Bathampton Primary School Approach to promoting good attendance and punctuality

Introduction

It is the aim of Bathampton Primary School that pupils should enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance and punctuation has a positive effect on the motivation and attainment of pupils. The policy can be found here Policies | Bathampton Primary School

Any absence/lateness affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

We want to support families and keep lines of communication open. We encourage families to contact school if personal issues are affecting or may affect attendance. Parents and Carers are free to request attendance records from the school office if they want to understand the attendance figures of their child.

What does the school do to support families with attendance issues and address poor attendance?

Attendance and punctuality are reviewed every term.

Any child whose attendance has dropped below 95% will receive a text alert

Stage 1: If your child's attendance drops below 90% * and persistent lateness

1. On a termly basis the schools will download absence and lateness information
2. Any child whose attendance drops below 90% or persistent lateness is recorded will receive a text message from the school (if the family member does not have a mobile phone the stated communication method on the school systems will be used) [This contact will be logged on the school CPOMS system]
3. If attendance/puncuatality improves and raises above 90% and continues to rise no more action will be taken. *

Stage 2: If your child's attendance/lateness does not improve after Stage 1

1. On a termly basis the schools will download absence information
2. Any child's whose attendance remains below 90% after Stage 1 will receive a letter from the school. [This letter will be logged on the school CPOMS system]
3. The letter will explain that an attendance meeting needs to be completed and an action plan agreed
4. It is the responsibility of the parent or carer to respond to this letter within 10 school days

Stage 3: If the action plan is unsuccessful or the parent/ carer does not respond to the letter within the 10 school days limit

1. The school will escalate the attendance issue (including relevant paperwork) to the Executive Headteacher.

2. The Executive Headteacher will consider the information and with advice from the Trust and LA may proceed with escalation to the Child Missing Education Officer where penalty notices and prosecution will be considered (see section 7 of the attendance policy)

*irregular attendance and regular broken weeks may mean attendance is above 90% but is still a concern for the school. In this case stage 1 onwards may be followed to address this.