

Rewards for Good Attendance

How do we celebrate attendance?

We celebrate good attendance as part of our weekly celebration assembly. We provide a certificate and our attendance mascot 'Gilbert the Goat' to the class with the highest attendance each week.

We provide information to parents/carers in our end of year reports and reward excellent yearly attendance with individual pupil certificates.



School success starts
with attendance

We hope that this leaflet has been useful in explaining the School and Trust's Attendance Policy

A complete version of the School

Attendance Policy is available from the school office on request—it also appears on the website.

If you have any queries about the contents of this leaflet, or if you are concerned about your child's attendance please contact Miss Allison.

We want to see all the pupils of our school achieve their full potential, and regular attendance is vital in achieving this.

Thank you for your support in this area.

Broomfield Primary School

Off Ploughmans Lea
East Goscote
LE7 3QZ

Telephone 0116 2606704



School Attendance Information



Information for Parents & Carers

What does our Attendance policy Say?

AIMS

- To encourage and assist all students in BEP Schools to achieve excellent levels of attendance of above 96%
- For Broomfield our target is 96.5%
- To make attendance and punctuality a priority for all those associated with the academy including students, parents, staff and governors.
- To maximise attendance across the school population and reduce persistent absenteeism (below 90%). Definition of Persistent Absence from “The Key for School Leaders”.

CHILDREN should:

- Attend school regularly and to arrive on time.
- Morning registration will be taken at 9.00am and afternoon registration at 1.10pm Pupils arriving during registration will receive a late mark. Arrival more than 15 minutes after registers close will be recorded as unauthorised absence.
- Come to school properly equipped and prepared to learn.
- Not leave the school site without permission from staff and signing out at reception.
- Talk to a member of staff if there is a problem causing them to miss school.

PARENTS/CARERS

Parents/carers are legally responsible for ensuring their child's regular attendance at school in accordance with Section 444 of the Education Act 1996. They are expected to ensure that:

- Their child attends regularly and is punctual, properly dressed, equipped and in a fit condition to learn.
- They inform the school of the reason for any absence by telephone call on each morning of absence. The school will then make the decision to either authorise or unauthorise the absence. If no reason is given the absence will be automatically unauthorised .
- They know that they will not have holidays authorised during term time
- They make medical and dental appointments outside school time.
- They give the school up to date information regarding diagnosed medical conditions which may affect attendance.
- They provide the school with up to date contact details

Exceptional Leave

The school recognise that there may be times when a student requires exceptional leave during term time for short periods of time. In these circumstances parents are asked to complete the ‘Exceptional Leave Form’ to request the absence. These requests will be considered by the Principal on an individual basis. Exceptional leave will not be authorised during examination periods.

Holidays

The Bradgate Education Partnership Trust policy is that holidays in term time will not be authorised.

Procedures for Following Up Absence/Lateness

If a student is absent and no reason has been provided the school will contact parents and/or nominated emergency contacts, as part of the safeguarding procedure. When a student is persistently late or absent without good reason and the School's efforts to effect change have been unsuccessful a referral may be made to our Education Welfare Officer for further action.

Unauthorised absence of less than 5 days **may** be referred to Leicestershire County Council, and unauthorised absence of 5 days or more **will** be referred. A referral may result in Leicestershire County Council issuing a Fixed Penalty Notice.

