



Bardfield Academy

Guide to our Attendance Procedures

School Address:

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Website: www.bardfieldacademy.org

School times:

KS2	8.40 am - 3.00 pm Doors open at 8.30 am
KS1	8.45 am - 2.55 pm Doors open at 8.35 am

Nursery:

Morning	8.40 a.m. - 11.40 a.m.
Afternoon	12.15 p.m. - 3.15 p.m.

Dear Parent/Carer/Guardian,

The aim of this leaflet is to provide you with the best possible advice and support to make sure that your child gets the very best from their education. We want your child to succeed.

There is one way in which you can help us.

Please help and encourage your child to attend school regularly and on time.

Having a good education will help to give your child the best possible start in life. We want to work with you to make sure that your child goes to school regularly and arrives on time.

Every school day counts!

Are you aware of the potential impact on your child's education?

- | | | |
|---|---|--------------------------|
| • 1 day off per school year | = | 99.5% attendance |
| • 10 days off per school year | = | 94.7% |
| • 20 days off per school year | = | 90% attendance |
| • 90% attendance | = | 4 whole weeks off school |
| • 90% attendance overall in years 1 – 6 | = | HALF A YEAR OFF SCHOOL!! |

Why it's important to arrive on time

- Lateness damages learning. The first 5 minutes of a lesson is vital. This is when the learning intention of the lesson is explained.
- Lateness affects everyone, especially those who have arrived on time. Children who arrive late break the concentration of the whole class.
- Children should arrive at school on time (school times are on the front of this leaflet).
- Registration will close 15 mins after the start time of 8.40am for KS2 and 8.45am for KS1 and EYFS. If your child arrives after these times (and before registration closes) they will be registered as late ('L'). If a child arrives after registration closes they will be registered as a 'U' (**unauthorised late**), unless they have a reasonable reason i.e. medical appointment (supported by medical evidence) or it is an exceptional circumstance. Children arriving after these times should go to the 'Late Gate' via the Studio Doors to be recorded as late in the register. Parent/Carers/Guardians will be issued with a Penalty Notice if their child is persistently late arriving at school (registered as a 'U').

Illness

- If your child is ill, please contact the school every day if they are going to be absent by 09.15 a.m., if possible, to provide the reason for the absence. Please bring medical evidence in upon your child's return.
- If Office Staff are not contacted, the school will make contact by telephone to the Parent/Carer/Guardian.

Medical or dental appointments

- Absence from school due to a hospital or dental appointment will be considered as an authorised absence. Parents/Carers/Guardians are asked to let the school know about the appointment by showing an appointment card, letter or text.
- Parents/Carers/Guardians are encouraged to make all medical appointments out of school hours, especially with regard to dental appointments.

Children missing from Education

- If a child is absent from school for 10 days or more without any contact then we as a school have a legal obligation to report that child as missing to the Missing Education and Child Employment Service (MECES). You have a legal responsibility as a parent to ensure you make the school fully aware of the whereabouts of your child while they are absent.

Monitoring of Attendance

If your child is absent from school too often their attendance will be monitored as follows:

- An absence letter plus an up-to-date registration certificate will be sent to the Parent/Carer/ Guardian.
- If no improvement, a second letter will be sent or a School Based Attendance Improvement Meeting will be arranged inviting the Parent/Carer/Guardian to come into school for a meeting with the Attendance and Wellbeing Officer. The meeting will enable you to discuss any concerns you may have regarding your child's attendance.
- If your child has further absences from school without a good reason, the absences will be unauthorised and a Penalty Notice/Legal Action Warning Letter will be sent.
- If no improvement a referral will be made to the Local Authority which may lead to a Penalty Notice being issued for £120 (or £60 if paid with 21 days) to each parent for each child.

Did you know?

One of the main reasons for children being unable to achieve the Government expectations of 95% or above attendance, for reasons other than sickness, is term time leave of absence!

Holidays are fine – just not in term time!

Leave of absence - know the facts before you request leave of absence!

As from September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 making it clear that Headteachers should not grant any leave of absence during term time, except where an advance application has been made by the parent with whom the pupil normally resides, and the Headteacher considers that there are '**exceptional circumstances**' relating to the application.

A 'Leave of Absence' application form can be obtained from the school office (**a letter explaining the reasons for the request must accompany the leave of absence form**). Please note: Taking your child out of school without prior notification and authorisation will be referred to the Local Authority and may result in a Fixed Penalty Notice.

A Fixed Penalty Notice may be issued to each parent of each child of statutory school age and carries a maximum penalty of £120. (E.g. two parents with two children could incur a total cost of £480.) If the matter proceeds to court this carries a maximum penalty of £2,500 per parent per child and a criminal conviction, which may affect your current and/or future employment.

Reporting Attendance to Parents/Carers/Guardians

All absences (authorised, unauthorised absence and lateness) will be reported to the Parent/Carer/Guardian via the Termly Learning Conferences (TLC's) in October and February and at the end of the academic year included with the Annual Report.

In order that Parents/Carers/Guardians may compare their child's attendance to other children in the school and nationally the following grades will be used:

99% - 100%	Excellent
96% - 98%	Good
91% - 95%	Cause for Concern
90% - 93%	Inadequate
87% - 90%	Unsatisfactory
86%	Serious cause for concern
Below 85%	Critical



Attendance Rewards for the Academic Year 2019 – 2020 (Wednesday 4th September 2019 until Tuesday 21st July 2020 inclusive)

For the following academic year 2019-2020 the attendance rewards will be as follows:

Autumn term – 100% Attendance: (Wed 4th September 2019 – Thurs 19th December 2019 inclusive)

All children achieving 100% attendance for the autumn term will receive a certificate, badge and a 'goody' bag.

Spring term – 100% Attendance: (Monday 6th January 2020 – Friday 3rd April 2020 inclusive)

All children achieving 100% attendance for the spring term will receive a certificate, badge and a 'goody' bag.

Autumn and spring term - 100% Attendance: (Wed 4th Sept 2019 – Friday 3rd April 2020 inclusive)

All children achieving 100% attendance for the autumn and spring term will be entered into a raffle and may win a £50.00 Smyth's Toy Voucher. (Please note: There will be a chance to win one £50.00 Smyth's Toy voucher for KS2 children and a chance to win one £50.00 Smyth's Toy voucher for KS1 children). All children will receive a certificate, badge and a 'goody' bag.

Summer term – 100% Attendance (Monday 20th April 2020 – Tuesday 21st July 2020 inclusive)

All children achieving 100% attendance for the summer term will receive a certificate, badge and a 'goody' bag.

Academic Year 2019 – 2020 - 100% Attendance: (Wed 4th Sept 2019 until Tues 21st July 2020 inclusive)

All children achieving 100% attendance for the Academic year 2019 – 2020 will be invited to a school trip (to be advised) at the end of the summer term. Children will also receive a certificate and a badge.

Would you like to be an **Attendance H.E.R.O.?**



- * Here
- * Everyday
- * Ready
- * On time

This Academic year we will continue to choose children on a weekly basis to be an Attendance H.E.R.O. This means if your child has attended school for a whole week **without any lates**, they may be chosen to be an Attendance H.E.R.O. If your child is chosen they will receive a lanyard with their photo and name on and be allowed to wear it for one week around the school. Please note: The lanyard must be handed back to their class teacher every Friday. Your child may be chosen more than once throughout the Academic Year 2019 -2020.

The class attendance league will continue, however certificates will be handed out at the end of each term rather than weekly.

If you would like to follow the Attendance from time to time you are more than welcome to ask your child's Class Teacher if you could have a look at the attendance chart in the Studio Area. This can also be seen if you are invited into the celebration assembly, or you can check on our website www.bardfieldacademy.org

The school will continue to recognise the attendance achievements of pupils who suffer with diagnosed conditions that sometimes prevent them from attending school on a full-time basis (Equality Act 2010).

If you wish to discuss attendance in general please do not hesitate to contact the school office to make an appointment to see either Mrs Lofthouse (Attendance and Wellbeing Officer) or the Headteacher.

Any problems or concerns?

Please come into school any time to discuss any concerns or problems you may be having getting your child to school or being on time. We are happy to work with you to support you and your child.