



## **Bamburgh Attendance and Punctuality**

### **Context**

Bamburgh School recognises that pupils will benefit fully from their education if they attend school regularly and on time. This can only be achieved in partnership with pupils, parents/carers and the school. Where there are serious attendance difficulties, the support of the Services for Young People School Liaison, will be requested.

### **To encourage good attendance and punctuality:**

- Parents will be informed of the importance of regular attendance via letters home and newsletters.
- Certificates of Full Attendance will be presented in Assemblies.
- Parents will be informed when attendance falls below the Local Authority target for Bamburgh School, unless there is a known medical reason.
- Regular meetings will occur in school with the Services for Young People School Liaison and the Deputy Headteacher to discuss and implement strategies for dealing with poor attendance/punctuality.
- Parents may be invited into school to discuss any concerns they might have raised in relation to attendance and/or punctuality to school.
- Parents may be contacted directly by the Services for Young People School Liaison where there are concerns about a child's absence.

### **Procedures**

Parents/carers are expected to inform school directly on the first day of their child's absence no later than 9.30 a.m. Parents/carers are then encouraged to contact school every other day throughout their child's absence.

The following methods of contact are acceptable; telephone call, email to [info@bamburghschool.co.uk](mailto:info@bamburghschool.co.uk), handwritten note. Verbal messages via bus escorts and taxi drivers are not sufficient.

Where a message is not received, school administration staff will contact home to confirm a reason for absence.

Registers are taken by the class teacher no later than 9.30 a.m. for the morning session and 1.30 p.m. for the afternoon session. Failure to arrive in time for a session mark could result in an unauthorised absence being recorded.



Where absence is occurring which has not been agreed by the school this will be marked as unauthorised.

**Definitions of unauthorised absence are:**

- Truancy
- Parentally condoned absence without good reason
- Holidays in term time or delayed return from an extended holiday without prior school permission.
- Persistent late arrival into school

Both parents/carers are liable to a fine even if parents are divorced or separated. In circumstances where a parent is living with a partner, the partner is also liable to a fine.

**Holiday Absence Policy**

There is an established, proven link between good attendance and effective progress. Bamburgh School wants to encourage and develop all our pupils' learning throughout their school career and we feel that holiday absence in term time can jeopardise pupils' progress, particularly during SATs and public examination periods.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Parents must apply in writing and arrange a meeting with the Headteacher to put forward a case for exceptional circumstances. The Headteacher will respond with verification as to whether or not LOA has been granted.

Parents will be made aware of the procedures should they decide to remove their child without consent.