



Attendance POLICY 2022 – 2023

Presented to	Date	Signature
Governing body	September 2022	(Head) L. Blackmore (Chair) M. Petty
Senior Leadership	September 2022	(Head) L. Blackmore
Staff Team	September 2022	(Head) L. Blackmore
Review Date	September 2023	(Head) (Chair)

MAKING THE MOST OF EVERY CHILD'S ONE CHANCE AT PRIMARY SCHOOL

Aims and Principles

At Ryders Green Primary School we believe that regular attendance is essential for effective learning and for our pupils to receive a positive experience of school life. It is important too, that children arrive and leave school on time. Ryders Green Primary School works in partnership with parents to actively support and encourage high attendance of all pupils in order to provide them with their best possible start to their education.

Parents need to know what their responsibilities are, what counts as a valid reason for absence and what action can and will be taken. Parents and pupils need to know that absence and lateness will be monitored and followed up as necessary. Pupils returning from absence will always be welcomed back to school positively; they will be given the appropriate help and support to settle them back into school life.

ROLES, RESPONSIBILITIES AND EXPECTATIONS

School will:

- Keep records of admission and attendance.
- Be accountable for the level of attendance of our pupils.
- Refer matters of concern to the Attendance and Prosecution Service.
- Contact parents when there are concerns about attendance and punctuality.
- Monitor levels of attendance/punctuality on a weekly basis.
- Maintain first day absence contact with parents either by text messaging and/or telephone (9.30am onwards).
- Share information with appropriate staff.
- Issue a letter to parent/carer if repeated patterns in absence are identified or periods of no contact with school are made.
- Invite parents in to school where attendance is showing repeated patterns of absence, unexplained absences or if attendance is below 90%.
- Refer to the Attendance Service any pupil who has ten sessions (five days) of unauthorised absence in any four week period

Teachers will:

- Mark registers consistently and accurately – by 9.15am and 1.30pm daily respectively.
- Make a child welcome after an absence and ensure that any concerns are reported as necessary following appropriate Safeguarding procedures if required.

Parents will:

- Have a legal duty to ensure that children receive an education, arrive at school on time and in an appropriate condition to learn.
- Inform the school of any reason for their child's absence or lateness.
- Encourage their children to discuss with staff, any difficulties they are experiencing.
- Provide appropriate evidence on return to school in relation to reason for absence.

Local Authority will:

- Has a legal duty to enforce regular attendance through the use of legal action if necessary.
- Designate the Attendance and Prosecution Service to ensure pupils attend regularly to offer support to parents and pupils when difficulties arise.
- Designate the Attendance and Prosecution Service to develop a partnership agreement with the school to determine with whom and when it is necessary to intervene.

Governors will:

- Have a legal duty to ensure an Attendance policy is in place.
- Ensure the policy is monitored and reviewed yearly.
- Have a complaints procedure where they will meet with children and parents.

Children will:

- Talk to a friend or member of staff if they are uncomfortable with anything in school.
- Make an individual effort to attend school on time.

PROCEDURES IN SCHOOL

The registers are completed by teachers at the start of the morning and afternoon session. Morning registration takes place at 9.00am. Registers close at 9.15am/1.30pm respectively. Children who arrive after 9.00am are marked as late (L code), after 9.15am they are marked as absent (U code). All late children are given a late ticket to hand to their teacher.

On a half termly basis, a letter will be sent to parents of frequently late children. On occasion, the parents will be invited into school to discuss punctuality. Children are often missing out on vital information at the start of the school day, although they may not say so, they are often embarrassed by being late. We will offer support to those families who might require help as they have a barrier to get to school on time.

If we have a children/ren who are frequently late, school will remove the use of the 'L' code for these children and a 'U' code will be used.

In the event of regular 'U' codes within a set period, school will inform the Attendance and Prosecution Service and make a referral as necessary. More details regarding this procedure can be found below.

The table below explains time lost.

Minutes later per day during school year.	Equals days worth of learning lost in a year.	Equals days worth of learning lost in a year.
	INFANTS	JUNIOR
5 MINUTES	3.7 DAYS	3.4 DAYS
10 MINUTES	7.4 DAYS	6.9 DAYS
15 MINUTES	10 DAYS	10.3 DAYS
20 MINUTES	14.7 DAYS	13.8 DAYS
30 MINUTES	22 DAYS`	20.7 DAYS

Attendance will be reported to the Head teacher on a weekly basis in relation to:

Individual class attendance figures.

90% and under pupils – (persistent absence).

Any other attendance and punctuality concerns.

Working with Parents

Daily attendance monitoring will take place and pupil absences will be monitored by 12pm each day. The School Office will update school registers with any messages from parents with regards to pupil absences, Senior Leaders will review these messages on a daily basis and consider if absences will be authorised or not.

Day 1 absence – text message sent to parents if contact has not been made with school requesting contact.

Day 2 absence – text message and phone call to parents if contact has not been made with school requesting contact.

Day 3-5 absence – text message, phone call and if required a CPOMS referral (see Safeguarding Policy).

On a monthly basis a Senior Leader in school will review unauthorised absences. A letter will be sent to any families that have outstanding unauthorised absences where no reason has been provided, shown as an 'O' code on the registers. They will be invited to make contact with school through a meeting or phone call to provide reasons for the absences and registers will be updated accordingly.

Where parents have had 10 unauthorised absences in a four week period and no contact has been made with school, they will be invited into school for a face to face meeting. This meeting is for any parents who have a legal responsibility for the pupil – even if living at different addresses. At this meeting, the Attendance Contract will be shared and help will be offered to improve their child's attendance. A review date will be agreed with parents. Where parents do not engage with text messages, phone calls and fail to attend meetings, this will result in a referral being made to Attendance and Prosecution Services. Parents will receive a letter to inform them that the three points of contact have been made by school and a referral has been made. The APS will then make contact with parents and inform school that it has been progressed.

Strategies for PROMOTING GOOD ATTENDANCE:

We will hold a termly attendance assembly to congratulate the children on receiving 100% attendance. The children will receive a Bronze badge for one term, Silver for two terms and Gold for three terms achievement. They will also receive an attendance certificate. Parents/carers will also be invited to be part of the celebration.

A trip will take place for the pupils who have 100% attendance each term – Autumn term (trip in January), Spring term (trip in May) and Summer term (trip in July). This

trip will be in the local area and provide the children with a chance to celebrate their 100% attendance achievement.

Relevant literature will be sent out to all families; this includes general school guidance around absence, information from the local authority regarding taking 'unauthorised leave of absence' and school calendars. Throughout the school year information regarding school attendance and punctuality will be distributed to all families.

At risk Monitoring:

School monitor all pupils who have 95% and under attendance on a termly basis, providing support as necessary to parents/carers.

This support will be through letters and phone calls to inform parents about their current attendance and what the impact is upon their social and academic achievements. Parents are provided with the opportunity to discuss this further with a member of school staff if required.

Authorised and Unauthorised Absence (including Leave of Absence)

It is essential to be consistent in the definitions used of authorised and unauthorised absence throughout the school. There is a standard system for recording absences especially the codes entered to indicate on what grounds absence haven authorised by the school.

All holiday/extended leave requests are unauthorised – code G. All parent/carers who request an appropriate form need to meet with a Senior Leader in school to discuss the request first and foremost.

- The form will be completed by the parent/carer and reviewed by a Senior Leader in school.
- School will request a date of return for the pupil. Flight tickets/itinerary will be requested if appropriate.
- A Senior Leader will sign/date the form and also will ask parent/carer to sign form.
- School will make a referral to the Attendance Service upon the first day the pupil returns to school after an unauthorised leave of absence (5+ days in a four week period).
- If a pupil fails to return on the stated date, it can result in a Removal from Roll completed in conjunction with the Local Authority.

The School Office will advise parents/carers what information is required to ensure that the absence is authorised – i.e. doctors appointment card, prescription tear off, medicine bottle. In some circumstances, where attendance issues have previously

been identified and raised with the parents, additional information can be requested by school to authorise an absence.

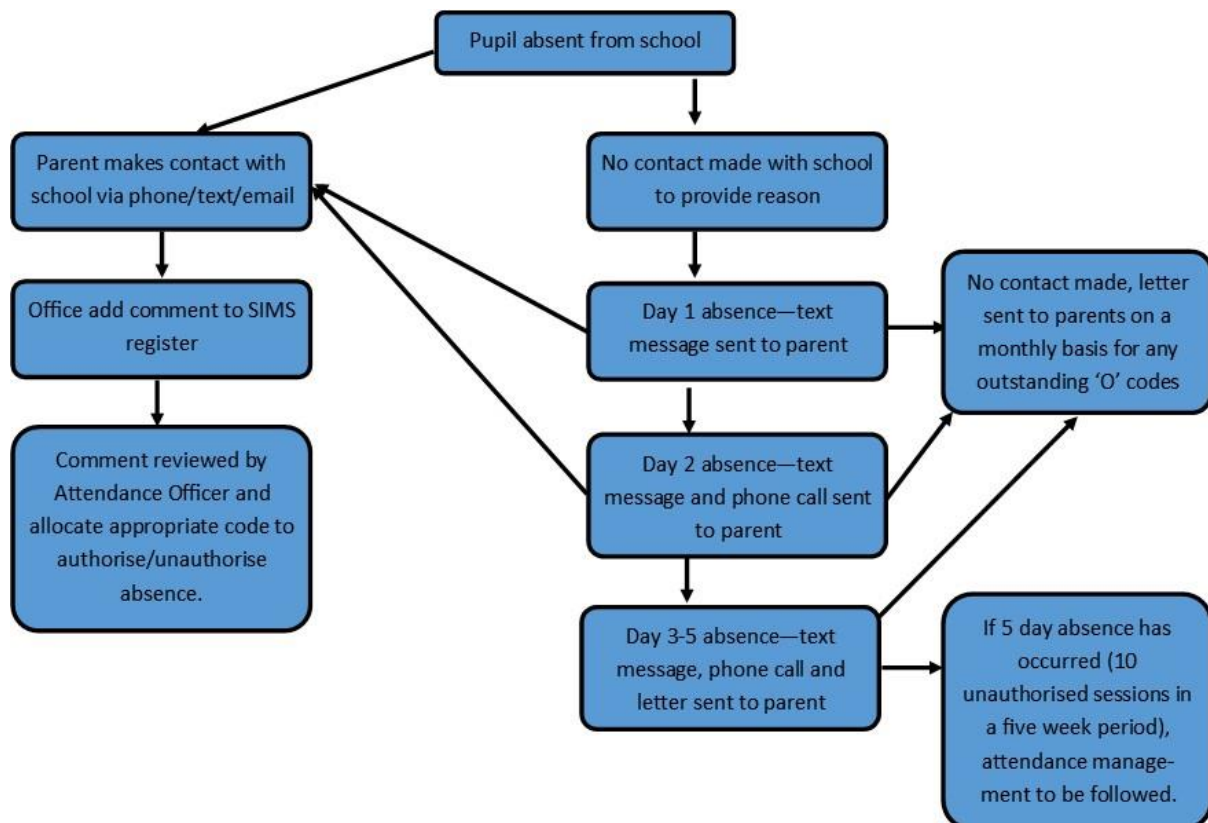
Senior Leaders will use discretion and the current level of attendance to determine if any other unauthorised absence is allowed i.e. in the case of sickness and diarrhoea.

Monitoring and Evaluation

- Parents will be informed of attendance/punctuality via the school newsletter.
- Senior Leaders will contact any parent/carer on regular basis if there is a concern in relation to attendance/punctuality.
- The Governors will be given a termly update by the Head Teacher.

School Procedures

Pupil Absent from School



Persistent Absence Management

