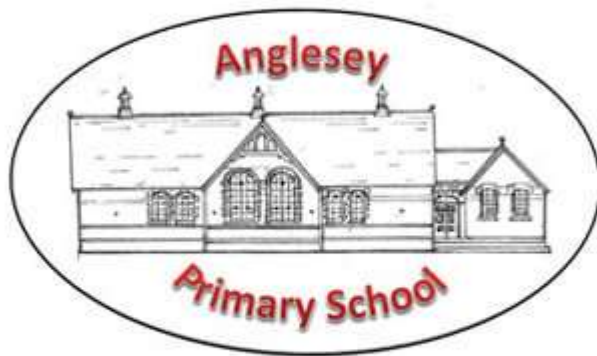


# Anglesey Primary School



## Attendance Policy

# **Statement of Intent**

***Anglesey Primary School is a vibrant and nurturing school community, where children are given the skills to become inquisitive, resilient and independent learners. Our curriculum provides a range of creative and inspiring experiences for all. This equips our children with the life skills to be happy, to flourish and to be successful...Today, tomorrow and in the future.***

The school is committed to providing education of the highest quality to our pupils. We recognise the clear link between the attendance and attainment of students. The aim of this policy is therefore to encourage the highest possible levels of attendance for individuals, groups and the pupil body as a whole. In order to achieve this, all members of the school community have an important contribution to make

The school is committed to promoting equality and this policy is in line with the Equality Act 2010.

## **Aims:**

- Ensure every child is Safeguarded and their right to education is protected.
- Promote a culture across the school which identifies the importance of regular and punctual attendance, which links hand in hand to Safeguarding.
- Make attendance and punctuality a priority for all those associated with the school including students, parents, teachers, support staff and governors.
- Further develop positive and consistent communication between home and school.
- Set targets to improve individual pupil and whole school attendance levels.
- Work with external agencies in order to address barriers to attendance and overcome them.

# **Rights, Roles and Responsibilities**

- All children aged 5-16 years old must receive suitable education. (Section 7, Education Act 1996) A child of compulsory school age who is registered at a school must by law attend regularly.
- In law parents have the prime responsibility for ensuring that pupils of compulsory school age attend school regularly. (Section 576, Education Act 1996).
- The Local Authority (LA) must offer educational provision for all children of school age through its schools.
- Anglesey Primary School must keep an attendance register at the beginning of the morning and afternoon sessions and report any children who fail to attend regularly or who are absent for more than one week.
- Parents must ensure their children are educated and regularly attend school.

## **Partnership Work**

The school will work with Birmingham City Council and support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework on attendance.

## **Monitoring, Analysis, Action Planning**

The school has systems for monitoring attendance at both individual pupil and whole school level, and will analyse patterns and trends of non-attendance to inform future Action Planning and target setting in respect of whole school attendance matters.

(See Appendix 1 – Attendance Monitoring)

## **Procedural Framework**

Linked Policies:

- Safeguarding and Child Protection Policy
- Anti-bullying Policy
- Behaviour Management Policy
- Child Missing in Education (CME) Policy

## **Target:**

**Our target is for the whole school attendance to be at least national average of 95% for the academic year. This considers pupils with specific and complex medical conditions for whom it is not always possible to attend school regularly.**

**All pupils and families will be offered appropriate support to improve or maintain school attendance as appropriate.**

# **Responsibilities:**

## **Parents:**

- Ensure children attend regularly, and punctually.
- Ensure that all medical appointments, are taken after school where possible. Provide proof of medical appointments that can only be attended during school time.
- Contact school on first day of absence by either telephone or attending the main school office by 9.15 am or by text service on MCAS (not the class teacher).
- Contact school each day for continued absence and provide suitable medical evidence in the event of an illness lasting for more than five days (or four days in the event of an INSET day or Bank Holiday) for welfare reasons.
- Understand that any leave of absence in term time will only be granted in exceptional circumstances.
- Requests for leave of absence to be submitted on the authorised form.
- When leave in term time is taken, to provide proof of booking time, flight information and contact information for the duration of the leave.
- To make early contact with school where parents become aware of problems with attendance.
- Attendance at meetings if concerns are identified.
- Participation in Early Help Meeting as required.
- Supporting Attendance Contracts where appropriate.
- Supporting the school in agreed interventions/action plans.

## **Pupils**

- Acknowledge behaviour needed out of school e.g. early bedtimes to allow punctual attendance.
- Attend school regularly and punctually.
- Adhere to appropriate systems for late registration.
- Adhere to attendance contracts where appropriate.
- Aim for the highest possible attendance for their individual circumstances
- Discuss concerns about their attendance or punctuality with a trusted adult within school

### **Administrative Staff and Office Manager:**

- To ensure text messages are sent on the first day of absence, followed up by first day phone calls, if there is no contact from parents/carers (KS1/Office manager, KS2 Secretary)
- To run a 1, 2 and 3 day absence report daily and inform the Office manager or Pastoral Director of any concerns or home visits that may need to be conducted.
- To monitor absence of vulnerable children, refer any absences as soon as possible
- To build positive relationships with families and make well-being calls if needed
- Ensure evidence is seen for appointments. If no evidence is given, request evidence after the appointment.
- To record absences on the school register using the accurate coding
- Complete Leave in Term Time requests (Office Manager)
- To participate in training in relation to attendance as appropriate
- To support with the promoting of attendance and the rewards systems
- Office manager to monitor and send letters to children that have 95-90%.
- Provide DHT/PD with weekly report
- Meet daily with DHT/PD
- KS1 and KS2 office secretaries to check the Day 3
- To check the 2-day reports, update Bromcom and contact parents/ carers.
- Arrange home visits when required
- To monitor absences of vulnerable children and consult with Pastoral Director
- To submit Leave in term time forms to the local authority
- To run a weekly report of P.A and submit to SLT
- To promote a high level of attendance
- Monitor daily attendance.
- To produce half termly and termly reports to support monitoring attendance

### **Teaching Assistants**

- To understand that pupil attendance is the responsibility of all staff
- To assist in ensuring attendance has a high profile within the class.
- Challenge parents when no reason has been provided for absence
- Refer the pupil for the next stage of the intervention hierarchy if attendance concerns persist, if patterns are noticed
- To participate in training in relation to attendance as appropriate

### **Class Teachers:**

- To understand that pupil attendance is the responsibility of all staff
- To ensure attendance has a high profile within the class.
- To take registers electronically at the beginning of the morning and afternoon sessions.
- To build on a culture of challenge when addressing persistent illness absences with parents.

- Challenge parents when no reason has been provided for absence
- To discuss with parent's attendance/punctuality concerns for pupils
- Refer the pupil for the next stage of the intervention if attendance concerns persist on My Concern
- If patterns of absence are spotted, notify the attendance team
- To discuss attendance/ punctuality concerns with parents at parents evening.
- To participate in training in relation to attendance as appropriate
- Teachers record all informal conversations with parents on Bromcom.

### **Senior Leadership Team:**

- To understand that pupil attendance is the responsibility of all staff
- To ensure attendance has a high profile across the school
- To monitor pupils with attendance between 90%-80% with regular communication with parents/carers, holding attendance meetings where required
- Refer the pupil for the next stage of the intervention hierarchy if attendance concerns persist
- Attend safe and well home visits where required
- Escalate concerns where required as per the school's Safeguarding and Child Protection policy
- To participate in appropriate training in relation to attendance as appropriate

### **Pastoral Director:**

- Take the lead in ensuring attendance has a high profile within the school.
- Ensure there are designated staff with day-to-day responsibility for attendance matters.
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance e.g. Pupils taken off roll are tracked and new school is recorded
- To work alongside the office manager providing rewards for improving attendance, punctuality and overall high attendance while not, e.g. penalizing pupils with complex medical needs which impacts on their ability to attend school regularly
- Set annual target with support from the Head Teacher
- Support all staff to monitor attendance and tackle attendance concerns effectively
- To monitor pupils with attendance below 80% with regular communication with both the pupil and their parents/carers, holding attendance meetings where required and agreeing individual action plans
- DHT to track extended holidays
- Follow the LA Fast-Track procedure and support staff to offer Early Help where necessary.

- Attend safe and well home visits where required
- Escalate concerns where required as per the school's Safeguarding and Child Protection policy

### **Governing Body:**

- Agree adoption of the Attendance Policy and review it annually
- Agree statutory targets for attendance for the school
- Monitor attendance figures termly
- Appoint a Link Governor for attendance who will undertake relevant training and meet with the Pastoral Director regularly to monitor attendance
- Ask questions about attendance trends and what is being done to challenge and prevent persistent poor absence
- Delegate powers and responsibilities to the Head Teacher to ensure all school staff are aware of and comply with this policy
- Allocate appropriate funding to support this policy and its implementation

### **DSLs:**

- If a child is LAC, CP or CIN, contact social worker (via email) on 1<sup>st</sup> day of absence.

## **Procedures**

### **Stage 1 - Registration**

The Pastoral Director will ensure that office staff are responsible for monitoring registers, aware of the appropriate attendance codes to be used. Office staff will alert the Office manager immediately if any registers are marked inaccurately.

- a. Class teachers should only mark children as PRESENT or ABSENT (N code), the reason for absence will be followed-up by the administration staff however the teacher may match the same code in the afternoon that was applied by admin staff if the child has not returned to school. Student teachers may mark the register, in the absence of a class teacher.
- b. Spaces must not be left in the register.
- c. The formal close of registration for morning registration is 9.15am.
- d. If students arrive after registration has closed, they are marked as U (absent for the full session).
- e. If a pupil needs to leave school during the day, they must sign out at the School Office with a parent once authorisation has been sought from a member of the SLT.
- f. Where students are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be amended following regular discussion and information sharing with the other establishment.

- g. Consistency of use of codes, and acceptable reasons for absence across the whole school will be monitored as part of ongoing attendance data audits.
- h. The decision to authorise an absence should be made within 10 school days from the date of absence. If no reason is provided during this time, the absence should be recorded as unauthorised.
- i. It may occasionally be necessary to inform parents that no further absences will be authorised for a particular pupil unless medical evidence is provided. This decision can only be made by the Head Teacher.
- j. In some cases, a pupil may be absent from school long term due to an illness or injury. Anglesey Primary School will liaise with families in order to ensure children return to school quickly and that there are no safeguarding concerns. On occasions where this is not possible the school will make a referral to the James Brindley School, which provides educational opportunities for pupils who are unable to attend their regular school.
- k. Registers close 10 minutes after opening to teachers and 30 minutes after opening to Admin Staff.

|           |    | Registers Open | closed to teachers<br>(sent to office) | Closed  |
|-----------|----|----------------|----------------------------------------|---------|
| Nursery   | AM | 8.50am         | 9.00am                                 | 9.20am  |
|           | PM | 12.20pm        | 12.30pm                                | 12.50pm |
| Reception | AM | 8.50am         | 9.00am                                 | 9.20am  |
| KS1       | AM | 8.50am         | 9.00am                                 | 9.20am  |
| KS2       | AM | 8.45am         | 8.55am                                 | 9.15am  |

#### **Bromcom Registration:**

The school uses Bromcom to record attendance and provides information relating to individual pupils, groups of pupils or whole school attendance in the form of data reports. These include:

- A daily report of all absences – kept in a folder
- YTD reports for Phase Leaders for 90-80%
- YTD reports for Pastoral Lead and DHT for below 80%
- YTD reports for Office staff for 95-90%, every half term
- A list of pupils who are persistent absentees (90% or below)
- 2 and 3 day absence reports for Office staff
- Individual reports for vulnerable pupils and groups of pupils
- Weekly whole school absence data, including PA and lates.

- Weekly report created to track 'O' codes

The school should follow up any absences to:

- Ensure the proper safeguarding action is taken,
- Ascertain the reason,
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

## **Stage 2 – First Day Contact**

Anglesey has a robust understanding of their students and families. Using this knowledge is critical making sure they attend and are by default safe. Anglesey uses the information to create an agreed criteria and has created a tiered system to prioritise first day response by school staff.

The school follows the RAG protocol for first day response:

- A vulnerable pupil list is sent to all office staff and DSLs termly (any further updates will be sent to attendance staff via email)
- Office secretary to print daily absence report by 9.30am
- If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will follow 'first day contact' procedures and contact the parent by telephone
- The expectation is for text messages to be sent to all absent student families is 9.30am
- The expectation for all phone calls to be made and logged on Bromcom for analysis is 10.00am for RED, 10.15am for AMBER and 10.30 for GREEN. (Calls made by OM or delegated to KS1 and KS2 office staff in their absence)
- Details of communication will be logged on Bromcom and if appropriate My Concern. This is logged by the Office Manager in the 'speech bubble' on the daily registers by 10.30am or any member of staff who has tried to contact a parent.

(The log will show whether contact has been made by school or parent/carers, reason given for absence)

The **RED** process is as follows:

1. Pupils are flagged as RED on Bromcom and on the daily report sent to OM by 9.30am
2. Text sent at 9.30
3. Phone calls to be made by 10.00am or earlier for individuals if requested by a DSL if there is no contact from parents/carers
4. 1<sup>st</sup> day of absence - DSLs on the daily rota, must be notified by phone call if no contact is made by 11.00, so that home visits can be made.
5. 3<sup>rd</sup> day of absence - Home visit to be made even if contact has been made
6. All home visits to be recorded on the Bromcom 'bubbles'
7. Midday meeting with DSL to discuss absences, reasons, contact, next steps

The **AMBER** process is as follows:

1. Pupils are flagged as AMBER on Bromcom and on the daily report sent to OM by 9.30am
2. Text sent at 9.30
3. Phone calls to be made by 10.15am or earlier for individuals if requested by a DSL if there is no contact from parents/carers
4. 2<sup>nd</sup> day of absence - DSLs on the daily rota, to be notified by phone call if no contact is made by 11.00, so that home visits can be made.
5. 5<sup>th</sup> day of absence - Home visit to be made even if contact has been made
6. All home visits to be recorded on the Bromcom 'bubbles'
7. Midday meeting with DSL to discuss absences, reasons, contact, next steps

The **GREEN** process is as follows:

1. GREEN pupils will not have a flag on Bromcom and on the daily report sent to OM by 9.30am
2. Text sent at 9.30
3. Phone calls to be made by 10.30am or earlier for individuals if requested by a DSL if there is no contact from parents/carers
4. 3<sup>rd</sup> day of absence -DSLs on the daily rota, to be notified by phone call if no contact is made by 11.00, so that home visits can be made.
5. 7<sup>th</sup> day Home visit to be made even if contact has been made.
6. All home visits to be recorded on the Bromcom 'bubbles'.
7. Midday meeting with DSL to discuss absences, reasons, contact, next steps

| Student focus group                    | Definition/Criteria                                                                                                                   | Additional School Attendance Action<br><small>All families will be contacted by school on first day of absence</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RED****</b><br><b>Complex/Acute</b> | LAC, CSE, CCE, Social Workers, CP Plan, S47 Investigation, Complex, significant needs, CIN, Police involvement, complex medical needs | <p>In addition to first day contact</p> <p>We will make every effort to make face to face contact with student and family on the 1st day of absence if no contact is made. (If a voicemail is sent, OM should make a phone call for further information)</p> <p>Face to face contact with student/family being a home visit or video call</p> <p>We will contact and update linked external agencies</p> <p>We will visit students on a more regular basis if they have additional concerns</p> <p>A home visit to be made even if contact has been made on the 3<sup>rd</sup> day of absence</p> |
| <b>AMBER**</b><br><b>Vulnerable</b>    | Persistent absentees, working with external agency, family concern, EWO involvement, EHCP, Specific medical conditions inc Epilepsy   | <p>In addition to first day contact, we will make every effort to make face to face contact with the student and family on the 2<sup>nd</sup> day of absence.</p> <p>Face to face contact with student/family being a video call or home visit</p> <p>We will contact and update linked external agencies</p> <p>We will visit students on a more regular basis if they have additional concerns</p> <p>A home visit to be made even if contact has been made on the 5th day of absence</p>                                                                                                       |
| <b>GREEN</b><br><b>Universal</b>       | Remit of School staff                                                                                                                 | In addition to first day contact we will make every effort to make face to face contact with the student and family every 3 <sup>rd</sup> day of absence.                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|  |  |                                                                                                                                                                                                                                                                |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>Face to face contact with student/family being a video call or home visit</p> <p>We will visit students on a more regular basis if they have additional concerns</p> <p>A home visit to be made even if contact has been made on the 7th day of absence</p> |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Anglesey First Day Calling Procedure

| Red                                                                                                                                                                                                    | Amber                                                                                               | Green                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| LAC, CSE, CCE, Social Workers, CP Plan, S47 Investigation, CIN, Police involvement, complex medical needs, complex and significant needs                                                               | Persistent absentees, Early Help family concern, EWO involvement, EHCP, Specific medical conditions | Remit of School staff                                                               |
| Text sent at 9.30am<br>Phone calls made by 10.00am                                                                                                                                                     | Text sent at 9.30am<br>Phone calls made by 10.15am                                                  | Text sent at 9.30am<br>Phone calls made by 10.30am                                  |
| 1st day of absence<br>IF NO CONTACT<br>Home visits arranged after 11.00 if concerns                                                                                                                    | 2nd day of absence<br>IF NO CONTACT<br>Home visits arranged after 11.00 if concerns                 | 3rd day of absence<br>IF NO CONTACT<br>Home visits arranged after 11.00 if concerns |
| 12.30 RAG Meeting Office Manager and DHT/PD                                                                                                                                                            |                                                                                                     |                                                                                     |
| If no contact, make another call at 1.30                                                                                                                                                               | If no contact, make another call at 1.30                                                            |                                                                                     |
| If contact has been made, make home visit on 3 <sup>rd</sup> day of absence                                                                                                                            | If contact has been made, make home visit on 5 <sup>th</sup> day of absence                         | If contact has been made, make home visit on 7 <sup>th</sup> day of absence         |
| Contact Police for a safe and well check if concerned                                                                                                                                                  |                                                                                                     |                                                                                     |
| Process recorded on Bromcom and/or My Concern by 2.00pm                                                                                                                                                |                                                                                                     |                                                                                     |
| Pupils coded as 'G' will receive and email followed by a video call after Day 10 if there is no email response.<br><br><b>RED</b> pupils coded as 'G' will receive an email and video call after Day 5 |                                                                                                     |                                                                                     |

## Illness

Parents and carers are encouraged to refer to the NHS guidance *Is My Child Too Ill for School?* in order to make informed decisions about their child's fitness for school.

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

Any authorisation of absence through illness is done so at the discretion of the Head Teacher.

Parents/carers are expected to inform the school of their child's absence by 9.15am on **every day of absence**. The school will contact parents/carers and/or other listed emergency contacts where no contact has been made. Where required, the school may conduct reasonable enquiries with friends or neighbours and will carry out safe and well home visits as necessary.

Follow-up letters/phone calls will be sent to parents/carers of pupils who have been absent from school without any reason being provided.

In the case of an illness which lasts for five days or more (or four days in the event of an INSET day or Bank Holiday), parents/carers are required to provide medical evidence which may enable the Head Teacher to authorize the absence.

Where attendance is of a serious concern the Head Teacher may require medical evidence to authorise any further periods of absence through illness. Parents/carers will be notified of this by letter.

Acceptable forms of medical evidence include:

- Medical card with one appointment entered with the pupil's name and surgery stamp included and signed by the Receptionist
- Letter/Text from a professional such as hospital consultant
- Evidence of consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters detailing hospital appointments

## Persistent Absence

Pupils with 90% or less attendance are classified as Persistent Absence (PA). PA includes both authorised and unauthorised absences.

All PA pupils will have action plans to try to improve their attendance to above 90%. This will be monitored by the Phase Leaders, Office manager and Pastoral Director.

## **Statutory Action**

There is a clear link between attainment and attendance.

The Education Act 1996, Section 444(1) states:

***If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.***

The school will therefore enforce the use of statutory action to encourage and promote school attendance. This is done to encourage pupil attendance and to ensure that all pupils are able to benefit from their legal right to receive an education.

**NOTE: Definition of Parent:** *Section 576 of the Act defines the 'parent' of a child or young person as including:*

- Both of their natural parents, whether they are married or not
- Any person who, although they are not the natural parent, has parental responsibility for the child or young person, as defined in the Children Act 1989; and
- Any person who, although not the natural parent, has care of the child or young person, i.e. with whom the child lives, irrespective of their relationship with the child

## **FAST-Track to Attendance: An Early Help Process**

The school uses the FAST-Track process to support our families. It is only utilised with pupils who are of compulsory school age. Pupils with concerning levels of attendance, whether authorised or not, will be included on FAST-Track.

FAST-Track is an Early Help approach to improving pupil attendance which also seeks to act quickly where there is unauthorised absence. This process aligns the thresholds for taking legal action for ongoing unauthorised absence with the Leave in Term Time (Penalty Notice) process, and the Local Authority *Code of Conduct*.

A Whole School Attendance letter will be sent out in September every year. This will also be published on the school website.

## **Signs of Safety and Wellbeing**

Staff will complete the Signs of Safety and Wellbeing conversation form with pupils where attendance is a concern. Staff may complete Signs of Safety conversations with all children regardless of age. From this, there should be one of three Early Help outcomes:

- Initiate simple reasonable adjustments to address the child's unmet safeguarding needs
- Develop a school focused plan with the child and parent/carer(s) as appropriate
- Initiate a multiagency Early Help Assessment (EHA) and Our Family Plan (OFP)

If the conversation with the pupil indicates a serious safeguarding concern under *Right Help, Right Time*, the school will follow our safeguarding procedures as set out in the *Safeguarding and Child Protection Policy*.

## **Unauthorised Leave in Term-Time**

Parents/carers are required to submit a leave in term time form to the office in the Infant or Junior department, prior to taking pupils out of school during term-time (ideally two weeks). The school must be provided with a copy of booking information including flight details where appropriate.

If a pupil fails to return following a period of absence, investigations will be made by staff to their whereabouts.

If school investigations fail to make contact the parents/pupil, the case will be referred to the Children Missing Education Team as your child will be who may, after further investigation, inform school that the pupil may be removed from roll. **Police welfare checks may also be requested.**

Medical evidence will be required to authorise absence through illness directly following a period of leave in term-time absence.

Parents to be informed that school will consider whether after 28 days a child will lose their school place. Considerations will be made for pupils with EHCP and very vulnerable pupils.

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. ***Head Teachers may not authorise leave during term time except where the circumstances are exceptional.*** Under the Regulations, retrospective authorisation for leave in exceptional circumstances is not permitted.

The fundamental principles for defining 'exceptional circumstances' are that they are:

**‘rare; significant; unavoidable and short’**

### **Contacting Pupils with ‘G’ codes**

- After 10 days parents and pupils should get an email followed by a video call. Pupils considered highly vulnerable ('RED') will receive a call after five days.

### **Guiding Principles:**

1. Term times are for education. This is the priority. Children and families have 175 days off a year including weekends and school holidays. Headteachers will rightly prioritise attendance
2. The decision to authorize a pupil's absence is wholly at the headteacher's discretion based on their assessment and merits of each individual request
3. If an event can be reasonably scheduled outside of term-time then it would be normal to authorize absence for such an event – holidays are therefore not considered 'exceptional circumstances'.
  - i. Schools will take the needs of the families of service personnel into account if this prevents them from being able to take family holidays during scheduled holiday time
  - ii. Schools have a duty to make reasonable adjustments for pupils with special needs and/or disabilities
  - iii. Families may need time together to recover from a trauma or crisis
  - iv. It is acceptable for a school to take a pupil's record of attendance into account when making absence-related decisions.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

***It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.***

### **Potential Legal Action**

- **Issuing penalty notices:** Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £90 or £180 depending on how quickly payment is made. Failure to pay may result in prosecution.
- **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444 (1) – courts can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order
- **Taking parents to court for persistent unauthorised absence:** Education Act 1996 – Section 444 (1A) – courts can fines each parent up to £2500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period

of imprisonment of up to three months.

## **Lateness**

The school has clearly defined systems for identifying pupils whose punctuality is a cause for concern and for implementing work with those pupils. Below is listed our set procedures to tackle punctuality:

- A report is sent at the end of the week to Admin staff, office manager and Pastoral director of children that have two or more lateness's in a week. Parents will receive a text message reminding and encouraging them to bring their children to school on time.
- Class teachers will tackle lateness on a weekly basis,
- The Pastoral Director will identify a small group of children who are consistently late and offer breakfast club to encourage punctuality.
- If children are consistently late a letter will be sent to parents by the administration staff, and parents will be invited into school for a meeting to discuss this further.

## **Strategies for maintaining and improving attendance and punctuality**

- Attendance certificates for 100% and 96-99% Attendance awarded termly and for 'Effort' in improving attendance.
- Children with a 100% attendance for the half term will be put into a lucky dip and one winner will receive a family hamper, per year group. (NOTE – children with ongoing medical needs or who have had time out of school due to authorised religious observance or other mitigating circumstances will not be penalised. The Pastoral Director will review these cases on an individual basis)
- Class trophies are given each week for the class with the highest attendance.
- Regular letters to parents/carers to inform them if their child has dropped or to congratulate them if their child has moved up an attendance band.
- Certificates are given out to pupils after monitoring periods, for pupils who's attendance is improving.

## **Monitoring, Analysis, Evaluation and Action Planning**

The Pastoral Director has responsibility for monitoring whole school attendance and evaluating the effectiveness of the school's policy and procedures.

Data on attendance will be collected and analysed a minimum of once a half term. Key analysis will be made of:

- Patterns of absence.
- Patterns of lateness.
- Patterns of medical appointments.
- Correct and consistent use of absence codes across the school.
- Trends in reasons for absence will be analysed termly, for example-use of the C code, leave of absence and exclusions.
- Trends in particular groups (SEN, FSM, ethnic groups, gender), years will be identified half termly.
- Attendance data will inform action planning and will be linked to the school development plan and future revisions of the Whole School Attendance Policy.
- The impact of interventions half termly-via the school's Safeguarding Vulnerability list for attendance under 90%.

Frequency and nature of feedback of analysis of attendance data:

- Governors – termly
- Staff – on-going / half-term
- SLT – weekly
- Students – ongoing via assemblies and PSHE
- Parents –ongoing via workshops/newsletters

# Attendance monitoring

Phase leaders, Office staff and Pastoral Director

Office Manager will receive weekly attendance reports of children that have

**95-90%** attendance and also a report for punctuality.

Office manager to monitor attendance from 95-90%.

Meet with parents, make regular phone calls and record all contact on Bromcom and SLT Sharepoint 'Attendance YTD'.



Phase Leaders will receive weekly attendance report of children that have **90-80%** attendance and also a report for punctuality.

Phase leaders (AHT) to monitor attendance from 90-80%. Make phone calls to parents and record all phone calls or informal meetings on Bromcom and SLT Sharepoint 'Attendance YTD'.

Review 'Attendance YTD' on a 4-week cycle

Improving – Well done Certificate



Pastoral Director and DHT will receive weekly attendance reports of children that have **80%** and below attendance.

Pastoral Director to Monitor attendance from 80% and below. Meet with parents, make regular phone calls and record all contact on Bromcom and SLT Sharepoint 'Attendance YTD'

Pastoral Director to complete Sarm forms with parents in meetings where appropriate.

Pastoral Director to offer Early Help or any other external providers, if needed.

DHT to monitor attendance of pupils with extended holidays.

| Colour | Description                                        |
|--------|----------------------------------------------------|
|        | Present                                            |
|        | Authorised Absence                                 |
|        | Approved Educational Activity - Counted as Present |
|        | Unauthorised Absence                               |
|        | Not Counted In Attendance Calculations             |

| Register Code | Description                        |
|---------------|------------------------------------|
| /             | Present AM                         |
| \             | Present PM                         |
| L             | Late (before registers closed) (L) |
| C             | Other Authorised Circumstances (C) |
| E             | Excluded (E)                       |
| H             | Holiday agreed (H)                 |
| I             | Illness NOT appointments (I)       |
| M             | Appointments (M)                   |
| R             | Religious observance (R)           |
| S             | Study leave (S)                    |
| T             | Traveller Absence (T)              |
| X             | For Early Years (X)                |
| B             | Off site Ed. not dual (B)          |
| D             | Dual registration (D)              |
| J             | Interview (J)                      |
| P             | Sports (P)                         |
| V             | Visit or trip (V)                  |
| W             | Work experience (W)                |
| G             | Holiday NOT agreed (G)             |
| N             | No reason (N)                      |
| O             | Unauthorised absence (O)           |
| U             | Late (after registers) (U)         |
| Y             | Enforced Closure (Y)               |
| #             | School Closed to all Pupils (#)    |
| Z             | Pupil not on roll                  |

Appendix 2

## First day attendance procedures

