



# Adderley Primary School Attendance Policy

2018 - 2020

<b>Agreed by:</b>	Governing Body	
<b>Review date:</b>	July 2020	

# **Adderley School Attendance Policy**

*“Going to school regularly is important to your child’s future. For example, children who miss school frequently can fall behind with their work and do less well in exams.*

*Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.” Direct.gov website*

## **Context:**

At Adderley Primary School we aim to consistently work towards our goal of 100% attendance for all children. Every opportunity will be used to convey the importance of regular, punctual attendance to pupils, parents and carers.

Our school is committed to providing the best possible quality of education to all learners. To help achieve this commitment, regular punctual school attendance is vital.

The following policy sets out the schools aims and systems to ensure that attendance and punctuality is high and all stakeholders are aware of their roles and responsibilities.

## **Aims of this Policy:**

- *To ensure every child is safeguarded and their right to education protected.*
- *To ensure the school attendance target is achieved through rewards and incentives for good attendance and punctuality.*
- *To raise standards and ensure every child reaches their full educational potential through a high level of school attendance and punctuality.*
- *To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication about the importance of good attendance and punctuality.*
- *To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.*
- *To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.*
- *To work with external agencies in order to address barriers to attendance and overcome them.*

## **Roles and Responsibilities**

### **Head Teacher**

- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for extended leave in line with Local Authority policies and procedures.
- To consider the use of Penalty Notices in line with Local Authority policies and procedures.

### **Deputy Head Teacher**

- To support the Attendance and Admissions Officer in delivering the policy on a day-to-day basis.
- To meet with the Attendance and Admissions Officer regularly to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality.
- To liaise with external agencies such as the Children Missing in Education and make referrals where necessary.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- Work with the SLT and teachers to plan for the reintegration of pupils after long term absence.
- To ensure that termly Local Authority Returns are accurate.
- To revise and amend the policy with the SLT.

### **Strategic Leadership Team**

- To monitor weekly attendance data for their year groups.
- To address attendance and punctuality issues in Year Group Meetings.
- To ensure staff in their year groups are promoting good attendance and punctuality.
- To ensure staff are following the systems and structures in this policy.

### **Staff**

- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learner's needs.
- To keep accurate and up-to-date daily records of pupil attendance through the e-Portal register system.
- To regularly remind children and parents about the importance of good attendance.
- Following up on pupil absence by ensuring reasons for absence are sought and share concerns with Attendance Officer.
- To feed back to parents about pupil attendance & punctuality regularly and at Parents Evenings.

### **Attendance and Admissions Officer**

- To check the school answer phone and taking messages from parents/carers about pupil absence.

- To record reasons for absence and updating class registers.
- To record the names and the reasons of pupils arriving late.
- To implement the daily checking of SIMs registers after the morning and afternoon registration sessions
- To carry out and record the outcome of first day calls when a child doesn't arrive at school when no reason has been received.
- To contact parents/carers by home visit following 3 instances lateness or absence.
- To maintain SIMS Attendance records in line with this policy.
- To liaise with and report to with outside agencies such as the Children Missing in Education or Birmingham Children's Services.
- To report to the Local Authority as requested.
- To maintain clear communication with the SLT regarding attendance and punctuality within their year groups.
- To report weekly attendance and mobility figures to the SLT.
- To oversee the admission and induction of new pupils.
- To liaise with the Pastoral Care Team with regards to pupil attendance and punctuality.
- To check register boxes each day when returned.
- To meet the criteria set out in the Job Description for their role.

### **Parents**

- To ensure that their children receive a suitable full-time education from the age of 5.
- To be responsible for making sure their children attend school regularly.
- To ensure that their children arrive on time for school every day.
- To contact the school if their child is unable to attend.
- To ensure that the school has up-to-date contact details.
- To work in partnership with the school and external agencies to promote good attendance and punctuality.

# Promoting and Rewarding Good Attendance

## Aims:

- To ensure good attendance and punctuality (**above 95%**) is regularly **promoted and supported** and remains high profile across school.
- To achieve high levels of attendance and punctuality (**above 95%**) through **rewarding** good attendance and punctuality.

## Promoting and Supporting Good Attendance and Punctuality

### Attendance Assemblies

Celebrating Attendance assemblies are held every week on Mondays. The assemblies are delivered using an interactive Powerpoint show that engages the children and promotes good attendance.

### School Newsletter

The school newsletter is used to highlight the importance of good attendance and punctuality. It includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives which the school is using to promote attendance and punctuality.

Children who achieve 100% attendance each term will have their names printed in the newsletter.

### Parent's Notice Boards

The parents notice boards include information about school timings, attendance information and details of how parents can support the school by improving their child's attendance and punctuality.

### Breakfast Club

Daily Breakfast Club is free every day. This supports parents by allowing them to drop their children off from 8:00am, ensuring they are on time for school. It is supervised by home link workers, the learning mentor and a member of the SLT.

### The School Learning Environment

A welcoming, organised learning environment that supports and celebrates its learners is key factors in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are a high quality. Regular, rigorous environmental audits are carried out by the SLT to ensure this.

## **Pupil Leadership**

'Pupil Leadership' which incorporates, class ambassadors, mentors and mediators promote good attendance and punctuality through leading by example and by playing an active role in deciding the rewards the school offers.

## **Staff Promoting Good Attendance**

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and to celebrate this, the teacher with the best attending class in lower and upper school is congratulated by the HT in the Monday morning staff briefing.

## **Rewarding Good Attendance and Punctuality**

### **Weekly Attendance Rewards**

#### **Extra Break Time**

Any class achieving 98% attendance or higher receives 10 minutes extra break after lunch on Friday. This is supervised by their teacher.

#### **Attendance Trophy**

The winning classes from lower and upper school receive the Attendance Trophy for a week and a certificate.

### **End of Term Attendance Rewards**

#### **Attendance Certificate**

Each child who achieved above 98% receives a special attendance certificate, signed by the Head Teacher to take home and keep at the of each term.

### **End of Term Attendance Rewards**

Children who achieve 98% or higher are either entered into a raffle and can win one of four bikes (2 for lower, 2 for upper school) the bikes are displayed in the hall throughout the year to remind the children of games or puzzles.

Every child who achieves 98-100% attendance are given a special afternoon within school such bouncy castle, face painting and other fun activated.

# Monitoring and Recording Attendance & Punctuality

## Class Registers

Class registers are recorded using SIMs. The system ensures that no children are missed and that pupil information can be shared quickly and securely.

Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

Registers can be re-submitted in the case of a mistake or a pupil arriving after submission, but registers **must** be accurate and submitted at key times (see below).

## Morning Register

Class registers remain open until 9:05am. At that point, the teacher may submit their final register and close down SIMs. The teacher may submit the register as many times as they wish before 9:00 (eg, if a mistake has been made or a child has arrived slightly late) but at 9:00am the register must be correct and submitted by the Office Staff only

From 8:50 am the school playground gates are closed Attendance and Admissions (A&O) officer stands in the main office reception to meet children arriving late. The children's names and classes are recorded using eReception on-line system linked to SIMs. This is to ensure that no children are missed on the register due to arriving in school late.

The A&O officer remains in the main entrance dealing with late arrivals until 9:15am, at which point the receptionist takes over. Children arriving after 9:15am are recorded as 'L' (late after register closed) in the register.

The A&O officer then checks that the children who have arrived late have been marked '/' (present) in the registers and corrects any mistakes or inputs codes for children who are known to be absent. The A&O officer then begins **first day absence** calls.

## Afternoon Register

Registers must be submitted by teaching staff straight after lunch before afternoon lessons commence. The following timings must be adhered to:

Reception and Year 1, Year 2 and 3 registers should be submitted by 1:15pm

Year 4, 5 and 6 registers should be submitted by 1:45pm

## eReception On-line System

The school playground gates close at 8:50am. Children arriving after this time must enter the school through the main entrance where their names are recorded on eReception on-line system linked to SIMs.

Children are given a '/' present mark until 9:25am. Children arriving after this time are given an 'L' code in the register. Once a child has received 10 'L' codes in any one school year, they are sent a letter regarding the school's concern over their lateness which explains how much learning they are missing.

Punctuality is then monitored and if it does not improve parents are invited in to school to discuss the concerns with the DHT and plan a way forward.

If lateness does not improve following the meeting then the family will be referred to the CASS who will contact parents warning them that further action may be taken if punctuality does not improve.

### **Register Boxes**

Every class has a register box which is kept at the main office. The box should be collected by designated pupils and checked every morning and afternoon registration session. Register boxes **must** be returned to the office after **every** registration session.

The purpose of register boxes is to allow good communication between the class teacher and the school office. The register boxes include the following:

<b>Paper register</b>	for use if SIMS is not working
<b>Letters/notes from parents</b>	regarding pupil absence
<b>Letters or leaflets for pupils</b>	Whole class or individual letters will be placed in boxes for teachers to distribute.

### **Communication**

Communication is vital between teaching staff and the office/pastoral care staff. Any concerns that a teacher has in terms of pupil absence, moving school, extended holiday or general wellbeing must be discussed with the Office Team initially

#### **IMPORTANT:**

Child Protection and Safeguarding concerns must be acted on **immediately**. School **Child Protection and Safeguarding Policy** must be followed if staff have concerns.

### **School Attendance Letters**

Letters are sent out by the school to communicate with parents about attendance and punctuality. Copies of all standard letter formats are included at the end of this document.

### **Monitoring First Day Absence**

If a child is absent from school and the school has not received a phone call or other message from the parent/carer a first day absence call will be made. The A&O Officer follows this system:

1. Phone parents contact number(s)
2. Repeat this during the first morning of absence in no response
3. Phone emergency contact number(s) to get an up-to-date contact number for the parent / carer and update the school system accordingly
4. Speak to the parents at home time in the playground if they are at school to pick up other children
5. Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers

These calls are made by the A&O Officer following submission of the class registers from 9:30am. The parent/carer is contacted and asked to provide a reason as to why their child is not in school. The absence reason is recorded next to the child's name on the first day absence sheet and this is filed in the absence folder.

The A&O officer **must** establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the A&O officer has not been able to contact parents after 2 days then the absence is recorded as 'O' (unauthorised).

If the school has not had any contact with the family on the 3rd day. The school office will requested the Pastoral Team to conduct a home visit.

### **Attendance Meetings**

The DHT and the A&O officer meet weekly to monitor attendance on a fortnightly basis. They focus on children whose attendance is below 93%, to ensure that children are identified and supported before they become persistent absence at 90%.

The DHT and A&O officer monitor individuals, classes, year groups and different ethnic groups to identify patterns and trends in absence and punctuality.

The systems and structures are then followed to improve attendance for these individuals or groups.

Letters are sent out to parents whose children's attendance is below 93% and parent who are concerned about their child's attendance are invited to school to work in partnership for the child's benefit. The school is always willing to share attendance with parents who are authorised to see it.

# Systems and Structures to Tackle Attendance and Punctuality Issues

When children's attendance and punctuality is a concern to the school the following systems and structures are followed.

## System for Absence

<b>On the first day of absence</b>	Parents called to enquire about child's wellbeing Establish when child will return Enter 'I' for illness or 'M' for medical appointment on system If no contact can be made, emergency contacts are called. If contact cannot be made or acceptable reason cannot be established, absence is recorded as 'U' unauthorised.
<b>On the third day of absence in any school year (authorised or unauthorised and not necessarily consecutive days)</b>	An 'Attendance Concerns' letter is sent out stating that medical proof will be needed to authorise any future absence or a home visit is conducted.
<b>After 3 more days of unauthorised absence following the 'Attendance Concerns' letter</b>	An 'Attendance Meeting' letter is sent out stating that the parent must come in to school for a meeting with the DHT to address concerns.
<b>If attendance does not improve or attendance drops below 93%</b>	Fast Track for attendance carried out and parents may be prosecuted if attendance does not improve

## System for Punctuality

<b>On the fourth instance of lateness (ie 4 times in the late book)</b>	'Lateness Concerns' letter is sent to parents reminding them of the importance of punctuality, school timings and breakfast club.
<b>Following 10 more instances on eReception</b>	'Attendance Meeting' letter is sent out stating that the parent must come in to school for a meeting with the DHT to address concerns.
<b>If punctuality does not improve</b>	Parents informed. Fast Track is carried out and parents prosecuted

## System for Extended Leave During Term Time

In line with Local Authority policy, **leave for pupils during term time is not authorised under any circumstances.**

The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

<b>School receives information that a pupil may be taking extended leave. (Could be via parent, pupil or teacher)</b>	Senior members of staff at school contacts parents to establish details and ensure that there are no safeguarding concerns. Parents fill in 'Extended Leave Request Form'.
<b>Once form has been completed</b>	Parents meet with HT. Policies are explained. Request is denied. Parents informed that absence will be unauthorised and school place will be lost after 10 days. ESW informed.
<b>On child's first day of absence</b>	Normal first day calls are made 'Extended Leave Letter' sent out with required return date.
<b>If child is not present in school on return date</b>	'Loss of School Place Letter' is sent out requiring parents to come in to school. Children Missing Education at Birmingham City Council is immediately informed that child has not returned.

## TAKING CHILDREN OFF ROLL SAFEGUARDING STATEMENT

**NO CHILD SHALL BE TAKEN OFF ROLL UNTIL THE SCHOOL IS SATISFIED THAT THEY ARE SAFE AND ACCOUNTED FOR. THIS WILL MEAN THAT WE HAVE CONFIRMATION OF THEM STARTING A NEW SCHOOL/EDUCATIONAL ESTABLISHMENT.**

**WHERE IT IS NOT POSSIBLE TO VERIFY WHERE A CHILD IS, CHILDREN MISSING EDUCATION AT THE LOCAL AUTHORITY WILL BE INFORMED AND A CHILD WILL ONLY BE TAKEN OFF ROLL ONCE THEY GIVE AUTHORISATION.**

**WHERE A PARENT HAS ELECTED TO HOME-SCHOOL THEIR CHILD, THE LOCAL AUTHORITY HOME SCHOOLING DEPARTMENT ARE INFORMED AND A CHILD WILL ONLY BE TAKEN OFF ROLL ONCE THEY GIVE AUTHORISATION.**

## Other Systems for Tackling Attendance and Punctuality

### 'Fast Track' for Attendance'

Fast Track is a Local Authority initiative that targets pupils with more than 20 instances of unauthorised absence. Parents are sent warning letters from the School informing them that they face penalty notices if attendance does not improve. The pupil's attendance is then monitored by the school over a 12 week period. Parents are called for formal meetings at the school if attendance does not improve.

Following the meeting, if improvement in attendance does not occur the parents are prosecuted and face fines or, in extreme cases, custodial sentences.

### Long Term Medical Absence

In some cases a pupil may be absent from school long term due to an illness or injury. The school liaises with families in order to ensure children return to school quickly and that there are no safeguarding concerns.

For example, in the case of a broken leg, the school will hire a wheelchair and liaise with parents to write up care plans that ensure the child returns to school quickly.

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. The school will also ensure that the SLT liaise with the teacher to provide regular homework for the pupil in line with the school **Homework Policy**.

### School Refusal or Unauthorised Other Absence

If a child is absent long term for unauthorised circumstances (i.e. refusal to come to school, or persistent unauthorised absence) then the child is referred to the ESW. A referral is also made to the James Brindley School and the HT/DHT consider whether a Common Assessment Framework (CAF) referral is needed.

The child's details are then recorded in the '**Extended Leave Folder**' and a record of absence and letters sent is kept. The HT & DHT are informed that the child has been taken out of school for extended leave.

If the child is not in school on the return date, a warning letter is sent out to parents informing them that the date has been exceeded and the child has lost their school place. The parent must come in to school immediately to discuss the matter with the Head Teacher or DHT.

### Sanctions for Persistent Absence or Lateness

If parents fail to send their children to school regularly and that absence from school is **unauthorised** parents can be prosecuted or may be made liable to a penalty notice for failing to ensure their children attend regularly at a school where they are registered pupils.

The Anti-Social Behaviour Act 2003, Section 23 gives the Local Authority the power to issue Penalty Notices. These may be issued when parents fail to ensure their child attends schools without good reason, as defined by the law.

Fines are set at £100 per parent, per child, per offence. This will be reduced to £50 if the fine is paid within 28 days. If the fine is not paid by the end of a 42 day period parents will be taken to court under section 444 of the Education Act 1996.

In Birmingham, Penalty Notices are used to ensure parents fulfil their parental responsibility in making sure their children go to school. They are issued in accordance with the Birmingham Code of Conduct, which is available from Education Welfare Services.

<p><b>Education Supervision Order</b></p>	<p>A young person can be made the subject of an Education Supervision Order for persistent failure to attend school. This order empowers the supervising officer to make 'reasonable directions'. The Education Supervision Order will be superseded by a Criminal Supervision Order.</p> <p>In order for an Education Supervision Order to be made, the Education Welfare Service have to show that parents will co-operate with the conditions of the order.</p>
<p><b>School Attendance Orders</b></p>	<p>This order names the school, which the Local Authority requires the young person to attend, in cases where the parent has failed to secure a school place. If the parent does not comply with the order, a fine may be imposed in the Magistrates Court.</p>
<p><b>Parenting Orders</b></p>	<p>These orders may be made against parents or guardians to help them address the young person's offending behaviour or failure to attend school. Parents may be obliged to attend counselling or guidance sessions for up to 3 months, or to exercise particular controls over their children. Breach of the order is a criminal offence.</p>
<p><b>Anti-Social Behaviour Order</b></p>	<p>This order can be applied for by the Police or Local Authority against an individual, aged 10 or over, or several individuals (including a family), whose behaviour is anti-social; ie: causes alarm, distress or harassment to one or more people. The orders are preventative and incorporate the use of prohibitions to prevent further acts. Breaches carry a penalty of up to 5 years imprisonment. Schools, seeing a possible need for this order, should liaise with the Police.</p>