

Attendance Policy-school level appendix for Bridestowe Primary School



This policy has been written with consideration given to working practices. By adopting this policy, a reduction in workload has been facilitated by reducing the need for individual academies to interpret the policy locally.

This appendix draws from and must be read in conjunction with the [Trust Attendance Policy](#), DFE [Guidance working together to improve school](#) attendance and [Summary table of responsibilities for school attendance](#).

Attendance is everyone's business, and everyone involved with the care of children is equally responsible for ensuring children's attendance. This means schools, LAs, social care, NHS workers and community partners all have a responsibility to see the child in school every day, and to wrap support around that child. All partners should make children's attendance a top priority. Every child should be in school every day, supported and ready to learn. Every child has the right to a fantastic education (Dame Rachel de Souza, Children's commissioner for England).

1. Contact details

1.4 The name and contact details of the senior leader responsible for strategic approach to attendance is Adam Hill

The name and contact details of school staff who pupils and parents should contact about attendance on a day-to-day basis is Hazel Lowden, Administrator: admin@bridestoweprimary.org.uk

The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance is Adam Hill, Principal

2. Managing Attendance: day to day processes

2.1 The start of the school day is 8.50 a.m. Pupils are expected to arrive at the school site between 8.45 a.m. and 8.50 a.m. The register opens at 9 a.m. and closes at 9.25 a.m. Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'. Pupils arriving after registration closes are considered 'late after registration has closed'. They will lose their mark for the whole session and the absence is recorded as 'unauthorised'. The school day ends at 3.15 p.m.

2.2 Parents are expected to inform the school by 9 a.m. if their child is absent by emailing/telephone giving the reason for absence.

3. How the school is promoting and incentivising good attendance

Information on newsletters, website and in parent forums.

Attendance display in newsletter - regularly updated to show class attendance %

Positive welcome for all children daily – 'welcome back' if absent for any reason.

Class discussions about the impact of attendance on learning.