

PROMOTING GOOD SCHOOL ATTENDANCE

Information for parents

Introduction

Boothferry Primary School seeks to ensure that all its pupils receive a full time education which maximises opportunities for all. All staff will work with pupils, parents and carers to help them meet their legal responsibility, in ensuring their children attend school regularly.

There is a clear link between attendance and educational attainment: for children to flourish it is vital that they attend school on time, and every day unless the reason for absence is unavoidable.

Boothferry Primary School offers support for children absent in education. We recognise the potential impact of mental health on attendance, and the link between ACE's, mental health and attendance. We will always aim to work with families so children are able to progress and achieve their goals.

Understanding types of absence:

The register is a legal document and every absence from school has to be recorded and classified by the school (not by the parent) as either authorised or unauthorised. This is why the cause of any absence is always required.

Authorised absences are sessions away from school for a good reason such as illness, medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Unauthorised absences include:

- Parents/carers keeping children off school unnecessarily
- Truancy
- Absences which have not been properly explained
- Children who arrive at school after the register has closed (10 minutes after the start of school)
- Shopping trips, looking after other children or birthdays
- Day trips and holidays in term time

Parents Roles and Responsibilities:

- To ensure their child attends school regularly and punctually
- Must contact the school without delay to report any absence
- Ensure school has up to date contact details
- Ensure their children have a good attitude to learning and attendance

School Roles and Responsibilities:

- To monitor attendance on a daily basis
- Ensure correct attendance codes are used
- Maintain and update all contact information
- Prepare attendance data for the headteacher
- Will prepare a weekly list of pupils with less than 95% attendance
- Will contact parents/carers if attendance/punctuality becomes a concern by telephone/letter

Absence Procedures:

If your child is absent you must:

- Contact school as soon as possible on the first day of absence.

If your child is absent we will;

- Telephone you on the first day of absence if we have not heard from you.
- If absence persists, we will invite you in to discuss the situation.
- Refer the matter to the Education Welfare Service if attendance falls below 95%
- Send reminder letters to parents/carers re clearing unexplained absences every half term

Telephone Numbers:

There are times when we need to contact parents, including absence, so we need to have your contact numbers at all times. Please make sure we have all up to date numbers in case of emergency.

The Education Welfare Service:

We ask that you contact the school at an early stage if you are experiencing difficulties with your child attending school. Working together nearly always results in a successful outcome; if difficulties cannot be resolved in this way, the school may refer to the Education Welfare Service, who can offer further support and guidance.

Punctuality:

Poor punctuality is not acceptable. If your child misses the start of the day they will miss work and not receive information and news for the day. Pupils arriving late disrupt the lessons and can be cause of embarrassment for the child.

How we manage lateness:

The school day starts at 8.55am and we expect your child to be in class at that time.

Your child will receive a late mark if they arrive at school between 8.56am and 9.00am.

At 9.00am the register will close. If your child arrives after this time they will receive a mark which shows that they are in school, but in accordance with regulations it will be recorded as an unauthorised absence. This means that if lateness persists you may face the possibility of receiving a penalty notice

Absence from School for Exceptional Circumstances Policy:

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by the Head teachers to authorise absence in exceptional circumstances. Please note this is not an entitlement. The head teacher will only authorise absence in line with the East Riding Behaviour and Attendance Partnership 'Absence from School for Exceptional Circumstances Policy'. Head teachers will not authorise absences if they believe it is to the detriment of a child's education.

There is no longer a provision in law for Head teachers to authorise an absence for the purpose of a term time holiday

If your request is approved, you are required to ensure your child catches up on any missed school work.

Any unauthorised leave of absence will be recorded as unauthorised by the school on your child's records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

All staff are committed to working with parents and pupils to raise attendance levels and ensure the best outcomes for pupils attending our school. We appreciate your support in this endeavour.

