



ATTENDANCE MATTERS

SEPTEMBER 2023

The Government expects us to:

- **Promote good attendance and reduce absence, including persistent absence (less than 90%). The national average is 97%.**
- **Ensure every pupil has access to a suitable education, to which they are entitled; and act early to address patterns of absence**

Daily Routines

Children should arrive at school between 8:35 and 8:45. The school day starts at 8:45 and all children are expected to be present in their classroom for registration. Any pupil arriving after this time will be marked as late. Parents and carers must notify the school of any unplanned absence before 8:45. We ask that parents/ carers leave a message on the absence line including details of the illness. Please leave more details than 'they are ill' or 'they are unwell'. If you do not leave a message and we are unable to contact you this will result in a home visit.

The school day ends at 3:15. Please only collect your child early if they have an appointment that could not be taken outside of the school day. We will need evidence of the appointment.

Data and monitoring

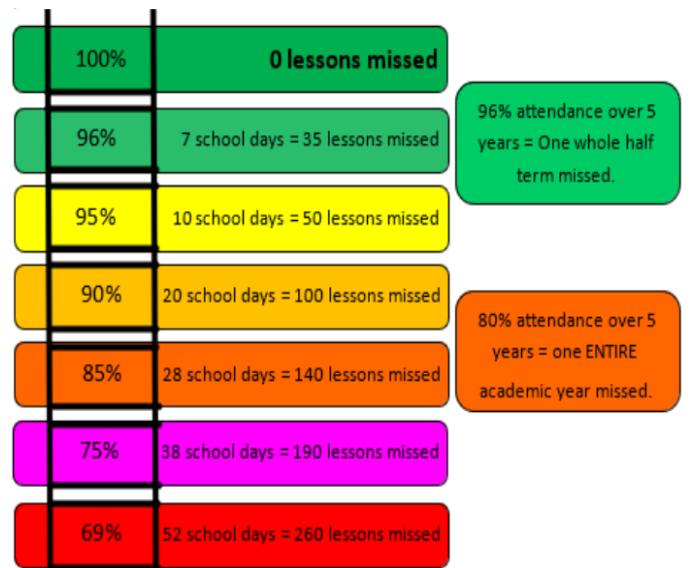
We use data to closely monitor the attendance of all children on a regular basis. Where attendance is not inline with our schools minimum attendance target of 97% we will liaise with parents to explore how we can support improved attendance. This will be in a supportive, proactive way, putting the needs of the child first and ensuring that they are in school.

Promotion of Good Attendance and Punctuality.

We maintain and promote good attendance through:

- Rewarding pupils for their attendance and punctuality
- Raising awareness of attendance and punctuality issues amongst staff, parents, carers and pupils
- Ensuring that parents understand the responsibility for making sure their child attends regularly and punctually
- Equipping pupils with the life skills needed to take responsibility for good school attendance and punctuality
- Developing and implementing procedures to identify, report and review cases of poor attendance and persistent lateness
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance
- Developing and implementing procedures to follow up non-attendance at school

An Example of the Impact of Attendance.



Green	100%-97%	Expected attendance
Yellow	96.9%- 90%	Risk of underachievement—interventions in liaison with school staff
Amber	89.9%-85%	Serious risk of underachievement—interventions in liaison with school staff and education welfare officer
Pink	84.9%-70%	Severe risk of under achievement—interventions in liaison with school staff and education welfare officer and other agencies
Red	69.9% - 0%	Extreme risk - court action in liaison with the local authority.

Escalation of Procedures

If a child is not in school, then this is a safeguarding matter. We all have a responsibility to promote high attendance to keep our children safe and healthy.

From September 2013 the government removed the right of the Headteacher to authorise absence specifically for holidays of up to 10 days per year. Instead, the Headteacher will only be allowed to grant leave of absence for any reason if they are satisfied that **exceptional circumstances** exist. Please ask for a form from the office if you are requesting a leave of absence.

Should there be an unexplained absence we will contact you on the day of the absence. It may be the case that where the school and parents have worked together to improve the attendance of a child and there has been little improvement, then the school will liaise with an Educational Welfare Officer for their support to help improve attendance. We will also formalise this support and put in place parenting contracts as well as make referrals, where necessary, to other organisations such as social care to support the child's improved attendance and will encourage parents to do so likewise.

Warning

Fixed Penalty Notices for absence and other sanctions (Education Supervision Orders and Prosecution) will be sought if support is not appropriate (e.g. for an unauthorised holiday in term time), not successful, or not engaged with. If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may refer to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2500, a prison sentence of up to three months or both. Alternatively, a penalty notice may be issued under section 444A and 444B of the Education Act. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in court action.

Attendance Contacts

If your child is ill, please call 01209 216192 and leave a message on the absence line.

If you are worried child's attendance speak to your child's class teacher or Mrs Walpole – DSL and attendance lead. We are happy to discuss ways in which we can support you and your child in improving their attendance

More details regarding the school's expectations and approach to supporting parents in improving the attendance of their child can be found in the school's attendance policy which is available on the website.