

Attendance Policy

Excellent attendance is a key priority for all at Horton Grange Primary School. We promote a positive attitude to attendance, we believe that every second counts and is crucial to allowing children to maximise the educational opportunities available to them for a prosperous future. Parents, staff and pupils all have a responsibility to ensure children maintain excellent attendance standards.

Safeguarding Statement

Everyone at Horton Grange shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in school and;
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in school.

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INTRODUCTION

The aim of this policy is to provide a framework and guidance to all staff and parents to encourage children to attend school regularly so that they can take full advantage of the educational opportunities available to them. The policy is based on current legislation contained in the Education Act 1996 and best practice guidance produced by the Department for Education (DfE) and with reference to Keeping Children Safe in Education 2021.

Excellent attendance promotes excellent learning. Regular school attendance is essential if children are to achieve their full potential academically, socially and emotionally. Good attendance maximises the daily opportunities we, as a school, provide and helps children become emotionally resilient, confident and competent adults who are able to achieve their goals and aspirations and make a positive contribution to their community. We don't want any child to be disadvantaged by poor attendance, therefore we will work with families and aim to identify the reasons for poor attendance at the earliest opportunity and try to resolve any difficulties and offer support where necessary.

The responsibility for good attendance is shared, involving the whole school, parents and the local community. Our Attendance Policy should not be viewed in isolation; it is a thread that runs through all aspects of school improvement, and is supported by our policies on safeguarding, bullying, behaviour and special educational need and disability. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

HOW ATTENDANCE IS JUDGED

There are 190 days in a school year and we define our key levels of attendance as:

Attendance	Description	Approx. days lost per year	Sessions Each day has 2, a.m. and p.m.	Approx. weeks lost per year
100 - 99%	Exceptional	0 to 3	0-8	Less than 1
96-98.9%	Good	4 to 9	10-18	1 to 2
95.9-90.1%	At Risk	10 to 18	20-37	2 to 4
90% and less	Persistent Absence	19 or more	38 and more	4 or more

PRINCIPLES

Horton Grange Primary School believes the following important principles underpin our approach to managing attendance:

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Roles and Responsibilities

Pupils parents/carers and all school staff including governors understand the issues and procedures for attendance and punctuality.

Anyone with attendance concerns, including pupils and parents feel they can raise concerns and share in addressing those concerns.

Time and resources are in place to support good attendance. Roles and responsibilities are clearly defined.

Procedures linked to attendance – early identification, tracking and reporting

There are clear procedures in place for maximising pupil attendance and tracking and reporting absence.

Sanctions for failing to ensure regular attendance are fully understood by the whole school community and parents/carers.

There is a transparency in dealing with attendance issues.

Identifying patterns of absence and intervening early are crucial. Patterns of attendance are established early in a school career. Children who miss significant amounts of their education in primary schools are more likely to truant later on. School will work closely in partnership with the allocated Education Welfare Officer (EWO), Northumberland County Council (NCC) and Children's Services.

Rewards and Promotion

Rewards are given for good attendance and to those who strive to improve it.

Each of these principles is explained in full detail in the following guidance.

Rights/Roles/ Responsibilities

There is a clear link between poor attendance at school and lower academic achievement. Of pupils who miss more than 50% of school only 3% achieve 5 or more GCSEs at grades 9 to 4 including Maths and English. Therefore, evidence shows us that regular attendance in a primary school setting is paramount to ensure that all children achieve a successful future.

Horton Grange Primary School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents/carers, pupils and the wider school community.

The Governing Body will:

Ensure that the importance and value of good attendance is promoted to pupils and their parents/carers.

Have a named senior manager to lead on attendance (Emma Brownrigg, Assistant Head Teacher).

Regularly review the school's Attendance Policy and ensure the required resources are available to fully implement it.

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Identify a member of the governing body to lead on attendance matters. This is currently Vickie Allen

Ensure that the most recent legislation is complied with.

Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings.

Ensure that attendance data is reported to the Local Authority and Department for Education as required and on time (this includes monthly CME returns).

Have clear systems in school to report, record and monitor the attendance of all pupils, including those who are educated off-site.

Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence. These will be disseminated to the Head Teacher and Assistant Head Teacher weekly.

Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

The Senior Leadership Team will:

Actively promote the importance and value of good attendance to staff, pupils and their parents/carers.

Form positive relationships with pupils and parents/carers.

Reinforce that a positive learning climate is essential for promoting good attendance.

Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.

Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.

Make staff aware of the Attendance Policy and ensure they are adequately trained to address attendance issues.

Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.

Have a named senior leader to lead on attendance and allocate sufficient time and resources (Mrs Brownrigg).

Return school attendance data to the Local Authority and Department for Education as required and on time.

Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance.

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Have systems in place to report, record and monitor the attendance of all pupils, including those who are educated off-site.

Collate and analyse attendance data frequently to identify causes and patterns of absence.

Interpret the data to develop solutions and to evaluate the effectiveness of interventions.

Involve Education Welfare and develop a multi-agency response to improve attendance and support pupils and their families.

Document interventions used to a standard required by the local authority should legal proceedings be instigated.

All staff will:

Actively promote the importance and value of good attendance to pupils and their parents/carers.

Form positive relationships with pupils and parents/carers.

Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve. A positive learning climate is essential for promoting good attendance.

Comply with the Registration Regulations, England, 2006 and other attendance related legislation.

Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site

Analyse attendance data to identify causes and patterns of absence.

Contribute to the evaluation of school strategies and interventions.

Work with the Education Welfare Officer and other agencies to improve attendance and support pupils and their families.

Document interventions used to a standard required by the local authority should legal proceedings be instigated.

Parents/Carers will:

Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.

Instil the value of education and regular school attendance within the home.

Encourage their child to look to the future and have aspirations.

Contact the school if their child is absent to let them know the reason why and the expected date of return. Provide a written explanation if necessary.

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Avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours.

Ask the school for help if their child is experiencing difficulties.

Inform the school of any change in circumstances that may impact on their child's attendance.

Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.

Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before.

Not keep their child off school to go shopping, to help at home or to look after other members of the family.

Avoid taking their child on family holidays during term-time.

Procedures linked to attendance – early identification, tracking and reporting

Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation and or evidence for the pupil's absence has been received.

Parents/carers should advise the school by telephone on the first day of absence and provide the school with an expected date of return. Further evidence may be requested when there are existing attendance concerns.

Absence will be categorised as follows:

Illness - In most cases a telephone call or a note from the parent/carer informing the school that their child is ill will be acceptable. Where there are repeated absences due to reported illness parents/carers may be asked to provide medical evidence. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments - Parents /carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances - This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part-time timetable agreed as part of a reintegration package.

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Excluded (No alternative provision made) - Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/Head of Year will make arrangements for work to be sent home.

Leave of absence during term time - Amendments to the 2006 pupil regulations remove references to family holiday, extended leave and the statutory threshold of ten school days. (Authorised at the discretion of the head teacher).

The amendments make clear that:

“Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.”

Leave of absence during term time is entirely at the discretion of the Head Teacher and is not a parental right.

It is at the Head Teacher's discretion to request the Local Authority to issue a Fixed Penalty Notice.

All decisions in relation to whether leave of absence is granted (authorised) or not (unauthorised) should be applied consistently and equitably.

Application Process

A parent/carer requesting leave of absence during term time should make the application in writing at least two weeks in advance.

School may invite the parent/carer into school to discuss the reasons for the application and the impact the absence may have on the child's education.

The school will reply to applications via text message in most cases. However, some applications may need further written communication from the Head Teacher. Registers are coded accordingly and if the child does not return on the expected date, the standard absence policy procedures are adhered to.

If a parent/carer removes their child from school without requesting leave of absence or without authorisation from the Head Teacher and the Head Teacher wishes the Local Authority to issue a Penalty Notice; the parent will be informed in writing that a request to the Local authority to issue a Penalty Notice is being made.

N.B. A minimum absence of 10 sessions (5 school days) which are unauthorised must be recorded against the pupils name within a 6-12 week period. This guidance is in accordance with the Local Code of Conduct for Penalty Notices which was reviewed and revised in September 2017.

If a pupil fails to return and contact with the parents/carers has not been made or received, school **may** take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

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Religious Observance

Horton Grange Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent/carer to request their children not to attend school on any day of religious observance if recognised by the parent's/carer's religious body.

Parents/carers are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents/carers from unreasonable prosecution for non-attendance, the Education Act 1944, Section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents/carers of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Northumberland, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

Horton Grange Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at Horton Grange Primary School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Horton Grange Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents/carers must:

advise of their forthcoming travelling patterns before they happen; and
inform the school regarding proposed return dates.

Horton Grange Primary School will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

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The child is on roll and attending another visited school.

Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education. Service

The child is undertaking computer based distance learning that is time evidenced.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Late Arrival/Punctuality

Morning registration is at 8.55am and children will need to be in school by that time. The school doors open at 8:50. Children arriving after 8:55am should access school through Main Reception. The children will attend class and the class teacher will call the register, closing of registers is at 9.10am. Children arriving after 8.55am will be marked as present but arriving late (L).

The register will close at 9.10am. Children arriving after the close of register (9:10am) will be recorded as late after registration (U). This will not be authorised and will count as an absence for that school session. The register is taken twice a day therefore the day counts as two attendances. Children arriving late to school must immediately report to the main reception where a late slip will be required to be completed by the parent/carer if they are present.

Late absences will only be **authorised** if a satisfactory explanation for the late arrival can be provided, for example, evidence of attendance at a medical appointment such as dentist, doctors or hospital.

The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late, had no uniform to wear or were waiting for their uniform to dry.

Unauthorised absence

If a parent/carer fails to notify school of their child's daily absence, the school office will record this as an unauthorised absence in the register. This will count as an absence for that school session.

Absence will not be authorised unless parents have provided a satisfactory explanation that has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms/shoes
- Having hair cut
- Closure of a sibling's school for INSET (or other) purposes
- Illness where the child is considered well enough to attend school
- Leave of Absence taken without the authorisation of school

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Children open to Children Services

Registers are screened for absences where there are known child protection plans in conjunction with the Head Teacher/Family Support Guidance and Welfare Officer.

Children subject to a Child Protection plan

If a child on a child protection plan fails to attend school on the first day of absence without a reason. If the family cannot be contacted that day by telephone, the Social Worker attached to the family will be contacted and notified of the absence. If contact can still not be established, a home visit will be made by the Assistant Head Teacher and Family Support Guidance and Welfare Officer at the earliest opportunity.

Children subject to a Child In Need plan

Where the school has concerns about a child's attendance, on the second day of absence without a reason, they will notify Children Services and report the concern to the identified Social Worker.

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

The pupil has ceased to be of compulsory school age.

Permanent exclusion has occurred and procedures have been completed.

Death of a pupil.

Transfer between schools.

Pupil withdrawn to be educated outside the school system.

Failure to return from an extended holiday after both the school and the Local Authority have tried to locate the pupil.

A medical condition prevents their attendance and return to the school before ending compulsory school-age.

In custody for more than four months (in discussion with The Youth Offending Team).

20 days continuous unauthorised absence and both the Local Authority and school have tried to locate the pupil.

Left the school but not known where he/she has gone after both the school and the Local Authority have tried to locate the pupil.

The school is replaced by another school on a School Attendance Order.

The School Attendance Order is revoked by the Local Authority.

Horton Grange Primary School follows Northumberland County Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

<https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Child-Families/Looked%20after%20children/Virtual%20School/NORTHUMBERLAND-COUNTY-COUNCIL-Children-Missing-Education-docx.pdf>

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COVID 19

Although school is mandatory, in early 2020 a global pandemic was announced and this continues to affect some children's ability to attend school. To make sure schools record this accurately and consistently, we have made changes to the regulations governing school attendance registers to add a new category of non-attendance - not attending in circumstances related to coronavirus (COVID-19). This category must only be used to record sessions that take place where a pupil does not attend because their travel to, or attendance at, school would be:

“Contrary to guidance relating to the incidence or transmission of coronavirus (COVID19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC) or prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19). In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.”

All absences will be recorded as X in the register. School will follow recommended guidance from the Government website, Public Health and DfE and adapt as restrictions and recommendations change.

Using Attendance Data

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Indicators next to a pupil's name will show if their attendance has stayed the same, improved or deteriorated. This pupil level data will be used to trigger school action as set out in the escalation of intervention (See Appendix 1 – Horton Grange Primary School Attendance Procedure).

Horton Grange believes that early intervention is a key component to support regular attendance.

Attendance data will also be used to identify emerging patterns and trends to inform the whole school to improve attendance and attainment.

Horton Grange Primary School will share attendance data with the Department for Education and the local authority as required

All information shared will be done so in accordance with the General Data Protection Regulations (GDPR).

Support Systems

School recognises that poor attendance is often a sign that there are more serious issues going on in a child's life. This may be linked to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Horton Grange Primary also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

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The school will implement strategies to support improved attendance. Strategies used will include:

Child Focused Rewards/Support

Reward systems e.g. daily Epraise point for attending school every day and pencils, stickers etc
Termly Asda Vouchers prize draws
Assemblies
Horton Hero
Weekly attendance Trophy
100% attendance trip
Individual weekly class incentives leading to class treat
Thrive support
Attendance 1:1's (tracking in school)

Family Support

Informal discussion with parents
Family Thrive
Family learning
Use of Early Help Action plans
Home visits by Assistant Head Teacher and Family Support, Guidance and Welfare Officer
Resources to help with establishing routines and early starts!
Yearly attendance drive with Education Welfare Officer
Breakfast club offered

Support from Outside Agencies

Referrals to support agencies
Additional learning support
Behaviour support
Regular meetings with Education Welfare Service

The first stages of applying the Attendance Policy will be focussed around offering families support in a child centred way. The emphasis will be on early intervention and will be a key focus. Open and honest discussions will take place between school, children and parents/carers. This will aim to avoid escalation to the Local Authority's Education Welfare Service.

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, Horton Grange Primary School will refer to Education Welfare and the use of legal sanctions will be considered.

Attendance Actions

All attendance concerns are recorded on CPOMs and are discussed and actioned accordingly, this includes phone calls with parents, letters, face to face meetings, home visits and any EWO involvement.

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age

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receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. This responsibility is undertaken by Education Welfare.

The Education (Pupil Registration) (England) Regulations 2006, expect schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

Present

Absent

Present at approved educational activity or

Unable to attend due to exceptional circumstances

Legal Notice

As a last resort and where intervention by school and the Education Welfare Officer fails to bring about an improvement in attendance, legal action in the Magistrates' Court may be taken. The school will provide Education Welfare / Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the Court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are; Penalty Notices or an Education Supervision Order.

Penalty Notice

Penalty Notices will be considered in accordance with Northumberland County Council's Protocols.

A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days or £120 if paid within 28 days of the date the Notice was issued. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Further guidance is taken from updated Government guidance as necessary.

Horton Grange Attendance Procedure

% Attendance	Key Person	Action(s)
100% - 99% Exceptional Attendance	All staff	<p>All staff encourage regular attendance in a positive way</p> <p><u>Procedural level</u></p> <p>The Class Teacher and Office Manager will record accurate and consistent marking of registers in SIMS including marking which relates to COVID</p> <p>The Office Manager to ensure all unexplained absences are followed up on daily basis by text or phone call</p> <p><u>Class level</u></p> <p>Postcards/letters home for positive attendance Epraise point awarded daily for attendance</p>
98.9% - 96% Good Attendance	All staff Assistant Head Teacher/SLT Office Manager	<p>All staff continue to encourage attendance at a class level using the actions above.</p> <p><u>Additionally</u></p> <p>The Office Manager to ensure all unexplained absences are followed up on daily basis by making contact with parents/carer by text or phone call</p> <p>Class teachers to have a conversation with any child regarding absences.</p>
95.9% - 90.1% At Risk Early Intervention	Phase Leader Class teacher Attendance Officer Assistant Head Teacher/ SLT Family Support Guidance and Welfare Officer Education Welfare Officer	<p><u>Procedural level</u></p> <p>The Attendance Officer will monitor school attendance and attendance history will be considered. When a child's attendance continues to decline and hits the 93% threshold the Attendance Officer will contact parents/carers to ascertain the reasons behind the falling attendance. The Attendance Officer will then follow this up by requesting the standard attendance letter 1 if appropriate or adequate reasons cannot be ascertained.</p> <p>The Family Support Guidance and Welfare Officer and AHT will meet every fortnight with the Education Welfare Officer to discuss/monitor/review attendance concerns (typically those children whose attendance is below 93%, list compiled by Family Support Welfare and Guidance</p>

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		<p>Officer).</p> <p>Following the meeting with the EWO the following actions may be taken: Decision made to monitor attendance Phone call made to parents/carers to ascertain further reason or evidence for absence and to offer further support such as EHA, referrals to other agencies or home visits Letters sent according to attendance level Referral made to EWO</p> <p>Punctuality is also taken into consideration and monitored. Alarm clock will be offered.</p> <p>All actions will be recorded on CPOMS and FSGWO and AHT alerted to attendance concerns.</p> <p>At this stage parents will be advised that further absence due to illness will not be authorised without evidence.</p> <p><u>SLT Level</u></p> <p>At this stage AHT will begin to track children who are at risk or below. Conversations will be held weekly regarding attendance. (KS2)</p> <p>Support for children in school by setting attendance target</p> <p><u>Class Level</u></p> <p>In addition to existing class actions Discussions to be held in class to promote daily attendance with children.</p>
<p>90% and below</p> <p>Persistent Absentee</p>	<p>Class Teacher Phase Leaders</p> <p>Family Support Guidance and Welfare Officer</p> <p>Education Welfare Officer</p> <p>Assistant Head teacher/SLT</p>	<p><u>Procedural level</u></p> <p>All PAs will have already been identified and tracked whilst at risk.</p> <p><u>Referral process</u></p> <p>Family Support Guidance and Welfare Officer to consider EWO referral where there is evidence of persistent absenteeism. Where children have been PA historically and received a PA letter prior to the term starting, all absences are unauthorised unless accompanied by medical evidence.</p>

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	Governors	<p>A referral may be put in after 6 sessions.</p> <p>Family Support Guidance and Welfare Officer to send letter home advising referral to EWO service.</p> <p>EWO will contact the family and commence support in conjunction with school. Further referrals to additional agencies may be considered or offered.</p> <p><u>Class Level</u></p> <p>Teachers will be made aware via CPOMS of referrals. Catch up on learning is offered and parents involved in this.</p>
Additional Daily Actions	<p>The Office Manager</p> <p>Attendance Officer</p> <p>Family Support/ Guidance/ Welfare Officer/DSL</p>	<p>On the first day of absence a text or phone call will be made</p> <p>On the second day of absence if school are not aware of the reason for absence the Office Manager/Attendance Officer will contact parent to ascertain a reason and/or if there are known pastoral issues refer to the Family Support Guidance and Welfare Officer or Assistant Head Teacher for further direction. All notes will be recorded on CPOMS under the attendance category.</p> <p>If parents do not confirm the reason for absence the Office Manager will ensure the register is coded as unauthorised. This will remain on the register until such times that an explanation can be provided by a parent/carer.</p>
Weekly Basis	<p>Office Manager / Attendance Officer</p> <p>Class Teachers</p> <p>AHT</p>	<p>On a weekly basis the Office Manager / Attendance Officer will provide the Assistant Head teacher with a report from SIMS to show percentage absence and punctuality for all children. The information is given to class teachers and the Assistant Head teacher to identify any cause for concern, inform tracking and feed into attendance data picture for SLT and governors.</p>
Half termly	AHT	<p>AHT to review attendance data and publish report for governors</p> <p>Attendance Officer, AHT and Family Support Worker will meet to discuss overall attendance concerns with a key focus around Persistent Absentees, Pupil Premium and SEND children. Following this meeting any causes for concern will be identified and appropriate letters and/or contact will be made to parents/carers.</p>
Termly Basis	<p>Office Manager /Attendance Officer</p> <p>Assistant Headteacher</p>	<p>Rewards given for exceptional attendance and Asda draw reward</p>

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Headteacher - Nichola Irving



<p>Children open to CS</p>	<p>Office Manager</p> <p>Family Support Guidance and Welfare Officer</p> <p>SENDCO</p> <p>Assistant Headteacher</p> <p>All DSLs</p>	<p>The Family Support Guidance and Welfare Officer will provide the Office Manager with the updated list for children who are open to children services. The Office Manager will screen for absences where children are open to children services. If no contact/reason has been given this is recorded as a safeguarding concern and DSLs are notified.</p> <p>Where there are known child protection plans. A DSL will follow up with parents, discuss with the Head Teacher and/or refer to Children Services/EWO services any unexplained absences on the first day of absence.</p> <p>For children on a child in need plan. A DSL will follow up with parents, discuss with the Head Teacher and or refer to Children Services/EWO services any unexplained absences on the second day of absence.</p> <p>A record of any discussions or any action taken will be recorded on CPOMS.</p>
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ALWAYS RECORD PHONE CALLS, MEETINGS AND ACTIONS ON CPOMS