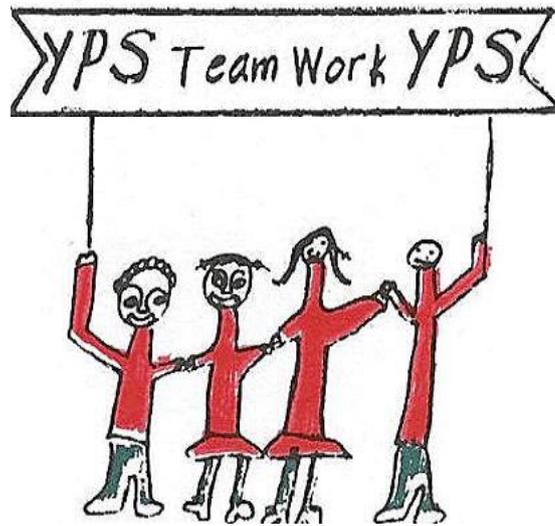


# Yardley Primary School



## School Attendance Guide

Yardley Primary School bases its Attendance Policy on guidelines set out by Birmingham LA. Whilst the legal responsibility for regular school attendance rests with parents / carer, governors and staff at Yardley Primary School share with them and the LA responsibility for encouraging good attendance and improving poor attendance.

**Pupils should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence without a good reason is an offence by the parent / carer.**

Pupils may sometimes be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, parents / carers and the pupil. If a pupil is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter, is not important and may make things worse.

**Yardley Primary aims to:**

- To maximise attendance of all pupils so that they can fully access the curriculum and make the best possible progress.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated with the school.
- To monitor and support pupils whose attendance is a cause for concern and work in partnership with parents / carers to resolve any difficulties.
- To implement an effective system of rewards and sanctions.
- To promote effective partnerships with Think Family and with other agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

**Yardley Primary School is required by law to maintain records and publish specified information on the attendance of pupils.**

Classes from Reception to Year 6 are provided with regular feedback on their attendance. Weekly assemblies will reward first place attendance and punctuality to the classes with best attendance and punctuality. Attendance and punctuality percentages will be recorded on classroom doors and announced to parents/carers via school celebration assemblies.

All pupils will be encouraged to aim for 96+%. The following benchmarks are used termly to update parents/carers and pupils about their attendance and certificates are awarded.

Gold	99%* and above.
Silver	97.5%-98%*
Bronze	96%- 97.4%*

\* These percentages are a guideline and may change due to specific events that may occur within the academic year and/or the length of the term.

**Reasons for Absence**

Every half day absence from school has to be classified by the school, (not by the parents/carers) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required.

The authority has listed the following as authorised absence:

1. temporarily educated in another establishment
2. court appearances
3. Bereavement
4. exclusion for medical or behavioural reasons
5. illness or medical treatment
6. day of religious observance

No other reasons are considered proper and a pupil should attend school if these conditions are not met.

**It is the responsibility of the Parents/carers to contact school on the first day of absence to provide the reason for absence and on each subsequent day of absence. When school has not been made aware of a reason for pupil's absence a first day call will be made to establish the reason.**

### **Holidays during term time**

Term time holidays and leave of absence are not allowed.

Parents/carers are strongly discouraged from arranging holidays, here or abroad, or visits to their country of family origin, during term time.

The local Authority reserves the right, in line with the Birmingham Code of Conduct, to consider issuing penalty notices when parents/carers remove their pupils from school during term time without the authorisation of the Headteacher. This can be applied after a minimum of 20 unauthorised absences in a twelve month period, but is always to be considered in balance with the individual circumstances of each case.

Parents can still make requests for leave of absence during term time for exceptional circumstances only; for pupils in Reception to Year 6. These requests must be made in writing to the School Office as soon as possible. However, permission will only ever be granted for exceptional circumstances if deemed appropriate.

### **Unexpected Absence**

If a parent/carer fails to provide a reason for absence on the third day, a call will be made to update the situation. If there is no response, Mr Page, the Pastoral Manager, will ring home stating that unless the parent provides a reason for the absence they will be expected to make an appointment to discuss the absence prior to the pupil returning to the school.

Any children that do not return to school after a 5 day period, or that have not returned on the expected date following extended holidays (if there has been no contact / information received from parents / carers) a referral will be made to Children Missing in Education Team.

**If a pupil's absence raises a significant concern with regards to safeguarding issues, there is involvement with other agencies and/or the pupil has significant needs; the school will conduct a home visit and information will be shared with all appropriate agencies.**

### **Appointments**

All routine or non-urgent medical appointments should be made outside school hours. If an appointment during the school day is unavoidable, an appointment card or letter must be provided in order for a pupil's absence to be authorised.

Pupils should attend school before and/or after the medical appointment.

Where a pupil has a genuine, verified medical condition, and the pupil has no absences, apart from attending medical appointments, the school will make reasonable adjustments in line with the Disability Discrimination Act to ensure their attendance is celebrated.

### **Strategies for Improvement**

- Should **attendance fall below 92% parents / cares will be notified by letter** and arrangements made to meet with Mr Page to discuss how together, we can improve the pupil's attendance.
- Should **attendance fall below 90%** parents/carers will be invited to a meeting and targets set in line with the Procedures for Managing Persistent Absence.

### **FastTrack Attendance Programme:**

This is an initiative designed to raise individual and whole school attendance by the use of legal action.

It challenges any notion that unauthorised absence is acceptable.

It raises parents/carers', pupils' and community awareness of the importance of school attendance, the negative impact of absence, and demonstrates that the Local Authority uses statutory powers to bring about change.

It utilises section 444 of the Education Act 1996 and the Anti-Social Behaviour Act 2007.

It aims to use legal action to ensure parents / carers fulfil their legal responsibilities.

### **Final note:**

Mr Page, the Pastoral Manager, is here to help. Please do not hesitate to contact him for advice or to raise a concern about your child's absence.

By working closely with parents/carers, it enables all our pupils to remain safe and happy, giving them the best learning opportunity possible.

Please contact Mr Page through the school office on: 0121 464 3235

### **KEEP IN TOUCH:**



0121 464 3235



[enquiry@yardleyschool.com](mailto:enquiry@yardleyschool.com)



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