concerns you have about the child.

Please outline the child's views and wishes regarding the decision to be withdrawn from your school.

Please outline the quality of the relationship between the child and the school.

Please outline the quality of the relationship between the parent(s) and the school.

Child's Attendance:

Autumn term: % Spring term: % Summer term: %

Other comments regarding attendance:

Child's punctuality:

Child's Academic Achievement:

(Include most recent grades available as well as other relevant data, e.g. KS2 SAT results. If you have a school data sheet, you might attach that)

Details of any exclusions (include known exclusion records from any previous school):

Child's attitude:

to work:

to staff:

to peers:

Pupil Premium? **Yes** **No** (Please circle as appropriate)

Details of any Special Educational or Health Care Needs:

Please attach a copy of the child's Statement or EHCP or other similar educational plans or essential documentation.

Name of SEN Caseworker:

Tel:

Agencies involved with the child (tick as appropriate and please provide contact details and brief details below):

Behaviour support/PRU

Name of contact:

Tel:

CAMHS

Name of contact:

Tel:

Attendance & Welfare

Name of contact:

Tel:

Ed Psychologist

Name of contact:

Tel:

Social Care

Name of contact:

Tel:

Youth Offending Service

Name of contact:

Tel:

Other (please provide details):

Name of contact:

Tel:

Brief details:

Who is the best person to speak to within your organisation about this child?

Name:

Job title:

Contact details:

Any other relevant information:

(Please include any details and further documentation which might be important when working with this family)

Name of School:	Date:
Form completed by:	Job Title:
Contact telephone number:	Email:
SCHOOL STAMP:	

Please return to:

**Sharon Pathak: Lead Officer EHE
School Improvement Team
3rd Floor, Laurence House
1 Catford Road
London
SE6 4R**

FOR LA USE ONLY:

ACTION:

DATE:

PROTOCOLS FOLLOWED?

EVIDENCE:

EHE OFFICER'S SIGNATURE:



Headteacher: Graham Voller Deputy Head: Nicola Ryder
Assistant Heads: Rita Barr, Kelleigh Campbell & Alison Carter School Business Manager: Cheryl Campbell
Website: www.beecroftgarden.lewisham.sch.uk email: admin@beecroftgarden.lewisham.sch.uk Fax: 020 8694 9976

