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## Attendance and Punctuality Policy

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### Rationale

- Regular attendance and punctuality are important if children are to take part fully in the life of the school and to take advantage of the learning opportunities offered by the school.
- We recognise that attending school regularly and punctually is vital to the educational process and encourages a good pattern of work.

### Purposes

- To encourage good attendance and discourage lateness.
- To monitor patterns of absence and take actions to seek improvement if appropriate.
- To identify unauthorised absence and take appropriate action.
- To differentiate between authorised and unauthorised absence.
- To work in close collaboration with our partner school and local cluster schools, to support families.

### Success criteria

- A very low level of unauthorised absence is maintained and will be below the LA average.
- Parents/carers are made aware of their responsibilities for attendance and punctuality and are involved in the discussion should there be cause for concern.
- The Governors continue to be satisfied by the efforts made by the school to maintain high levels of attendance.

### Guidelines

- We accept our role in partnership with parents/carers.
- Parents/carers have the responsibility to ensure regular attendance and punctual arrival at the beginning of the school day and collection at the end of the school day.
- An attendance leaflet published jointly with Bromley Heath Infant School is issued to all parents/carers of all new children. It promotes good attendance and punctuality procedures in both schools. This leaflet is available on our school website.
- Our responsibility is to support attendance and examine problems that may lead to non-attendance. To do this we keep a register of attendance at the start of every morning and afternoon session. These registers are legal documents and must be kept for at least three years after the date on which they were last used. Care must be taken to record information accurately.
- Where attendance falls below 95%, parents may be asked to meet with the Headteacher and/or family Link Worker to ensure that everything is being done and the right support is being offered to ensure regular attendance.
- Children who achieve 100% attendance will be recognised and celebrated in the school community.

### **Late arrivals/early departures/unauthorised absence**

- A child arriving late or leaving early may seriously disrupt not only his/her learning but that of other children.
- Late arrivals will be recorded and parents/carers may be asked to provide a reason for the lateness. A record of action taken will be recorded.
- Late arrivals/early departures will be monitored by the Headteacher. If a child arrives after 9.15am when registration closes (this will be recorded as an unauthorised absence) or leaves before 12.15pm or 3.20pm then they and their parents/carers will report to the office, where it will be recorded, in case of an emergency. This will include the time of arrival/departure and the reason.

### **Term Time Absence**

- The Government has made an amendment to the 2006 regulations on term time absence. Schools are now prohibited from authorising any leave in term time; unless there are exceptional circumstances.

### **Exceptional Leave**

- At Bromley Heath we aim to work in partnership with parents and we know that there are sometimes **exceptional** circumstances which mean absence may be required during term time.
- If you need to apply for exceptional leave you must write and ask for permission from the Headteacher of your child's school. Your letter should include the dates your child will be absent from school and the exceptional circumstances. Requests for exceptional leave will only be considered 3 weeks before the date of the leave to enable the headteacher to consider the items below and no leave will be authorised retrospectively.
- Each request for holiday will be considered individually. In doing so the Headteacher will consider a number of reasons you highlight in your letter before granting exceptional leave of absence, including:
  - How much education your child has already missed through illness or arriving late
  - What learning your child will miss at school
  - Your child's academic progress
- Where the school and parents/carers fail to reach an agreement and the child is subsequently absent from school, the absence will be marked unauthorised.
- Where parents/carers keep a child away for longer than agreed then the extra time will be marked as unauthorised.
- In accordance with all schools in South Gloucestershire, parents/carers may receive a penalty notice if repeated unauthorised absence is taken. Penalty notices are currently £60 per child, per parent if paid within 21 days and £120 if paid between 21 and 28 days.
- Where a teacher feels a child is being kept at home without good reason or where a child is late and the parent/carer fails to provide an acceptable explanation. This will be recorded and monitored by the headteacher and where a pattern emerges or concerns arise, parent/carers will be invited to an attendance meeting. If further unauthorised leave is taken the school may make a referral to the Education Welfare Officer.
- Please make an appointment to speak to your child's Headteacher if you have any concerns.

