



## **Belfield Community School**

### **ATTENDANCE AND PUNCTUALITY POLICY**

#### **OVERVIEW**

If Learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. At our School we strive to promote a passion for learning this can only be achieved through regular attendance at School.

We will take appropriate action to ensure the objectives of our policy are met.

#### **OBJECTIVES**

1. To ensure that all learners attend school.
2. To ensure that all learners are punctual.
3. To win the support of parents in ensuring that their children attend school well and that they arrive on time.
4. To keep good records of attendance through the school registers and to take prompt action to follow up absences.
5. To investigate and act immediately where attendance is a cause for concern.
6. To work effectively with the LA and other agencies to follow up attendance issues promptly and efficiently.
7. To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.
8. To support parents with difficulties and look at ways of overcoming barriers to attendance.

#### **STRATEGIES**

The Key strategy at Belfield is to work with parents and support them. All attendance issues are dealt with in a supportive and pro active team

Val Greenwood Admin  
Adele McAvoy and Rebecca Harper Learning Mentors  
EWO  
HT and DHT

1. All staff will complete registers accurately for each session.
2. Through daily monitoring of the electronic registers, patterns of attendance will be identified and a range of follow up procedures put into practice.
3. Absence will be recorded in line with the 1996 Education act.
4. Learners arriving late: The Administration Team and learning mentors will keep a record of the times and occasions that a learner is late Parents will be asked to telephone or notify the school if their child is absent or ill.
5. The school office/call divert will make telephone contact with a home when a child is absent if the parents have not notified the school that their child is absent.
6. Call to parents' service is initiated for any unexplained absence.

7. Where a learner is developing a pattern of 'occasional' absences the parent will be contacted to discuss the pattern of absences.
8. The school will work closely with the EWO to follow up absences that are causing concern.
10. Where necessary the school will work closely with the LA to take action against those unlawfully keeping learners from school.
11. We have weekly attendance awards for classes, prizes for 100% attendance.
12. We have individual attendance certificates and awards, presented termly.
13. The bell goes at 8.45am if your child is late you need to bring them into the office and sign them in.
14. Persistent lateness will result in a meeting with the Head Teacher.

#### **Extended Leave**

**The Chair of Governors and I have taken the decision that no extended leave will be authorised. This puts us in line with other local schools and the recently revised attendance information from the DfE.**

Children will be removed from the School register after four weeks.

#### **OUTCOMES**

This school will do all it can to ensure that learners come happily, willingly and punctually to school to ensure that all gain the greatest possible value from their education.

**Revised and adopted by the Governing Body Sept 2015**