

Bedford Drive Primary School

Attendance Matters

2023 / 2024

Booklet for Parents / Carers



'Attend Today,
Achieve Tomorrow'

Introduction

At Bedford Drive Primary School, we believe that every child has a right to a good education. To achieve this, we need to work with you and your child by first ensuring that your child attends school. Without your child in school we cannot fulfil the requirements of the Early Years Foundation Stage or National Curriculum. By signing your child's Registration Form you are agreeing to our attendance policy which can be found on the school website.

We are required, by law, to record the attendance of every child on roll and to show who is absent or late. Figures for attendance and for authorised / unauthorised absences have to be sent to Wirral Borough Council (Local Authority) and the Department for Education (UK Government).

The Team – alongside other members of the attendance team, Mrs Eagle is our Attendance Officer & Miss Gee is our Pupil and Family Support Worker, speak to them if you have any issues.



At Bedford Drive Primary School, morning registration times are Foundation 1, 8:30am and years Foundation 2 – Y6, 8.55am.

After lunchtime the register is taken again for the afternoon session at 12:00pm for Foundation 1 and 1:00pm for years Foundation 2- Y6.



The class with the best attendance of the week get a class award certificate, a packet of jelly sweets each and get to have EDNA in class with them for the following week. **EDNA** stands for **Every Day Never Away**.

Poor attendance and/or punctuality, not only impacts on a child's progress and achievement but also on their self-esteem and well-being. The habit of being a regular, punctual attender at school will stand your child in good stead for the future, particularly in the world of work.

Absence from School

Regular attendance is a parental responsibility. If your child is unable to attend school for any reason, please call the office on 0151 645 1561 or email the school at schooloffice@bedforddrive.wirral.sch.uk to report their absence.

Please do this before 9.30am on the first day of the absence. If we have not heard from you by 10.00am then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence.

If we still have not been able to ascertain where your child is then school staff or the ESW may make a home visit to ensure the safety of the child/children.

If we are still unable to get a response by the end of the school day, then this may be reported to the police as a safeguarding concern.

Whenever possible, please make non-urgent dental and medical appointments after the school day or in holidays.

Punctuality

It is better to be late than not to arrive at all. However, when children arrive late it can make things difficult for everyone. The teacher has to stop and ensure a newcomer is up-to-speed and settle them in, therefore the rest of the class is disrupted. The latecomer misses the first part of the lesson and will miss out on important learning. Children also feel uncomfortable and embarrassed by being late. The pupils with the best punctuality of the week get a class award certificate and get to have OTIS in class with them for the following week, **OTIS** stands for **On Time In School**



Holidays

The Headteacher may only give permission for holidays during term time in extremely exceptional circumstances. Any requests must be made in writing to the Headteacher on the appropriate form which can be requested by email to schooloffice@bedforddrive.wirral.sch.uk or a paper copy can be obtained from the school office.

Where parents/carers have given 'illness' as a reason for absence and then it becomes clear that a holiday was taken (e.g. good tan, foreign dialing tone etc.) a fine may be incurred for unauthorised absence: £60 per parent per child if paid within 21 days & £120 per parent per child if paid between 22 & 28 days. Parents who fail to pay Fixed Penalty Notices may be prosecuted by the Local Authority Attendance Team in court.

Reluctance to go to School

If your child feels anxious about going to school, please let us know so we can help. Take any worries your child has seriously but try not to make them worse by seeming worried about them yourself. Take the line "We will sort this out because everyone has to go to school". Don't give in and let your child stay at home. It is always better to send them in and have a quiet word with the teacher, or member or staff. Try to talk about school in a positive way by asking questions like "What was good about school today?" Be sympathetic but firm about going to school. Speak to Miss Gee, our Pupil and Family Support Worker any time you are concerned about your child. You can still be prosecuted for non-attendance of your child.

Attendance Information

School year = 190 days plus 5 days Teacher Training Days.

Minimum expected attendance is 97%. Any child with attendance below 90% is classed as persistently absent.

The tables below illustrates the impact of poor attendance

Percentage Attendance	Number of school days missed	Average number of lessons missed
95%	1 week & 4.5 days	58
90%	3 weeks & 4 days	76
85%	5 weeks & 3.5 days	114
80%	7 weeks & 3 days (Over 1/2 a term)	152
75%	9 weeks & 2.5 days	190
70%	11 weeks & 2 days (One term missed!)	228

Escalation of Intervention

At Bedford Drive the minimum expected attendance is 97%. Once your child's absence falls below this we will begin our escalation of intervention processes and procedures.

97% and above	Attendance at school expectation
96% to 95%	Class teacher will invite you in to discuss any support you may need to get attendance back up to 97%
94% - 91%	School attendance team will invite you in to discuss how to improve attendance and action plan put in place
90% and below Your child is now classed as a persistent absentee. This level of absence is detrimental to your child's learning and life chances.	The Local Authority Education Social Welfare Team will work with you to improve attendance; this involves attending Parent Panels and planning actions to improve your child's attendance. If this does not improve then it will be passed to the school's safeguarding team and could be classed educational neglect. Fixed Penalty notices will be issued by the Local Authority Attendance Team.