



The BAWB Collaboration
Bainbridge, Askrigg, and West Burton Primary Schools

Mid-Dale Excellence in Education

Executive Headteacher: Miss Charlotte L. Harper

The BAWB Collaboration **ATTENDANCE POLICY (PUPILS)** **February 2015**

Aims The Policy

1. To ensure that children of compulsory school age attend school regularly and punctually.
2. To enable the school to comply with the legal requirement to report unauthorised absences annually.
3. To keep the school informed of reasons for absence so that the safety and wellbeing of the children are assured.
4. To enable the school to complete the registers accurately and legally.

Parents Responsibilities

1. Parents and Carers have a legal responsibility to ensure that their child(ren) attend school regularly and maximise the benefits of their education.
2. Parents and Carers are asked to inform the school by 9.30 a.m. on the morning of any absence to reassure us that a child has not gone missing on the way to school and to give the reason for absence (via phone or admin@ e-mail address). Staff are asked to note phone messages from parents / carers, and to inform the relevant class teacher. If we have not received notification by 9.30, we will make contact with parents / carers.
3. Parents / carers should not be required to send a written note explaining the absence unless no other communication / explanation has been received.
4. Any notes are kept in the back of the register for cross checking and are retained in the office for a minimum of 3 years.

Practical Requirements

1. Children should arrive punctually for the morning session:
 - By 8.45am at Bainbridge and Askrigg
 - By 8.50am at West Burton
2. A register is taken in class groups at the beginning of the morning and afternoon session. Telephone messages will be formally noted and the relevant teacher informed.
3. A child who is not at registration is marked absent.
4. Late arrival is investigated to ascertain the reason.
5. Every absence must be explained and the relevant code letter inserted according to guidance in the register. If an absence is not explained and / or authorised then it falls into the "unauthorised" category and must be reported in the School Prospectus annually and in the School Profile.
6. Any prolonged or series of absences over a period of time will be reviewed and considered by the Headteacher in the first instance to determine if there may be any concerns raised about the welfare of the child in line with the School's Safeguarding Policy.

Unauthorised Absence(s)

Parents / Carers who knowingly take their child(ren) out of school and the absence is recorded as unauthorised, may be subject to a fine as detailed in Government regulations.

All relevant forms and information are available on the school website , including a form for authorised leave due to exceptional circumstance.