

on the **1st day of** absence if there has been no notification, this is to ensure the safety of the pupil. The reason for the absence is then recorded on the Scholar Pack system.

In the event of not being able to get a response by telephone then a text will be sent. If the first text is not responded to then a second will be sent requesting a response within 15 minutes. If a response is not forthcoming then an external agency will be contacted as the child is deemed as missing. External agencies used are Children's Services and Police.

The Education Support Manager monitors all attendance on a daily basis and any concerns are swiftly dealt with. If concerns continue the child will be discussed during the Vulnerability Audit Panel meeting.

The codes currently in use are shown here:

Appropriate Codes

Excluded (E)
 Dual Registration (D)
 Other authorised circumstances (C)
 Extended holiday (f)
 Holiday not agreed (G)
 Holiday agreed (H)
 Illness not appointments (i)
 Interview (j)
 Appointments (M)
 Late (L)
 Unauthorised absence (O)
 Off site Ed not dual (B)
 Sports (P)
 Religious observance (R)
 Study Leave (S)
 Traveller absence (T)
 Late after registers (U)
 Visit or trip (V)
 Work experience (W)
 No reason (N)
 Enforced closure (Y)
 School closed to all pupils (#)
 For early years (X)
 Pupils not on roll

Long Term Absences.

Long term absences may be due to a medical condition. If this is the case then the school, in negotiation with the family, will contact the Hospital & Home Tuition Service immediately and arrangements will be made for tuition at hospital or indeed at home which links in with the work being missed.

The other main form of this type of absence is holidays. The Government have now brought in a new policy that states that holidays taken in term time will be deemed as unauthorised absences and may carry a fixed penalty. Exceptional circumstances is

at the discretion of the Head Teacher. Leave of absence forms can be obtained via the school office.

ATTENDANCE RECORDS

The following records are kept by the school;

- Daily attendance register, including absence notes (for a period of 5 years for each class—print out from Scholar pack)
- Absence notifications
- Scholar Pack data—Attendance are backed up on a regular basis and held off site
- On/off roll listing (Copies being sent to the Pupils section at the Education Department)
- Late arrivals register (Scholar Pack)

- The school submits all attendance data for the whole school population to the DCSF at the requested times and a record of these returns is kept in the Heads Office.

MONITORING

The Education Support Manager monitors patterns of attendance on a daily basis by studying the attendance registers and Scholar pack information. Where there are individual cases of unauthorised absence, long term absence or other concerns arising from this or from direct referrals from class teachers or the Special Needs Co-ordinator then the following action is taken;

1. Where there is a developing pattern of absence the Education support Manager will inform the Head who in turn will send a subsequent letter reminding parents of their responsibilities in regard to attendance.
2. Meetings will be held with Parents/carers where there are no improvements.
3. Concerns can be discussed with Julie Topping—Attendance Officer for the West.
4. If there is no further improvement the Children's Services reserves the right to seek recourse through the courts.

In addition OFSTED may monitor absence codes and notes where there are attendance concerns.

REPORTING

A child's attendance record is published in the End of Year Report to parents and at request of staff, parents and relevant outside agencies at various times throughout the year.

A child's attendance will be discussed during each parents evening

Pupil attendance figures are reported on a regular basis to;

- the Main Governing Body Meetings on a regular basis
- The Vulnerability Audit Panel

Aggregate attendance data is submitted to the DCSF at the requested times. The results of this census with the school percentage for overall attendance and level of authorised and unauthorised absence is then subsequently published on the internet as part of the School Profile.

Holidays

Holidays in term time **are not**, under any circumstances, an automatic right. The government have stated that any holidays taken during term time will be deemed as unauthorised absences, unless there are exceptional circumstances.



Attendance Policy



AIMS

The expectations of Beckstone Primary School are that there will be:

- ◇ regular attendance from all pupils, achieving attendance records consistently of over 95% per year and aiming for the highest possible attendance
- ◇ no unauthorised absences other than holidays not agreed taken in term time, and that the communication between home and school in regard to absences will be extremely effective
- ◇ punctual attendance where lateness will be discouraged by the school and by the parents

LEGAL FRAMEWORK

By law, all children of compulsory school age (between 5 and 16) must get a proper full time education.

Parents'/Carers Duties

It is the responsibility of the parent under the law to ensure that their child is registered at a school or has other arrangements which provide an effective education. Furthermore it is incumbent on the parent to ensure that the child attends school regularly and punctually.

The School

The school is required by law to keep and publish records of attendance and absence. Pupils should be registered under their birth names unless they have been legally changed. Where a problem arises the school has a responsibility to notify other agencies.

The Local Authority (LA)

The LA is responsible by law for making sure that registered pupils of compulsory school age attend their school regularly. The LA employ Family support workers to support both School and parents/Carers where there are attendance concerns. Failure of parents to fulfil their legal responsibilities in regard to children's attendance may in extreme circumstances lead to an education supervision order/parenting order at court, a penalty notice or a prosecution in the criminal court.

ADMISSIONS

Whenever and wherever possible children are placed in the Primary School of their parent's or carer's choice and in practice the vast majority of children do indeed go to these chosen schools. Beckstone is a thriving popular School and as a consequence, there are currently no vacancies. Any parent has a right to contest the refusal of an immediate place and should contact School Admissions, Parkhouse Building, Baron Way, Carlisle, CA6 4SJ. Further details of the admissions policy is in the School Prospectus available from the school.

ATTENDANCE

Promotion

At Beckstone Primary we strive to promote good attendance by actively encouraging the development of a positive, stimulating school environment where children (and their parents/carers) feel welcome, safe and secure and where their individual needs are catered for.

Procedure

The whole School registration takes place in each classroom at 9.00 am, in the afternoon for Key Stage 1 at 12.50pm and for Key Stage 2 at 1.15pm. One whole school day counts as 2 sessions of attendance for each pupil at the school. The maximum attendance achievable in any school year is 380 sessions.

The completion of registers is a legal requirement. All attendance registers are completed using the new Scholar Pack system, and all absences are entered by the office staff. Each absence is noted and logged on a daily basis. The register also provides a daily log of all children in school which is used in the event of a fire drill, or in the unfortunate case of a real fire.

Attendance registers are closed 15 minutes after being taken for the morning sessions to allow for the vagaries of the local buses, local parking problems and road congestion. Children who are late have to enter via the main door where the office staff can then add them to the register. In the afternoon they do not remain 'open' for any period.

Fire Drill

Fire lists are taken from Scholar Pack of all children who are in attendance on that day. A list is printed off every morning after registers close and then again in the afternoon. The lists are kept in the office and are easy accessible. In the event of a fire these are taken outside and distributed to the appropriate teacher. As a failsafe, Scholar Pack can be accessed by staff using a 3G mobile.

Rewards

- Children are actively praised by their teachers for their good attendance and time keeping.
- Termly certificates for those children who have 100%
- The 'Pat Smith Attendance Cup' is awarded termly to the class with the greatest % attendance from the previous term and their photograph is published in the school newsletter and displayed on the school notice board.
- Each child (and staff member!) with 100% attendance over the academic year is given a certificate on the final assembly in the Summer Term.

LATENESS

Late arrival at school is of serious concern as it results in the disruption

of the school day for the child concerned who has missed the start of a lesson, for his/her classmates who lose quality teacher time when instructions have to be repeated and for the administrative staff who then have to recalculate pupil numbers particularly for school dinners. Lateness is actively discouraged by the school. Parents are reminded of the importance of punctuality regularly by Newsletter and at Parents evenings. Children are regularly reminded by their teacher and in Assemblies.

It is to be expected that very occasionally a child may be late due to a traffic or family problem or medical appointment. The concern is in regard to any consistent late arrivals (more than one in any given week). If there are children who fall into this category then the following procedure takes place:

1. Child is reminded by class teacher of importance of punctual attendance
2. Parent is reminded by class teacher of importance of punctual attendance
3. Education Support Manager is informed by teacher of persisting problem.
4. Education Support Manager contacts parent informally (usually by phone)
5. Formal written letter from Education Support Manager sent to the parent
6. Follow up letter from the Head stating referral to the Children's Services imminent if no improvement.
7. Referral to the Children's Services.

Each stage is only reached if there has been no improvement after the previous intervention.

ABSENCE

The school actively encourages and expects regular attendance. There will of course, over a child's educational career, possibly be times when a child is unable to attend. Such absences fall into two main categories.

Short Term Absences

These may be due to illness; bereavement; attendance at the doctor, clinic or hospital ; dental appointments; Secondary School Interviews; Religious Observance; particular needs of travellers. These are authorisable reasons for absence.

Reasons for short term absence such as minding the house, looking after other children, shopping, birthday parties etc. are not acceptable grounds for a parent to keep their child off school, it is a negation of parental responsibility.

Notification

Short term absences must be notified to the office either in person, by telephone or by letter either **in advance**. The Education Support Manager (or the secretary in her absence) will contact parents/carers