

# **Adderley Primary School** **Attendance Policy**

**2023 - 2024**

<b>Agreed by:</b>	Governing Body	
<b>Review date:</b>	September 2024	

## **Government Guidance for Schools**

This policy has been written with regard to the following:

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/summary-table-of-responsibilities-for-school-attendance)

[FAST-track attendance guidance | Birmingham City Council](#)

[BCC Education Penalty Notice Code of Conduct for September 2022 | Birmingham City Council](#)

This document states:

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in primary school.

The government expects Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and, act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.

# **Adderley School Attendance Policy**

## **Context:**

At Adderley Primary School we aim to consistently work towards our goal of 97% attendance for all children. Every opportunity will be used to convey the importance of regular, punctual attendance to children, 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 school's 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, children 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 children and address them.*
- *To work with external agencies in order to address barriers to attendance and overcome them.*

*To achieve these aims for our children, we are committed to the following:*

- *A welcoming, stimulating and safe environment.*
- *Listen to parents and children to understand barriers to attendance.*
- *Build trusted relationships with parents and children where attendance concerns can be addressed and understood.*
- *High expectations for our children and all staff.*
- *Recognise and celebrate achievements in all areas of school life.*
- *Equal access to all aspects of the curriculum and school life.*
- *Foster and maintain links with our wider community.*

# **Roles and Responsibilities**

## **Governors**

- To take an active role in attendance improvement within the school.
- To work with SLT to set a whole school culture that promotes the benefits of high attendance and punctuality.
- To ensure school leaders fulfil expectations and statutory duties.
- To ensure the school staff receive training and professional development on attendance.

## **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 Lead and Office Team in delivering the policy on a day-to-day basis.
- To meet with the Attendance Lead and Office Team regularly to monitor the systems and structures within Fast Track, ensuring they are having an impact on Child's attendance and punctuality.
- To liaise with external agencies such as the 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 children after long term absence.
- To ensure that termly Local Authority Returns are accurate.
- To revise and amend the policy with the SLT.
- 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.

## **Designated Liaison Person (DLP)**

Designated Liaison Person (DLP) is an appointed member of SLT in the school who will monitor attendance alongside the office team and is also involved with the Fast Track process from Step Two onwards. The Attendance Champion for Adderley Primary School is the Deputy Headteacher – Mrs Ashraf.

## **Attendance and Admissions Office Team**

- To accurately complete admissions and maintain a waiting list.
- To check the school answer phone and taking messages from parents/carers about child's absence.
- To record reasons for absence and updating class registers.
- To record the names and the reasons of children arriving late.
- To issue a blue card (catch up on learning card) when a child is late for a second time.
- 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 and when no reason has been received.
- To contact parents/carers by home visit following 3 instances 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 children.
- To liaise with the Pastoral Care Team with regards to child's attendance and punctuality.
- To check register boxes each day when returned.
- To meet the criteria set out in the Job Description for their role.
- Share information and work collaboratively with other schools in the area, local authorities and other partners when absence is at risk of becoming persistent or severe.

## **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 Child's attendance through the SIMs register system using correct codes.
- To maintain a whole school culture that promotes the benefits of good attendance.
- To regularly remind children and parents about the importance of good attendance.
- Following up on Child's absence by ensuring reasons for absence are sought and share concerns with Attendance Officer.
- To feed back to parents about child's attendance & punctuality regularly and at Parents' Afternoons.

## **Parents**

- To ensure that their children receive a suitable full-time education from the age of 5.
- To support the school in its efforts to help their child in the best way it can as described in the Attendance Parent Contract.

- 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.
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book medical appointments around the school day where possible.
- To work in partnership with the school and external agencies to promote good attendance and punctuality.

Attendance rewards are awarded by the Headteacher and Deputy Headteachers.  
Attendance issues are reported on a minimum termly basis to the Governing Body.  
School will liaise with the Local Authority Attendance Support Team at a minimum, termly.

## **Procedures**

Our school procedures follow the expectations set out by the Department for Education in the guidance Working Together to improve school attendance (September 2022).

Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve.
- Targeted intervention (including Early Help and Formal interventions) for those children who are persistently absent or severely absent.
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.
- Formal Statutory intervention where support has not been effective or engaged.

## **Legislative Framework**

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a

natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996.

## **Monitoring and Recording Attendance & Punctuality**

### **Class Registers**

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

Registers are the only way of recording child's 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 children arriving after submission, but registers **must** be accurate and submitted at key times (see below).

### **Morning Register**

The school gates open at 8:35am. Class registers remain open until 8:50am. 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 8:50am (e.g., if a mistake has been made or a child has arrived slightly late) but at 8:50am the register must be correct and submitted by the Office Staff only.

At 8.45am the school playground gates are closed. A member of the Office Team meets children arriving late in the main reception area until 9.00am. The children's names and classes are recorded using SIMs, this is to ensure that no children are missed on the register due to arriving in school late.

Children arriving after 8:50am are recorded as 'L' (late after register closed) in the register.

A member of the Office Team 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. A member of the Office Team 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, Year 1, Year 2 and 3 registers should be submitted by 1:05pm – Mon - Thurs
- Year 4, 5 and 6 registers should be submitted by 1:45pm– Mon - Thurs
- All year group registers to be submitted by 12:30pm on Fridays

### **eReception On-line System**

The school playground gates close at 8:45am. Children arriving after this time must be signed in by their parents at the school office.

Children are given a '/' present mark until 8:50am. Children arriving after this time are given an 'L' code in the register. Children who are late twice in one week are given a blue card to attend pastoral room during break time for a catch up on learning session.

Once a child has received 10 'L' codes in any half term, 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 a member of the Office Team and the DLP to 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 child 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 child's absence
<b>Letters or leaflets for children</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 children 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.

#### **Appendix B - F**



## **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 Office Team 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 Office Team following submission of the class registers. First day absence calls must start by 9:15am. 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 Office Team **must** establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the Office Team 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 request the Pastoral Team to conduct a home visit.

## **Attendance Meetings**

The DLP and the Office Team meet 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 DLP and Office Team 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 parents 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>	<p>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.</p> <p><b>Vulnerable List Children – Identified and Social Worker/ relevant Lead Professional notified.</b></p>
<b>On the third day of absence in any school year (authorised or unauthorised and not necessarily consecutive days)</b>	<p>Parents are spoken to asking that medical proof will be needed to authorise any future absence or a home visit is conducted.</p> <p><b>If a vulnerable pupil is absent, a home visit may be undertaken on the first day of absence with no contact from family, following discussion with DSL.</b></p>
<b>If attendance does not improve or attendance drops below 93%</b>	<p>Fast Track for attendance carried out and parents may be prosecuted if attendance does not improve. As part of the Fast Track process parents are invited to attend an Early Help Meeting which helps the school and parents communicate and deal with any issues or concerns.</p>

## System for Punctuality

<b>On the Second instance of lateness (ie 2 times in the late book)</b>	<p>Pupils are issued with a 'catch up on learning' blue card. The pupil will then catch up on the learning they missed during their break time. Parents are reminded of the importance of punctuality, school timings and breakfast club.</p>
<b>Following 10 more instances on eReception (half term)</b>	<p>'Punctuality' letter is sent out stating that the parent must come in to school for a meeting with the DLP to address concerns.</p>
<b>If punctuality does not improve</b>	<p>Parents informed.          Fast Track is carried out and parents prosecuted.</p>

## System for Extended Leave During Term Time

In line with Local Authority policy, **leave for Children 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 child may be taking extended leave. (Could be via parent, Children or teacher)</b>	Senior members of staff at school contact 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 receive a letter explaining procedure. Request is denied. Parents informed that absence will be unauthorised and school place will be lost after 10 days. ELIT 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 IN 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'**

#### **School Attendance Liaison Person (SALP)**

The Birmingham City Council FAST-Track Guidance required a member of staff in the school to be appointed as School Attendance Liaison Person (SALP). The SALP at Adderley Primary School is Mrs Ashraf. The SALP regularly monitor and analyse attendance and absence data to identify pupils or year groups that require support with their attendance and put effective strategies in place. The SALP will build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.

Fast Track is a Local Authority initiative that targets children 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 child's attendance is then monitored by the school. 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 child 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 children who are unable to attend their regular school. The school will also ensure that the SLT liaise with the teacher to provide regular homework.

#### **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.

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.

<b>Education Supervision Order</b>	<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>
<b>School Attendance Orders</b>	<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>
<b>Parenting Orders</b>	<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>
<b>Anti-Social Behaviour Order</b>	<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</p>

	up to 5 years imprisonment. Schools, seeing a possible need for this order, should liaise with the Police.
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### **Part-Time or Reduced Timetable**

Adderley Primary School may consider a part-time or reduced timetable to support for a child with barriers to learning.

- As part of an in-school support package - School, parent/carer and other professionals may agree that a short-term (ideally no longer than 6 weeks) reduced timetable would support a pupil who has become disaffected, to be supported back into full time provision.
- For medical reasons – if a pupil has a serious medical condition, where recovery is the priority outcome. These arrangements would be part of a “medical plan” agreed between the school and health professionals. Please see the DfE statutory guidance “Ensuring a good education for children who cannot attend school because of health needs” 2013 before offering a reduced timetable for this reason.
- Reintegration - as part of a planned reintegration programme into school following for example, an extended period out of school following exclusion, non-attendance, school refusal etc.
- Pupils with Education Health Care Plan - a part-time or reduced timetable may be used for a pupil with an Education, Health & Care Plan in very limited circumstances and when agreed with relevant agencies such as SENAR and the Education Psychology Service and in-line with Birmingham City Councils Part-time or Reduced Timetables Guidance.

### **Promoting and Supporting Good Attendance and Punctuality**

Attendance and Punctuality is promoted through the following:

#### **Classroom Attendance Boards**

The attendance boards show the weekly attendance, monthly attendance and termly attendance. This is to promote good attendance within the class. Classes with the best attendance will receive special rewards.

#### **Achievement Assemblies**

Achievement assemblies are held every week on Mondays where weekly attendance is shared with children. The assemblies are delivered using an interactive Powerpoint showing that

engages the children and promotes good attendance. Classes with highest attendance get rewarded. This encourages children to support their attendance within the class to ensure that their class achieve attendance awards and house points.

### **School Newsletter – The Adderley Post**

The school newsletter is used to highlight the importance of good attendance, punctuality and class attendance figures. It includes sections highlighting the position each class is in the league, what percentage the class received that week and the percentage for the whole school.

### **Breakfast Club**

Daily Breakfast Club is free for all children. 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 Pastoral Team, PE Team and a member of the SLT.

### **The School Learning Environment**

A welcoming, organised school learning environment that supports and celebrates its learners and is a key factor in ensuring children enjoy and attend school. 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 Ambassadors**

'Pupil Ambassadors' 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 teachers ensure that they communicate punctuality and attendance with their class. Classes with good attendance are also rewarded with certificates, extra play, cooking sessions, art sessions and golden ticket.

## **Our Attendance Rewards**

### **Weekly Attendance Rewards**

Every week an attendance assembly takes place to highlight attendance of individual classes.

- **Class Certificate**

The winning class receives a class certificate which they put up within their classroom to highlight good attendance.

- **Attendance Trophy**

The winning classes receive the Attendance Trophy which they keep in their class for a week.

- **Class Attendance Rewards**

The class with the highest attendance in Lower phase and the class with the highest attendance in Upper Phase will receive a special reward.

## **End of Term Attendance Rewards**

At the end of every term a special Achievement assembly celebrating attendance takes place.

- **Individual Certificate**

Children who achieve 97% or above attendance receive good attendance certificate signed by the Head Teacher to take home. Children who achieve 100% attendance receive 100% attendance certificate signed by the Head Teacher to take home.

- **100% Badge**

Children will receive a special 100% badge each term (Autumn – bronze, Spring – silver and Summer gold).

- **Special Attendance Reward Afternoon Award**

Children who achieve 97% or higher are given a special afternoon with bouncy castles, face painting and extra break.

- **Class Attendance Reward Afternoon**

The class with the highest attendance in Lower Phase and the class with the highest attendance in Upper Phase over the term receives a bouncy castle party, ice-cream party or Afternoon Tea dependant on the phase.

## **End of Year Attendance Rewards**

At the end of every year a special assembly celebrating attendance takes place.

- **Individual Certificate**

Each child who achieves 97% and above receives a special attendance certificate, signed by the Head Teacher to take home.

- **Special Attendance Reward Afternoon Award**

Children who achieve 97% or higher are given a special afternoon with bouncy castles, face painting and extra break.

- **Class Attendance Reward**

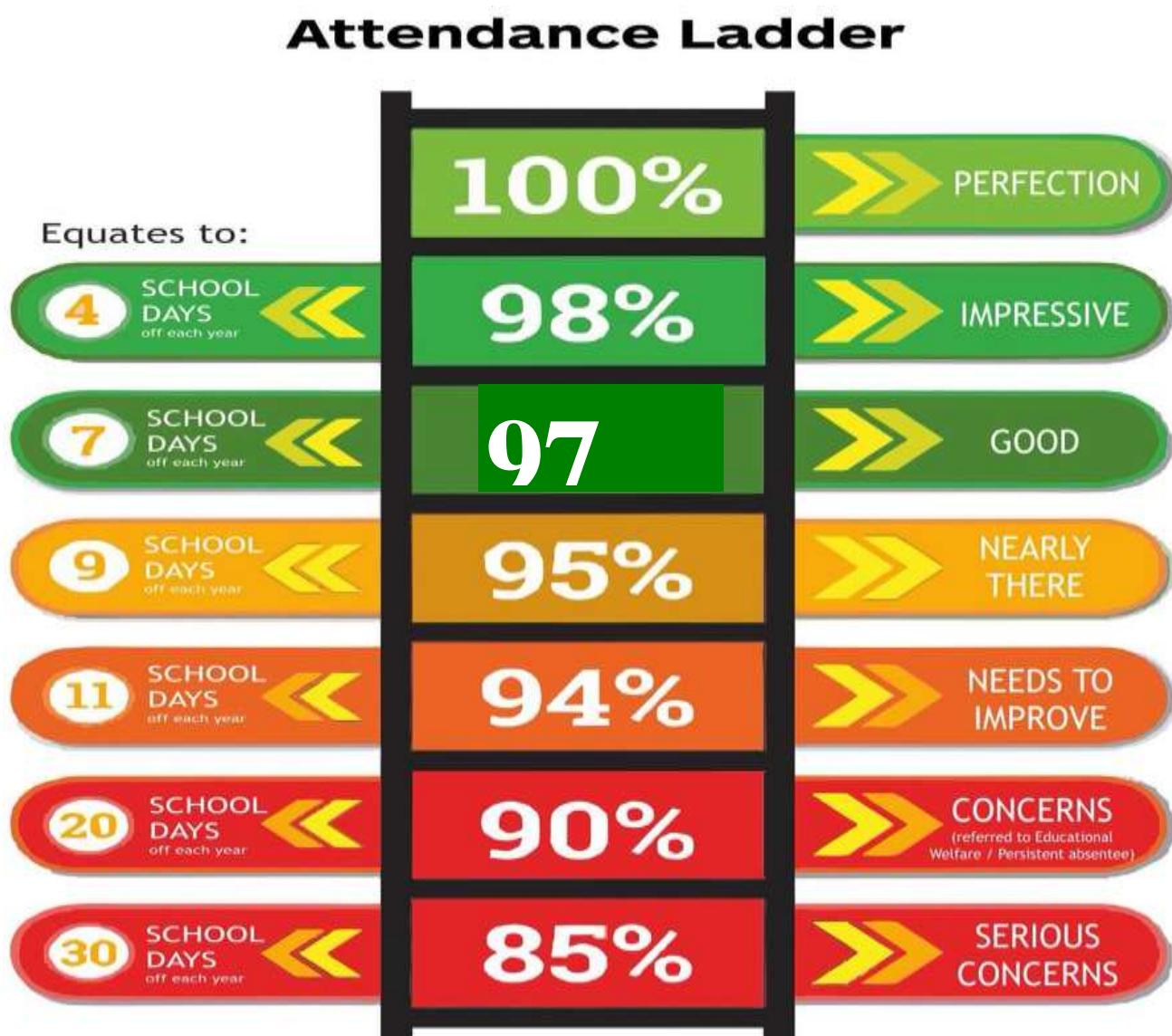
The class with the highest attendance in Lower Phase and the class with the highest attendance in Upper Phase will receive a trip to Silverstone as a Head Teacher Award.



## **Appendices**

- **Appendix A. - Promoting Good Attendance Ladder**
- **Appendix B – Attendance Parent/Carer Contract**
- **Appendix C – Adderley Early Help Offer**
- **Appendix D – Legal Action Leaflet**
- **Appendix E – Late Letter**
- **Appendix F – Leave in Term Time Letter 1**
- **Appendix G – Leave in Term Time Letter 2**
- **Appendix H – Leave in Term Time Granted Letter 3**
- **Appendix I – Removal from Roll**

## Appendix A. - Promoting Good Attendance – Attendance Ladder



### Group 1: No Concern—Green Group

The child attends for 97% - 100% of the time.

### Group 2: Concern—Yellow Group

The child attends school 95-96.9% of the time.

### Group 3: Risk of Underachievement—Orange Group

The child attends 91%-94.9% of the time.

### Group 4—Extreme Risk of Underachievement—Red Group

The child attends 0%-90.9%.



## Appendix B – Attendance Parent/Carer Contract

### Attendance Parent/Carer Contract

At Adderley Primary School we have high expectations for the attendance of all pupils on roll. This is because we recognise that all absence is potentially detrimental to a child's education. Missing school can damage your child/ren's achievements and opportunities provided by the school.

In order for pupils to gain maximum benefit from their time at school, and to maximise future life opportunities, it is imperative that your child/ren attend school every day.

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Local Authority if problems cannot be resolved by agreement.

**Our whole school attendance target for this year is 97%**

As a Parent/Carer I agree to these expectations by:	
<ul style="list-style-type: none"><li>• Understanding it is my responsibility to ensure my child/ren are in school by 8.35am every day. Failure to do so will result in my child/ren receiving a blue card, which means that they will be missing their break to catch up on missed learning. Further Absences and poor punctuality will result in Local Authority procedures being followed.</li><li>• Contacting the school on the first day of absence to notify them of the reasons for absences, and the expected date of return.</li><li>• Keeping in regular contact with the school so they are aware if medical absences persist beyond the first day of illness.</li><li>• Providing medical evidence where required to corroborate absences (sight of G.P. appointment card, text message/email, medication with child's name on it, hospital appointment letter).</li><li>• Ensuring to make any medical/dental appointments out of school time. After appointments I must bring my child back to school if it is during the school hours.</li><li>• Understanding that the school will not grant leave of absences during term time unless it is exceptional circumstances.</li><li>• Understanding it is my responsibility to sign my child/ren in at the school office if they are late. Failure to do so will be in breach of School Safeguarding Procedures and the school will then arrange a meeting.</li><li>• Taking responsibility to inform the school if there are any issues preventing my child/ren from attending.</li></ul>	

I agree to support the school in its efforts to help my child in the best way it can by ensuring that my child/ren attends school every day, and I agree to the expectations as described.

Name of Child:		Class:	
Name of Parent / Carer		Signature	
Date			



## Adderley Early Help Offer

Academic Mentoring is available for all pupils.

### Academic Early Help

Healthier Families  
NHS

Pupil  
Ambassadors

Smaller class  
Interventions  
1-1 teaching

Free Breakfast Provision  
is available for all pupils

Free extended provision for after  
school is offered to everyone

The school offers:  
Booster classes

The school offers a bespoke  
PSHEC curriculum

Healthy Eating  
Food diaries - nurse  
oversees

Social Enterprise Hub  
Support available

### Emotional and Mental Health Well-being

Mentoring & bespoke Pastoral support  
available for children and families

City of Birmingham—Outreach Service  
1-1 specialist support - school buy in

Relate counselling  
Children's Specialist Counsellor -  
School buy in

External Agencies  
Edwards Trust  
Bereavement  
Counselling

External Agencies  
Horizon;  
Separation  
counselling and  
Play therapy

Early Help Locality Hubs

Early Help Assessments

1-1 Art sessions

Referrals to Hodge hill  
Nursing Team

### Families affected by Social issues

Discuss and offer  
support for debt  
repayment options

Provide a nutritional  
snack pack/evening meal

Food parcels/vouchers  
and Food Bank referrals

Early Help Locality  
Hubs/Family support work

Food/Uniform hampers

Refugee family hampers

Debt Fund Agencies

Free Breakfast

Free Extended  
Provision

## **FAST-track to Attendance**

### **Legal Action Information for Parents**

This leaflet is for only parents/carers whose child/ren's attendance has not improved following offers of support from their child's school, including a formal meeting. *To avoid Legal Action being taken against you for failing to ensure your child/ren attend school regularly, you are advised of the following:*

- Ensure your child attends school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff. **(Please be aware your child may get an unauthorised absence mark when they arrive after registration closes).**
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with: medical appointment card with one appointment entered, letter from a professional, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. **The Head Teacher will not authorise medical absence without evidence. How does your child compare?**

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

## **Legal Information and outcomes in respect of poor attendance**

### **Section 23(1) Anti-Social Behaviour Act 2007: Penalty**

notices may be issued to the parent of pupils who have unauthorised absence from school for first offences. (In cases of excessive absence, or repeat offences, whether for ongoing absence or leave in term time, the matter may be referred straight to Court) **The amount of the penalty is £60.**

- **If this is not paid within 21 days the amount rises to £120.**
- **If not paid within 28 days the Local Authority may prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.**

### **Section 444(1) Education Act 1996:**

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."

- **The court can fine each parent up to £1,000 per child, order payment of the prosecution costs, impose a victim surcharge, and/or make a Parenting Order.**

### **Section 444(1A) Education Act 1996:**

"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."

- **The court can fine you up to £2,500 per child and/or sentence you to a period of imprisonment of up to 3 months, impose a victim surcharge and order payment of the prosecution costs.**

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- 'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

Insert date  
«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality at «School\_name» School.

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

**I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise. (Education Act 1996)**

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

*Poor punctuality can lead to your child...*

- *Feeling embarrassed in front of their friends*
- *Missing the beginning of vital lessons*
- *Missing important instructions for the rest of the school day*
- *Learning bad habits which could affect their employability in the future*

If your child is having any difficulties that you wish to discuss, contact me immediately. Your child's punctuality must now improve or the school may have no option but to take further action against you.

If you call and I am not available please leave a message and telephone number.

Yours sincerely,

«School\_Representative»  
Job Title

## Appendix F – Leave in Term Time Letter 1

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

Thank you for your recent leave of absence request form.

On this occasion I am not able to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that:

*'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.*

If you decide to take the leave, the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action being taken.

**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, friendship with peers and support from staff can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.**

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential. To achieve this, your child needs to attend school every day.

We are sure you would not wish to jeopardise your child's academic progress by taking them away at this time.

Yours sincerely,

«School\_Representative»  
Job Title

## Appendix G – Leave in Term Time Letter 2

DATE

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

It has come to my attention that your child has been absent from school due to unauthorised leave taken in term time. If this is not the case and your child was absent due to illness, can I request you provide medical evidence to the school to authorise the absence. This would include:

Medical appointment card with one appointment entered, stamped by a doctors surgery;  
Letter from a qualified medical professional;  
Medical/doctors note;  
Medication prescribed by a GP;  
Copy of prescription;  
Print screen of medical notes;  
Letters concerning hospital appointments;  
Slip with date, pupils name and surgery stamp, signed by GP Receptionist.

As you may be aware I am not able to authorise your child's absence due to term time leave. The Education (Pupil Registration) (England) Regulations 2006 do not allow Headteachers to retrospectively authorise leave.

Section 444 of the Education Act 1996 states that:

*'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.*

Unfortunately the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action being taken. I would also advise that if your child is still currently absent from school, you return the child to school with immediate effect

Yours sincerely,

«School\_Representative»  
Job Title

**Appendix H – Leave in Term Time Granted Letter 3**



DATE

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

**Your request for an exceptional absence**

Thank you for your request to take XXXX XXXX out of school between XXXXXXXXXXXX

After careful consideration and taking your personal circumstances into consideration, I have agreed to your request.

I wish you the very best and hope everything goes well for you and all your family.

Yours sincerely,

«School\_Representative»  
Job Title

## Appendix I – Removal from Roll

### DATE

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

Your child XXXXX XXXXXX has been absent from school from XX/XX/XXXX. I understand that you may have taken your child on leave in term time without authorisation from the Head Teacher. I need to inform you that if your child has not returned to school before XX/XX/XXXX we may remove him/her from the school register. **This means your child would not have a place at this school.**

As the absence is unauthorised, the Local Authority may decide to issue a penalty notice to each parent for each absent child. This is in accordance with Birmingham Local Authority's 'Leave in Term Time Guidance'. Please contact me as soon as you return.

Yours sincerely,

«School\_Representative»  
Job Title