



Attendance Policy and Procedures

The Flying Bull Academy is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational potential a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this attendance policy is written to reflect these laws and the guidance produced by the Department of Education.

Each year the academy will examine its attendance figures and set attendance / absence targets. These will reflect both national and Portsmouth attendance targets.

The academy will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

The policy will contain within it the procedures that the academy will use to meet its attendance targets.

Academy Procedures

Any child who is absent from academy at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

Morning registration will take place at the start of school at 8.45 a.m. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 12.45 for Year R and KS1, closing at 1.00 and 1.15 for KS2, closing at 1.30.

Pupils arriving after the start of school, but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

First Day Absence

Parents and carers are expected to contact the academy on their child's first day of absence. If this does not happen, the Pupil Support Worker for Attendance will make contact by phone. The information is then transferred to the registers.

Continuing Absence

If a child is absent for more than 3 days and no reason has been given, the academy will again try to make contact. If they are unable to do so, the Pupil Support Worker for Attendance will visit the home address to ascertain the reason for the child's absence.

Ten Day Absence

The Local Authority will be contacted concerning any pupil who is absent without explanation for 10 consecutive days by submitting a referral to Children Missing in Education. The academy will include details of the action they have taken.

Frequent Absence

The monitoring of absence is carried out by the Headteacher and the Pupil Support Worker for Attendance.

In cases where a pupil begins to develop a pattern of absences, the academy will try to resolve the problem with the parents / carers. If this is unsuccessful the academy will refer to the School Nurse if the problem appears to be a medical one.

For children with continuous low attendance, the academy will call in the parents/carers to hold a meeting to write an Attendance Support Plan.

In other cases the school will seek advice from the School Attendance Team.

Long Term Absence

In the case of a long term absence, the Pupil Support Worker for Attendance will request a work pack from the class teacher. They will then deliver it to the home address.

A Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Absence Notes

Notes received from parents/carers explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

Promoting Attendance

The academy will use opportunities as they arise to remind parents / carers, that it is their responsibility to ensure that their children receive their education.

Regular up dates are included in the school monthly newsletter.

Children who achieve 100% are rewarded termly. There are also rewards for children who achieve 100% attendance for the whole academic year.

The academy will be running an Attendance Reward Scheme which will be open to all pupils. Children can earn points through their attendance and can exchange these points for prizes of varying values.

Holidays in Term Time

Holidays cannot be taken in term time, unless there are extenuating circumstances. In these situations, only the Headteacher can authorise up to 5 days leave of absence.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the Headteacher will be responsible for overseeing this work.

School Targets for 2017/2018

Our School Target for Attendance is 96.6%

Our School Target for Authorised Attendance is 2.7%

Our School Target for Unauthorised Attendance is 0.7%

Our School target for Persistent Absence is 6.0%

Written by Deamonn Hewett-Dale

September 2017

Next Review: Sept 2018 (for target setting)

Appendix 1

Protocols for Pupil Support Worker for Attendance

5 day absence

Letter will go home to parent asking them to come into school to discuss attendance. If absence is still recorded as unauthorised the Attendance Monitoring Service will be contacted by way of a penalty warning notice request.

10 day absence

Local Authority will be contacted and asked to arrange a School Attendance Panel. This meeting will be used to formulate a plan to enable pupil's attendance to increase.

Absence Notes

These will be given directly to office staff to pass on Pupil Support Worker for Attendance. We ask that parents/carers respond to the letters sent home in a prompt manner.

Holidays in term time

Any requests for holidays in term time must be received by the school at least 10 school days prior to the leave taking place. The current school policy is if the pupil's attendance is 95%+, we will authorise 5 days only.