

Adderley Primary School Attendance Policy

2025 - 2026

Based on the values and principles of the UN
Convention on the Rights of the Child

Agreed by:	Governing Body
Review date:	November 2026

Government Guidance for Schools

This policy has been written with regard to the following documents:

[Working together to improve school attendance \(applies from 19 August 2024\)
\(publishing.service.gov.uk\)](#)

[Summary table of responsibilities for school attendance \(applies from 19 August 2024\)
\(publishing.service.gov.uk\)](#)

[BCC Support First Framework 2025](#)

[Support First Level Action Information for Parents 2025](#)

Attendance Policy

Article 12: Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.

Article 29: Goals of education - Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Aims:

- To ensure every pupil is safeguarded and their right to education protected.
- To ensure the school attendance target of 97% is achieved through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every pupil reaches their full educational potential through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, carers, 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.

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

- A welcoming, stimulating and safe environment.
- Listen to parents and pupils to understand barriers to attendance.
- Build trusted relationships with parents and pupils where attendance concerns can be addressed and understood.
- High expectations for our pupils 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

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. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn. *DfE - Working together to improve school attendance.*

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 Parent/Carer 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 Support First, ensuring they are having an impact on pupil'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 pupils 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 Support First process. The Attendance Champion for Adderley Primary School is the Deputy Headteacher – Mrs Ashraf.

Attendance Team

As part of our whole-school approach to attendance, the school has an Attendance Team made up of staff from a range of areas, including the Headteacher, Designated Liaison Person, Deputy Headteacher, Pastoral Care Team, Office Team, School Nurse, and SEND Lead.

The purpose of the team is to work collaboratively to ensure that pupils' attendance is closely monitored and that any issues experienced by pupils or parents/carers are identified and addressed. The Attendance Team works together to help every pupil overcome any barriers to learning so they can attend school regularly.

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 pupil's absence.
- To record reasons for absence and updating class registers.
- To record the names and the reasons of pupils arriving late.
- To issue a blue card (catch up on learning card) when a pupil 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 pupil 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 and 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's attendance and punctuality.
- 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 pupil's attendance through the SIMs register system using correct codes.
- To maintain a whole school culture that promotes the benefits of good attendance and punctuality.
- To regularly remind pupils and parents/carers about the importance of good attendance.
- Following up on pupil's absence by ensuring reasons for absence are sought and share concerns with Attendance Officer.
- To feed back to parents/carers about pupil's attendance & punctuality regularly and at Parents' Afternoons.

Parents/Carers

- 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.

Procedures

Our school procedures follow the expectations set out by the Department for Education in the guidance Working Together to improve school attendance (August 2024) and the Birmingham Local Authority Guidance.

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 pupils who are persistently absent or severely absent.
- Understanding barriers to individuals' attendance and agree individual places for pupils with specific needs.
- Formal Statutory intervention where support has not been effective.

Monitoring and Recording Attendance & Punctuality

Class Registers

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

Registers are the only way of recording pupil'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 pupil 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 pupil 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 pupils arriving late in the main reception area until 9.00am. The pupil's names and classes are recorded using SIMs, this is to ensure that no pupils are missed on the register due to arriving in school late.

Pupils 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 pupils who have arrived late have been marked '/' (present) in the registers and corrects any mistakes or inputs codes for pupils 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 12:45pm on Fridays.

eReception On-line System

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

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

Once a pupil has received 5 '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/carers are invited into school to discuss the concerns with the DLP to plan a way forward.

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

Communication

Communication is vital between teaching staff and the office/pastoral care staff. Any concerns that a teacher has in terms of pupil's absence, moving school, extended holiday or general wellbeing must be discussed with the Office Team initially. The Attendance Team will ensure that they inform teachers and relevant staff regarding a pupil's extended absence such as medical and extended leave. Safeguarding Issues are only discussed within the Attendance Team.

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/carer about attendance and punctuality.

Monitoring First Day Absence

If a pupil 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/carers contact number(s)
2. Repeat this during the first morning of absence if 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/carers at home time in the playground if they are at school to pick up other siblings
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 pupil'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.

If the absent pupil has known safeguarding issues, and the school is unable to contact the parent/carer on the first day of absence, then the school office will request the Pastoral Team to conduct a home visit on the first day of absence.

Attendance Meetings

The DLP and the Office Team meet to monitor attendance on a fortnightly basis. They focus on pupils whose attendance is below 93%, to ensure that pupils are identified and supported before they become persistent absence at 90%.

The DLP and Office Team monitor individuals, classes, year groups and different characteristics 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/carers whose pupil's attendance is below 93% and parents/carers are invited to school to work in partnership for the pupil's benefit. The school is always willing to share attendance with parents/carers who are authorised to see it.

Systems and Structures to Tackle Attendance and Punctuality Issues

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

System for Absence

On the first day of absence	<p>Parents/Carers called to enquire about pupil's wellbeing Establish when pupil 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>Vulnerable pupils – Identified and Social Worker/ relevant Lead Professional notified.</p>
On the third day of absence in any school year (authorised or unauthorised and not necessarily consecutive days)	<p>Parents/Carers are spoken to asking that medical proof will be needed to authorise any future absence or a home visit is conducted.</p> <p>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.</p>
If attendance does not improve or attendance drops below 93%	<p>Support First procedures are followed; parents/carers may be prosecuted if attendance does not improve. As part of the Support First process parents/carers are invited to attend an Early Help Meeting which helps the school and parents/carers communicate and deal with any issues or concerns.</p>

System for Punctuality

On the Second instance of lateness (ie 2 times in the late book)	<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/carers are reminded of the importance of punctuality, school timings and breakfast club.</p>
Following 5 more instances on SIMs (half term)	<p>'Punctuality' letter is sent out stating that the parent/carer must come in to school for a meeting with the DLP to address concerns.</p>
If punctuality does not improve	<p>Parents/carer informed. Support First is carried out and parents/carer prosecuted.</p>

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

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

TAKING PUPILS OFF ROLL SAFEGUARDING STATEMENT

NO PUPIL 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 PUPIL IS, CHILDREN MISSING EDUCATION TEAM AT THE LOCAL AUTHORITY WILL BE INFORMED AND A PUPIL WILL ONLY BE TAKEN OFF ROLL ONCE THEY GIVE AUTHORISATION.

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

Other Systems for Tackling Attendance and Punctuality

'Support First'

School Attendance Liaison Person (SALP)

The Birmingham City Council Support First 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 will 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 using Early Help Process. The SALP will build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.

Support First is a Local Authority initiative that targets pupil's 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. Parents/Carers 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/carers 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 pupil's 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/carers to write up care plans that ensure the pupil 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 pupil's 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 avoidance or Unauthorised Other Absence

If a pupil is absent long term for unauthorised circumstances (i.e. refusal to come to school, or persistent unauthorised absence) then the pupil 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 pupil'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 pupil has been taken out of school for extended leave.

If the pupil is not in school on the return date, a warning letter is sent out to parents/carer informing them that the date has been exceeded and the pupil has lost their school place.

The parent/carer must come in to school immediately to discuss the matter with the Head Teacher or DHT.

Sanctions for Persistent Absence or Lateness

If parents/carer fail to send their pupil's to school regularly and that absence from school is **unauthorised** parents/carers can be prosecuted or may be made liable to a penalty notice for failing to ensure their pupil's 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 pupil attends schools without good reason, as defined by the law.

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

<p>Education Supervision Order</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>School Attendance Orders</p>	<p>This order names the school, which the Local Authority requires the young person to attend, in cases where the parent/carer has failed to secure a school place. If the parent/carer does not comply with the order, a fine may be imposed in the Magistrates Court.</p>
<p>Parenting Orders</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 pupil's. Breach of the order is a criminal offence.</p>
<p>Anti-Social Behaviour Order</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, i.e.: 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>

Part-Time or Reduced Timetable

Adderley Primary School may consider a part-time or reduced timetable to support for a pupil 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 pupil’s 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 in very limited circumstances and when agreed with relevant agencies such as SENAR, the Education Psychology Service and in-line with Birmingham City Council’s 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 pupils. The assemblies are delivered using an interactive PowerPoint showing that engages the pupils and promotes good attendance. Classes with highest attendance get rewarded. This encourages pupils to support their attendance within the class to ensure that their class achieve attendance awards.

School Newsletter – Adderley Attendance Newsletters

The Adderley Attendance Newsletter is used to highlight the importance of good attendance weekly, 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 pupils. This supports parents/carers 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 Lead 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 pupils 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.

- **Attendance Trophy**
The winning classes receive the Attendance Cup 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 receive a Golden Ticket for a reward afternoon.

Class of the Month Rewards

- One class with the highest attendance for the month wins 'Class of the Month Award' – afternoon tea party and a class certificate.

End of Term Attendance Rewards

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

- **100% Badge**
Pupils receive a special 100% badge each term (Autumn – bronze, Spring – silver and Summer – gold and a chance to win £5 Amazon voucher (6 pupils from Lower Phase and 6 pupils from Upper Phase).

- **Improved Attendance Award**
Pupils with improved attendance receive a reward pack and a certificate.
- **Special Attendance Reward Afternoon Award**
Pupils 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 reward.

End of Year Attendance Rewards

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

- **Special Attendance Reward Afternoon Award**
Pupils who achieve 97% or higher are given a special afternoon with bouncy castles, face painting and extra break.

Pupils with 98% attendance and above have a chance to win a bike or scooter (1 pupil from Lower Phase and 1 pupil from Upper Phase).

Pupils with 100% attendance receive a 100% attendance badge (Summer -Gold)

Pupils who have improved their attendance receive a reward pack and a certificate.

- **Head Teachers Award**
The class with the highest attendance receives a trip to Silverstone as a Head Teacher Award. From their classes the children with the best attendance attend this visit,

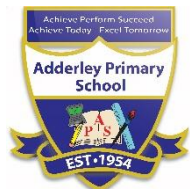
Appendices

- **Appendix A. - Promoting Good Attendance Ladder**
- **Appendix B – Attendance Parent/Carer Contract**
- **Appendix C – Adderley Early Help Offer**

Appendix A. - Promoting Good Attendance – Attendance Ladder

Attendance Ladder





Appendix B – Attendance Parent/Carer Contract

Attendance Parent/Carer Contract 2025-2026

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 pupil'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 pupil's 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:

- 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.
- Contacting the school on the first day of absence to notify them of the reasons for absences, and the expected date of return.
- Keeping in regular contact with the school so they are aware if medical absences persist beyond the first day of illness.
- Providing medical evidence where required to corroborate absences (sight of G.P. appointment card, text message/email, medication with pupil's name on it, hospital appointment letter).
- 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.
- Understanding that the school will not grant leave of absences during term time unless it is exceptional circumstances.
- 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.
- Taking responsibility to inform the school if there are any issues preventing my child/ren from attending.

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 Pupil:		Class:	
Name of Parent / Carer		Signature	
Date			

Appendix C – Adderley Early Help Offer



Adderley Early Help Offer

Academic Mentoring is available for all pupils.

Academic Early Help

Healthier Families
NHS

Free Breakfast Provision is available for all pupils

Pupil Ambassadors

Smaller class Interventions
1-1 teaching

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