



BAWB Federation Pupil Attendance Policy

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Reviewed by:	Charlotte Harper
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Link Governor (if appropriate):	
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Equality Statement:

At The BAWB Federation we work hard to ensure that the culture and ethos are such that, whatever the abilities and needs of members of the school community, everyone is equally valued and people treat one another with respect. Our schools provide pupils and staff with the opportunity to experience, understand and value diversity. In the operation of this policy, we will endeavour to ensure that all members of our school community receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.

Distinctive Christian Vision

This policy has been written and/or adopted with our distinctive Christian ethos in mind:

Rooted in the message of the Good Samaritan, we provide an aspirational education for all. We flourish academically, spiritually, and socially.

Matthew 22v 37-39 (NEB): Love the Lord your God with all your heart, with all your soul, and with all your mind. Love your neighbour as yourself.





The BAWB Federation
Bainbridge, Askrigg, and West Burton Primary Schools
Mid-Dale Excellence in Education
Executive Headteacher: Miss Charlotte L. Harper

At The BAWB Federation we follow all statutory guidance and responsibilities as set out in law, and by the Local authority, in terms of pupil attendance. Monitoring and ensuring good attendance sits within our safeguarding duties.

This policy should be read alongside all statutory information (including, for staff, a suite of guidance and model documents on the safeguarding section of the CYPS website – secure log in).

Aims of The Policy

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

Parents' Responsibilities

- Parents and Carers have a legal responsibility to ensure that their child(ren) attend school regularly and maximise the benefits of their education.
- 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 any of the school's email addresses). Staff are asked to note phone messages from parents / carers, and to inform the relevant class teacher. If we have not received notification by 9.30am, we will make contact with parents / carers.
- Parents / carers should not be required to send a written note explaining the absence unless no other communication / explanation has been received.
- 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

- Children should arrive punctually for the morning session (by 08:45am).
- 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.
- A child who is not at registration is marked absent.
- A child who arrives late (after registration closes) will be formally marked as late in our statutory register.
- Late arrival or absence is investigated to ascertain the reason.
- 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 externally reported.
- 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 applying for authorised leave due to exceptional circumstance.