



**Bishop Loveday CE Primary
School**

**ATTENDANCE
POLICY**

Policy reviewed: September 2018

To be reviewed: September 2019

Signed: Headteacher

Signed: Chair of Governors

At Bishop Loveday School we work within an inclusive, Christian environment promoting Christian values including Love, Respect, Friendship, Belonging and Spiritual Development. These permeate all aspects of school life enabling us to help every child achieve their full potential by equipping them with a feeling of self-worth, a respectful attitude towards others, an excitement for learning and an enthusiasm for life. We equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their future enabling them to lead happy and rewarding lives.

A Guide for Pupils and Parents

Bishop Loveday C.E. School believes that regular attendance at school is vital to ensure:

- Pupils achieve their full potential
- Pupils make the most of all the opportunities provided by the school
- Pupils maintain and develop good relationships with friends and teachers
- Pupils are in a safe and positive environment
- Pupils can leave school with an excellent record for their next school

Improving Achievement Together

The Education Act 1996 states that Parents have a legal duty to ensure their children attend school regularly.

Bishop Loveday C. E. School Attendance Policy into Practice.

REGISTERING ATTENDANCE

At Bishop Loveday School we register attendance through:

Formal Registers

- Pupils are marked present or absent at the beginning of morning and afternoon school.
- These registers are legal documents and we take great care to complete them accurately.
- Registers must show whether absences are authorised or unauthorised.
- Registration closes at 9:10am and after this time all absence that has not been reported by a parent will be recorded as 'U'

The school has a duty to distinguish between authorised and unauthorised absence.

AUTHORISED ABSENCE

An absence from school is authorised when the school is satisfied the absence was for good and legally acceptable reasons e.g:

- The pupil was ill
- The pupil was taking part in a day of religious observance
- The school has been informed, in advance, of an intended absence eg: A doctor /dental appointment that could not be arranged outside of school hours.

UNAUTHORISED ABSENCE

- **For which no explanation has been given**
- **An absence for a reason the school cannot accept**

For example:

a shopping trip, haircut, looking after a younger child or parents at home, when a pupil arrives after registration without an acceptable reason or when the parent takes a child away from school for a trip, visit or holiday which has not been agreed by the school in advance.

HOLIDAYS IN TERM TIME

- Holidays in term time are very disruptive to a pupil's learning.
- Holidays should normally be taken during school holidays
- In exceptional circumstances the school will carefully consider a request for a pupil to take holiday in term time. The decision whether to grant a holiday in term time will take account of the extenuating circumstances that the DfE has agreed: if a parent is in the armed forces and has returned or is leaving for a tour of duty; if the leave has been recommended by a doctor as part of a rehabilitation programme; if the leave is to visit a close family member who is very poorly and it is the last time that the child is likely to see them.

LATENESS

- Punctuality is very important.
- Pupils should arrive in time for morning and afternoon sessions.
- Registration is at 8:55 am and 1:15 pm

REDUCED TIMETABLES

(please see additional guidance – September 2015 from OCC)

We strive to ensure all pupils are in school full-time, but understand that, on occasion, it may be beneficial to offer a pupil a reduced timetable.

It is important to note that there is no statutory basis upon which to establish a reduced timetable, however, in exceptional circumstances, schools may decide to implement one for a time-limited period in order to support a pupil who cannot attend school full-time to reintegrate into full time provision.

When might a reduced timetable be used?

This is not an exhaustive list but it is likely that a pupil being considered for a reduced timetable would fall within one of these 3 categories

Part of an in-school support package

- School, parent/carer and other professionals agree that a short-term (no longer than 1 term) reduced timetable would support a pupil who has become disaffected, to regain success. This would be a closely monitored intervention to address and manage the impact of significantly challenging behavioural, emotional or social needs.

Medical reasons

- A pupil has a serious medical condition where recovery is the priority outcome. These arrangements would be part of a “medical plan” agreed between the school and health professionals. Please see [Ensuring a good education for children who cannot attend school because of health needs](#) before offering a reduced timetable for this reason.

Reintegration

- As part of a planned reintegration into school (no longer than 1 Oxfordshire term) following an extended period out of school e.g. following an exclusion, non-attendance, school refusal etc.

Partnership in Practice.

PARENTS

If your child has to miss school:

- Contact the school by telephone or e-mail on the first morning of the absence so that we are aware of the problem and can follow up any absence.
- If your child is ill, it is helpful if you can give us some idea of how long the absence will last.

THE LOCAL AUTHORITY

- By law, the Local Education Authority (LA) must enforce school attendance.
- The County Attendance Officer acts on behalf of the LA.

THE SCHOOL

Information gathering:

- Each term percentage attendance figures are produced for each class and the whole school and they are checked.
- Pupils whose attendance drops below 94% will be contacted by the school.
- Pupils who have less than 94% attendance at the end of the school year will be contacted by the Headteacher.
- The school and the LA will work with them and their parents to improve their attendance. CAF and TAC meetings will take place and parents will be asked to sign a parent contract which aims to improve attendance.

Rewards:

At various times certificates or stickers are awarded for good attendance when school feels it appropriate to do so.