



# Attendance Policy

## **Audience**

This policy is intended to be read by parents and carers in order to ensure that attendance is given a high priority.

## **Aims**

The government National Expectation for attendance is 95% or above. At Bells Farm we strive to be above the national average and are consistently meeting our target of 96% or above. Pupils make more progress if they are in school. Our policy aims to ensure that parents/carers help us to ensure their child makes progress by sending them to school every day on time.

## **Equal Opportunities Statement**

At Bells Farm we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability.

## **Safeguarding**

The welfare and safety of children who attend our school is our paramount concern. We will promote the health, well-being and safety of the pupils in all we do. We recognise that our children have the right to protection, regardless of age, gender, race, culture or disability. We understand our responsibilities set out under section 175 of the 2002 Education Act and the latest version of the Statutory DfE Guidance 'Keeping Children Safe in Education' to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.

## **Spotlight**

Bells Farm is a Spotlight School. A spotlight letter will be sent to Parents/Carers at the beginning of every academic school year.

## **Registration**

The school's registration periods are from 9.00-9.05am and (12.45 -12.50) lower phase, 1.15-1.20 upper phase). It is the class teacher's legal responsibility to ensure that the registers via SIMS are completed properly at these times so that an accurate record of attendance is available during the morning and afternoon session.



### **Absences**

If your child is absent from school due to illness, please telephone school on 0121 675-8666 and inform the office staff or leave a message ideally before 9am. If your child's illness lasts for more than one day, you must phone school daily and inform us why your child is still absent. If your child's illness lasts longer than 48hrs and you have not already done so, we advise you to seek medical attention.

Parental illness is NOT an excuse for children not attending school. Children must attend school every day unless they are ill.

### **Lateness**

If your child arrives at school after 9am, when the bell has rung, your child will be admitted by staff in the front office. Children, if old enough to be unaccompanied, or you, their parents/carers will be asked the reason for your child's lateness. This will be logged and monitored by the attendance officer, for improvement.

If your child arrives at school after 9.20am your child will be recorded with a U code which means Unauthorised Absence. (Please refer to the Spotlight letter which explains the action, which can be taken if your child has unauthorised absences).

Lateness and Unauthorised absences will be taken into consideration at the end of term when the Attendance Awards are issued. Please be aware, children who are constantly late or have unauthorised absences may not receive their Attendance Award.

### **Safe and Well Home Visits**

If your child is absent from school and you do not inform school, the Family Support Co-ordinator may visit your home to ask why your child is absent from school. If you are not present you will be left a letter asking you to contact school. It is very important that you contact school and inform us why your child is absent. If we do not hear from you, we will be concerned and may refer you to Children's Services.



**It is parent/carer's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.**

### **Medical Appointments**

If your child has a medical appointment, before the appointment takes place please give a copy of the appointment letter or card to the office staff who will notify the class teacher. A photocopy of the document will be taken, if the appointment letter or card is not submitted, your child's absence will be recorded as unauthorised. (Please refer to the spotlight letter which explains the action which can be taken if your child has unauthorised absences).

### **Leave in Term-Time**

Leave of absence from school –regulations from September 2013

The Education (Pupil Registration) (England) Regulations 2006 previously allowed Head teachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Head teachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Unauthorised absence of this nature will be subject to a fine. The head teacher will determine the number of school days a child can be away from school if the leave is granted.

Please observe these new regulations. They have been re-written with the education of your child at their heart. Should there be any exceptional circumstances, please make an appointment to discuss them with the Head Teacher before making any bookings.

### **Parents, Evening**

At the end of every term you will be sent a copy of your child's Attendance Report. You will be able to discuss this during parents evening. The registration codes below represent how your child's attendance, will be recorded on their Attendance Report.



### Registration Code

/	Present a.m.
\	Present p.m.
L	Late at registration
U	Arrived after registration closed
B	Educated off site
C	Other authorised circumstance
E	Excluded
I	Illness
M	Medical
N	No reason
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
V	Educational Visit

### Attendance Awards

At the start of every term an Attendance Award Assembly will take place to celebrate good attendance for the previous term(s).

Your child can achieve a BRONZE AWARD if they attend school, every day on time for one full term.

Your child can achieve a SILVER AWARD if they attend school, every day on-time for 2 full terms.



Your child can achieve a GOLD AWARD if they attend school, every day on-time for 3 full terms.

There will be a new award, for children who have significantly raised their attendance over the academic year. The national expectation is 95%.

Best Class Attendance Award-given weekly to the class with the best attendance. Please check the school website each Monday where this will be published.

### **Emergency school closure and what to do**

In the event of SEVERE weather conditions, you should assume that school is OPEN unless there is an announcement, on the radio, to say that Bells Farm Primary School is closed.

The Chief Education Officer will announce any central decision to close all Birmingham LA schools.

So, in the event of severe weather listen to Heart FM (100.7fm), BRMB (96.4fm), or Radio WM (95.6fm) alternatively log on to the radio websites.

Heart FM [www.heart.co.uk/westmids](http://www.heart.co.uk/westmids)

Free Radio [www.freeradio.co.uk](http://www.freeradio.co.uk)

Radio WM [www.bbc.co.uk/wm](http://www.bbc.co.uk/wm)

The school website will be updated and an alert sent out on our mobile app.

The school office will also text all of those parents, carers and staff who are involved in our 'Call Parents' scheme, if the school is closed. Please ensure your contact details are updated regularly. If there is no announcement of closure, you should assume that school is open. Please do not phone school at this time, since this blocks communication.

This policy will be reviewed annually

Person(s) responsible: Head Teacher – Mrs Butterworth

Date of policy: September 2017

Date of review: September 2018