

# Attendance: Recording and Monitoring Pupil Attendance



## Introduction

At Bridgewater our policies are regularly reviewed. This reflects current practice within school and all related government guidance and statutory requirements.

## Objectives

- To provide clear guidance to staff on completing registers.
- To create a system to monitor pupil attendance.
- To create a system to address pupil absence.
- To identify individuals who are giving cause for concern to ensure effective support.

## Rationale

Bridgewater School wishes to ensure that school procedures comply with legal requirements and to assist in ensuring the highest level of pupils' attendance. Pupils' attendance is central to raising standards and achievement. We are committed to ensure that all children attend every day and believe a supportive, creative and stimulating experience will enable this.

## Guidelines

1. **Pupil illness:** The allocated Attendance Officer/Family Support Worker responsible for attendance will ensure that an explanation is received from parents/carers for all pupil absence. Parents are required to inform the school on the first morning their child is absent; this may take the form of a letter from home, a telephone call to school or an oral explanation in person by the parent. On the first day of absence, if the parent has not contacted the school by 9.30am, the Attendance Officer/Family Support Worker will ring to discover the reason for absence and is responsible for ensuring that all absences are followed up. A text message is sent to those families who cannot be contacted on the first day or a home visit is made. All reasons for absence are recorded for tracking purposes on a daily basis, so that any required action can be taken.

2. **Medical Appointments:** Notification is required in advance to the class teacher or office, in writing, from the parent or carer of any medical/dental/hospital appointment.
3. **Family Annual Holiday:** No holidays in term time will be authorised. Any parent who decides to take their child on holiday in term time should still inform the school by requesting a holiday form. Four weeks' notice is still required. Penalty notices will be sought for those who meet the criteria.
4. **Pupil Lateness:** Pupils arriving after 9am for Key Stage 2, Key Stage 1 and Reception pupils must come through the main entrance and are recorded as late in the late book kept at the office. This is regularly monitored and the parents/carers of persistent latecomers (more than 2 times in a week) will receive a letter or phone call from the attendance team.
5. **Regular/Persistent absences and lateness:** Regular absences or concerns, whether reasons have been given or not, and cases of persistent lateness will be monitored. The Attendance Officer/Family Support Worker will do a check of all pupils each week to see who falls below 95% overall attendance from September. Parent contracts are issued and internal monitoring begins. No absence is authorised without medical evidence. Absence that falls below 90% is classed as persistence absence and children with 10 or more sessions unauthorised will be put forward for legal monitoring. The attendance team meet half termly to discuss each case and agree future action. Individual cases are then monitored on a daily/weekly basis as appropriate.
6. **The attendance team are:**  
  
The Head, Deputy Head, Extended Services Manager, Business Manager, Admin Staff, Family Support Worker and Attendance Officer.
7. **Releasing pupils early to attend appointments:** Class teachers must not allow children to leave the site during school hours unless an adult collects them and permission has been given by the Head teacher. It is in the child's best interests that they are accompanied by an adult when leaving the site.
8. **Recording pupils' absence:** The register is taken as soon as the children come into school; pupils who are not present are marked absent. The admin staff then add late marks to those pupils who are marked late in the late book with the number of minutes late. Reasons

for absence are recorded and cross-referenced to our daily first-day response records. If we still do not have a reason for a child's absence, a letter is then sent.

**We follow Newcastle City Council guidance on legal sanctions, family holidays and registration.**

## **9. Rewards**

We hold a weekly attendance assembly, which monitors each class's attendance. The top three classes gain points for the attendance race and the class with the best attendance that week is named next to the attendance cup in the trophy cabinet. In addition, we hold termly and annual attendance assemblies where bronze, silver and gold certificates and prizes are awarded. Parents and governors are invited to attend and we have prizes for parents of children whose attendance is 95% or above.

**Impact Assessment**  
(format to be decided)

## **Monitoring**

- Weekly monitoring of percentage of pupil attendance per class.
- Headteacher, Attendance Officer/Family Support Worker monitoring absence on a daily & weekly basis.
- Half-termly monitoring by the attendance team.
- Termly monitoring of figures.
- Annual target set and progress towards it reviewed regularly.
- Annual review of attendance procedures with whole staff at beginning of each academic year.

## **Equality Statement**

A disability equality assessment has been carried out on the policy and the guidance contained in it. Implementing this policy ensures that the same opportunities are provided to all pupils and supports Equality and Diversity.

**Policy agreed:** Spring 2020

**Review date:** Spring 2022