Bilton Grange Primary School

Pupil Attendance Policy

Adopted by the Local Governing Body:	**December 2024**
To be reviewed:	**December 2025**

Rationale

At Bilton Grange Primary School we believe regular attendance in school is crucial to a child's progress. As well as following YCAT attendance procedures we have developed our own school policy. We employ a range of strategies within our school to encourage good attendance and punctuality. We liaise with parent/carers and investigate all absenteeism. Staff respond to all absenteeism firmly and consistently. Parent/carers are strongly encouraged to make medical and dental appointments for their child after school hours. It is important to us that children see the benefit of attending each day and being part of life at Bilton Grange both as individuals and as a class. Each term the class with the highest attendance percentage will receive a treat pot of money. The class that wins will get to decide how they wish to spend their treat pot, for example, ordering pizza or getting popcorn and watching a film.

Registration

Registers open at 8.45am and close at 9.00am and will be marked in black in accordance with the list of symbols shown in the register.

If a pupil fails to arrive before the register closes at 9:00am, they will be marked as "absent". Lateness is recorded by "L" from 8.51am onwards. Pupils who arrive after the registers have been closed will have their arrival logged by the school administrator. (The school administrator will amend the register entry from "O" to read "absent/late"). If a pupil is persistently late, the headteacher will contact the parent/carers. In the afternoon the register is called at 1.00pm and closes at 1.05pm.

Parent/carers are reminded that, if a child arrives in school after the registers have closed and an acceptable explanation is not given, the pupil must be recorded as "unauthorised absence" for that session.

The headteacher will inspect the registers at the end of each half-term to ensure that the correct procedures are being followed.

Authorised and Unauthorised Absence

It is vital that all staff adhere to the same strict criteria when deciding whether or not to authorise an absence. Absence is to be recorded according to 'School Attendance Policy and Practice on Categorisation of Absence' (DFE 1994).

Leave of Absence

All requests for holidays or extended leave will be considered on an individual basis.

The following should be noted:

- There must be exceptional circumstances for the holiday.
- Pupil's attendance must be above 90% for the previous 20 weeks.
- The pupil must not already have unauthorised absence.
- The period of leave requested should not coincide with the first two weeks of the start of term, or SAT's exams or other significant events in the school calendar.

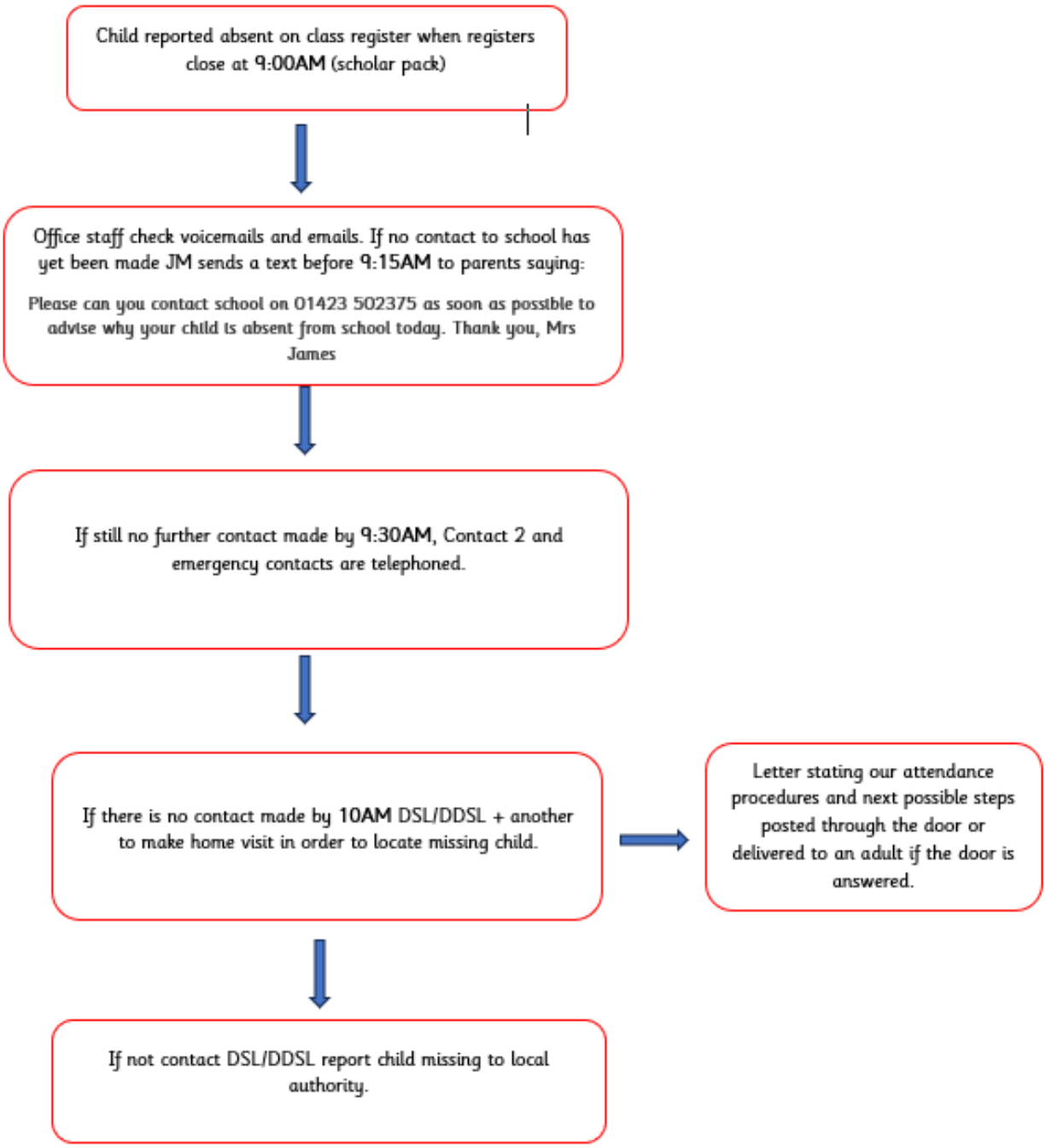
The headteacher will not grant any leave of absence during term-time unless there are exceptional circumstances.

If appropriate, any schoolwork missed during the holiday will be given to the child to complete on their return to school.

Parents are reminded of the importance of regular attendance each week in our school newsletter:

Procedures for Following Up Absence

If a child is absent and there has been no notification by the parent/carer with an explanation for the absenteeism, then the following actions will be taken:



- If an unsuitable reason for the absenteeism has been provided, then the absence will be recorded as 'unauthorised'.
- If a pupil is persistently absent or late, the headteacher will write to the parent/carers and invite them to attend a meeting in school.
- If a pupil is persistently absent or late, and the school's effort to affect an improvement have been unsuccessful, the situation will be referred to the Attendance Officer at North Yorkshire County Council.

All telephone messages or emails regarding lateness/absenteeism will be recorded on our register system, ScholarPack. Any notes from parent/carers will be kept with registers and dated.

Strategies for Promoting Attendance Bilton Grange Primary School will work to provide an environment where:

• Children feel valued and welcome

• Pupils feel their presence in school is important and necessary

• Where they will be missed when they are absent/late

• Where follow up action regarding unauthorised absence will be taken

Attendance data will be regularly collected and analysed to identify patterns of absence and to help support and inform policy/practice.