



## Brown's School Attendance Policy



<b><u>Full Name of Policy</u></b>	Attendance Policy
<b><u>Date of Approval</u></b>	October 2021
<b><u>Date of Next Formal Review</u></b>	January 2022



Regular school attendance is crucial in raising standards in education and personal development. Brown's School strives to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

**Aims:**

- ∞ To promote, improve and maintain the overall attendance of pupils at Brown's School.
- ∞ To ensure every pupil has access to full-time education to which they are entitled.
- ∞ To act early to address patterns of absence.
- ∞ To develop a framework that defines roles and responsibilities in relation to attendance.
- ∞ To provide advice, support and guidance to parents/guardians and pupils.
- ∞ To promote good relationships with Local Authority Education Welfare Services or other personnel to ensure a pupil's good attendance.

**Role of the School:**

Staff at Brown's School understand that children with poor attendance tend to achieve less in both primary and secondary school and that absence from school is a potential safeguarding risk. The school expects good attendance and punctuality from all members of the school community and makes sure that pupils understand its importance.

Staff build relationships with pupils which are rooted in mutual respect and take into consideration the vulnerability of some pupils and the circumstances which may contribute to their absence. The school considers effective communication between the School and families to be paramount in ensuring pupil well-being and good attendance. Parents are encouraged to communicate as early as possible any circumstances which may affect attendance or require support.

The Headteacher at Brown's School has overall responsibility for school attendance; The Safeguarding and Pastoral Care Team should bring any concerns regarding school attendance to his attention. The Business Manager provides support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at meetings on a regular basis. Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration. To enable our school to record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department for Education Guidance on School Attendance (August 2020).

Brown's School is committed to working with Parents and Guardians to encourage regular and punctual attendance and follows the Department for Education guidance on Improving school attendance: support for schools and local authorities (May 2021).



### **Role of Parents/Guardians:**

It is a parent/guardians' responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be confirmed in writing when the pupil returns to school. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.

Pupils are expected to be in school at 8.45am for registration and the beginning of the timetabled day. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and recorded on your child's attendance record. We are aware that most of our pupils are transported to Brown's by Local Authority transport therefore, punctuality can be beyond a parents' control.

If your child appears reluctant to attend school please discuss the matter promptly with School staff to ensure that both you and your child receive maximum support. The school has skilled and experienced staff, including an in-house therapy team, who can support your child to identify and overcome barriers to attendance and appropriate interventions can be put into place.

### **Role of Pupils:**

Each pupil at Brown's School has a duty to ensure that they attend school punctually and regularly. If you have been absent from school a written note from a parent/guardian must be provided to your teacher when you return.

### **Absence Procedures:**

If your child is unwell or unable to come to school for any reason please contact the school before 10am either via phone (absence reporting option 1), text message or email. If we do not receive any communications regarding an absence, it will be recorded as unauthorised. We will contact parents/guardians during the first day of absence if we have not received a communication regarding the reason for the absence. The School requires a written explanation for an absence when your child returns to school.

### **Family Holidays during Term Time:**

Brown's School discourages holidays during term time due to the impact they have on a pupil's learning. Any absence will be at the discretion of the Headteacher. Family holidays taken during term time will be categorised as an unauthorised absence, unless there are exceptional circumstances and the Headteacher has authorised the absence.

### **Procedures for Managing Persistent Non-Attendance:**

Brown's Safeguarding and Pastoral Care Team will contact parents/guardians if the School has a concern about a pupil's attendance. A meeting will be arranged to discuss reasons for absence and appropriate action to be taken to improve attendance. If a child has a social worker, the school will liaise with them to support attendance.

Local Authority Education Welfare Services have a legal responsibility to make sure that parents/guardians meet their responsibility towards their child's education. Regular attendance is an essential requirement for pupils to achieve their potential. Where attendance difficulties persist, or we are concerned about unexplained absence, the School may make a home visit. A referral to the Education Welfare Service (EWS) of the relevant Local Authority, will be made to support school staff and parents in developing and implementing strategies to improve school attendance.



**COVID-19**

During the pandemic, Brown's School has been following further guidance from the Department for Education entitled, Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year (updated on 27<sup>th</sup> September 2021).

Signed:  
Headteacher

Reviewed:

Reviewed in Staff Meeting.

Person responsible for editing: Mrs D. Mitchell in October 2021

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date**