



Attendance Policy 2024/2025

Interim Headteacher: T Jackson

Chair of Governors: Madonna Adams

Adopted on: September 2024

Policy Review Date: July 2025

“Our Mission at St Bega’s is to create a secure, enjoyable environment enriched by Christian values, where an inclusive community of children become successful learners, confident individuals and responsible, active citizens through a broad and creative curriculum.”

At St Bega's C of E School we believe sincerely that all pupils benefit from the education we provide, and therefore from regular school attendance. In order to achieve this we will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible.

AIMS:

St Bega's C of E School aims to ensure that:

- All pupils have an equal right, and access to, an education in accordance with the National Curriculum, or agreed alternative.
- No pupils will be deprived of their education opportunities by, either their own absence or lateness, or that of other pupils.

It is recognised that:

- The majority of pupils want to attend school to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- It is the responsibility of parents / carers to ensure their children's attendance at school as required by law (ref Section 7, 1996 Education Act).

EXPECTATIONS:

St Bega's C of E School expects that all our pupils will:

- Attend school regularly.
- Arrive on time and be appropriately prepared for the day as stated in our Home School Agreement which parents are asked to sign when their child starts school.
- Carry out any work provided by the school during an authorised leave period.

St Bega's C of E School expects that parents will:

- Endeavour to keep health appointments out of school hours when possible.
- Inform a member of staff of any reason or problem that may hinder their child from attending school.
- Fulfil their legal requirements and ensure their child(ren) attend school.
- Contact school, as soon as practical whenever their child is unable to attend school.
- Seek permission from the school for any leave of absence. The Head Teacher has the right to refuse authorised attendance in accordance with LA guidelines.

Parents and children can expect the following from the school:

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

[\(Working Together to Improve School Attendance – DfE – August 2024\)](#)

WE ENCOURAGE ATTENDANCE BY:

1. Consistent, clear communication with parents and pupils about the importance of regular, prompt, attendance.
2. Setting targets for improved attendance and sharing these with Governors, parents and pupils.
3. The accurate completion of registers at the start of each session, and within 15 minutes of the start of each session.

THE SCHOOL RESPONDS TO NON-ATTENDANCE BY:

- Contacting the parents and putting first day calling procedures in place.
- Contact by letter or phone call to enquire about unexplained absence.
- If there is no explanation given to the first contact a letter or a second letter will be sent to enquire about the unexplained absence.
- Where a pattern of non-attendance is emerging the parent / carer is invited to visit school to work with school staff and attendance officer to help resolve the difficulties.

Where there is no response to school intervention and where the absence or pattern of absence has persisted without explanation the school can refer to the Local Authority once the pattern of absence meets the service referral criteria.

HOLIDAY ABSENCE:

Holidays will not be authorised in term time. If children are not in school and on holiday, then the absence will be recorded as unauthorised.

Attendance is managed in conjunction with the following policies and procedures:

- First day calling procedures
- Supporting children with medical conditions policy
- Safeguarding and Child Protection policies
- Children missing from education