

# **Attendance Policy**



**Fishburn Primary School**

**Academic Year**

**2022/2023**

**Attendance Policy 2022 - 2023**

**Fishburn Primary School**

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<b>Author of document:</b>	Miss G Ferguson	<b>Job role:</b>	Head Teacher
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### Attendance key contact List

Name	Role	Contact details
Miss G Ferguson	Head Teacher – Designated Senior Leader with responsibility for attendance	01740 620 162
Mrs T Leddy	Office Manager	01740 620 162

**Who in school can help if you are experiencing difficulty / require help and support:**

Name	Role / type of help	Contact details
Mrs Leddy Office Manager	General day to day queries / Medical Appointments	01740 620 162 <a href="mailto:fishburn@durhamlearning.net">fishburn@durhamlearning.net</a>
Miss Ferguson Head Teacher	Leave of Absence Requests / complex matters	01740 620 162 <a href="mailto:fishburn@durhamlearning.net">fishburn@durhamlearning.net</a>

## **Introduction to our school attendance vision and ethos**

Fishburn Primary School seeks to ensure that all of its pupils receive an education which maximises opportunities for each pupil to realise his / her true potential. The school will strive to provide a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn within a culture that promotes the benefits of high attendance.

Regular school attendance plays a vital role in children's wellbeing and their education, ensuring that their current learning needs are being met but also building their future ability to learn.

As attendance is the essential foundation to positive outcomes for all pupils', improving attendance is everyone's business, a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

### **Why is regular attendance so important?**

Being in school every day that it is open, is important to your child's achievement, wellbeing, and their wider development. There is a renewed national focus on maximising pupils' time in the classroom, as evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results.

### **Here's what the data shows:**

Pupils with higher attainment at KS2 and KS4 had lower levels of absence over the key stage compared to those with lower attainment.

Pupils who did not achieve the expected standard in reading, writing and maths in 2019 had an overall absence rate of 4.7% over the key stage, compared with 3.5% among pupils who achieved the expected standard and 2.7% among those who achieved the higher standard.

Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.

Generally, the higher the percentage of sessions missed across the key stage at KS2 and KS4, the lower the level of attainment at the end of the key stage.

Among pupils with no missed sessions over KS2, 83.9% achieved the expected standard compared to 40.2% of pupils who were persistently absent.

Among pupils with no missed sessions over KS4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.

The foundation of securing good attendance is that school is a calm, orderly, safe and supportive environment where all its children want to be and are keen and ready to learn. Fishburn Primary School seeks to ensure that all its children receive an education which maximises opportunities for each child to realise their true potential. The school strives to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

We believe that all our children benefit from the education we provide, and therefore from regular attendance. Attendance is the essential foundation to positive outcomes for all children and should therefore be seen as everyone's responsibility in school. The aim of our attendance policy is to provide a consistent practice that encourages and facilitates the regular attendance of all children.

The school has established an effective system of incentives and rewards which acknowledges the efforts of children to improve their attendance and timekeeping and will challenge the behaviour of those children and parents / carers who give low priority to attendance and punctuality.

The interplay between attendance and wider school improvement efforts is crucial to maximise pupil progress, behaviour, bullying, special educational needs support, supporting pupils with medical conditions or disabilities, safeguarding, wellbeing and support for disadvantaged students (including use of pupil premium).

We will support children and parents / carers by working together to address any in-school barriers to attendance. Where barriers are outside of the school's control we will work closely with parents / carers to support children and parents / carers to access any support they may need voluntarily.

We will have sensitive conversations and develop good support for pupils with physical or mental health conditions. We will work with parents to develop specific support for those pupils with SEN and disabilities. Where necessary we will ensure joined up pastoral care is in place.

This policy is supported by our policies on safeguarding, bullying, behaviour and inclusive learning.

**The school and all partners will work together to:**

**EXPECT**

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



**MONITOR**

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



**LISTEN AND UNDERSTAND**

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



**FACILITATE SUPPORT**

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.



**FORMALISE SUPPORT**

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



**ENFORCE**

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

## **1. Expectations**

We recognise that the relationship between attendance and achievement of our students is inextricably linked.

Regular school attendance is crucial to maximise pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to.

### **We will ensure that:**

- All students have an equal right, and access to, an education in accordance with the national curriculum, or agreed alternative.
- Attendance is a priority across the school.
- Aspire to high standards on attendance.
- Students will not be deprived of their education opportunities by, either their own absence or lateness, or that of students.
- Action is taken where necessary to secure an improvement in attendance.
- Build strong relationships with families, listen and to understand barriers to attendance and work with families to remove them.
- We will promote good attendance and reduce absence, including persistent absence.
- We will act early to address patterns of absence.

## **2. Attendance data**

We will track the attendance of individual pupils.

We will identify those pupils whose absences may be a cause for concern.

We will use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so that all parties can work together to resolve poor attendance.

We will help children and parents / carers to access the support they need to overcome the barriers outside of school.

Where absence persists and voluntary support is not working or not being engaged with, we will work together to explain the consequences clearly and this may include formalising support through a parenting contract or education supervision order.

Where absence intensifies, so will the support provided, which will require the school to work in tandem with the local authority and other relevant partners.

## **3. Listening to and understanding barriers to attendance**

The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: a place where they are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families.

When a pattern of absence is identified, we will arrange to meet with the parents / carers so that we can understand the barriers to attendance and agree a plan or put in place a number of interventions and actions so that we can work together to resolve such barriers to attendance.

## **4. Facilitate support**

We will take our attendance register at the start of the first session of each school day and once during the second session, It will mark whether every pupil is:-

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

The register for the first session will be taken at 9.00 am and will be kept open until 9.15 am. The register for the second session will be taken when children return from lunchtime. A pupil's parent / carer is expected to call the school in the morning if their child is going to be absent due to ill health. There the parent / carer does not contact the school we will contact them to find out why their child is absent from school. The

persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

### Unplanned absence

The pupil's parent / carer must notify the school on the first day of an unplanned absence by 9.00am. Parents / carers must contact the school office on 01740 620 162 or email school at fishburnburn@durhamlearning.net We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents / carers will be notified of this.

### Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent / carer notifies the school in advance of the appointment. Parents should inform the school office and bring a copy of the appointment letter / card to the school office. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. The pupil's parent / carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

### Lateness and punctuality

A pupil who arrives late: Before the register has closed will be marked as late, using the appropriate code

After the register has closed will be marked as absent, using the appropriate code  
Should a pupil's punctuality becomes a regular issue, parents / carers will be notified. In the case of older children who walk to school alone, a text message or phone call made to parents / carers when the pupil is late. If these measures do not lead to improved punctuality, then parents / carers will be asked to attend a meeting to discuss ways to support.

### Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will: Follow up on their absence with their parent / carer to ascertain the reason, by telephone. If no response, a text message or email will be sent requesting that the parent/carer contact school. If there is still no response, a phone call to a pupil's other contacts may be made to request they ask the parent / carer to contact school.

At the headteacher's discretion, and based on attendance information available, the following attendance will trigger contact in the form of a letter,

- phone call or home visit
- Frequent lateness
- Attendance of 90% or below
- Developing trends of broken weeks

School will seek further support to engage with families. Parents and carers who are finding it difficult to get their child to attend school can ask for help from the local authority and / or school. Parents / carers can agree a plan with school / Local authority to help improve their child's attendance. This can result in drawing up a "parenting contract". A Parenting Contract is a voluntary agreement between parents / carers and the local authority or school governing body to encourage school attendance. The agreement is not legally binding as such but can be used as evidence if the local authority later pursues prosecution.

If attendance fails to improve local authorities can take further action to ensure children regularly attend school. School will work closely with DCC to provide support to improve attendance through Parenting Orders and Education Supervision Orders as a more positive approach than Penalty Notices and Prosecutions.

Our approach to attendance management is based on prevention, early intervention and targeted support. We will regularly analyse attendance data to identify pupils who are at risk of poor attendance, have poor attendance; changes in attendance; are identified as being either persistently absence or severely absent.

## **5. Formalise support**

If the pupil continues to be persistently absent with no valid reason then a meeting will be arranged with the Headteacher to discuss the reasons for absence and offer appropriate support if necessary. The purpose of these meetings are to:

- Make parents aware of their child's attendance and / or punctuality.
- Ensure parents are aware that a referral to the Attendance Improvement Team may be necessary if there are a significant number of unauthorised absences.
- Discuss reasons for absence.
- Look at additional support that may be available, eg. Family Support, School Nurse.
- Look at strategies for promoting good attendance, eg. Reward charts.
- Raise awareness of the impact of good attendance on pupil outcomes.
- Formulate an agreed Attendance Action Plan

### Approval for term-time absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'.

A leave of absence is granted at the Headteacher's discretion. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Valid reasons for authorised absence include: Illness and medical/dental appointments Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether

the pupil is attending educational provision Reducing persistent absence Persistent absence significantly impacts pupils' academic achievement as well as having a negative impact on their social and emotional wellbeing. The school will work with parents / carers where there are issues with persistent absence. A letter will be sent initially, alerting parents / carers that persistent absence is a concern. Attendance will then be monitored. If there is no improvement, a meeting will be arranged with parents / carers and the Head Teacher to discuss concerns and provide school support where possible. Parents / carers will be asked to agree an attendance contract at the meeting. Attendance will then be closely monitored. Referrals may be made, with parental consent, to other agencies such as Early Help if parents / carers need further support. A referral may be made to the Local Authority Attendance Team if the support offered does not reduce persistent absence.

## **6. Enforce**

As a last resort, when all the above avenues have been exhausted and support is not working or not being engaged with, we will have no choice but to enforce attendance through statutory intervention or prosecution to protect the child's right to an education.

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. Penalty notices can be issued by a headteacher, local authority officer or the police. The decision on whether or not to issue a penalty notice may take into account: The number of unauthorised absences occurring within a rolling academic year One-off instances of irregular attendance, such as holidays taken in term time without permission Where an excluded pupil is found in a public place during school hours without a justifiable reason If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

### **General / frequently asked questions**

#### **When can children be absent from school?**

When you register your child at school, you have a legal duty to ensure your child attends that school regularly.

This means that your child must attend every day that the school is open, unless:

- Your child is too ill to attend that day.
- You have asked in advance and been given permission by the school for your child to be absent on that day due to exceptional circumstances.
- Your child cannot attend school on that day because it is a day you are taking part in religious observance
- Your local authority is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet; or
- You are a gypsy/traveller family with no fixed abode, and you are required to travel for work that day meaning your child cannot attend their usual school. In most circumstances, however, your child is required to attend another school temporarily during such absences.

These are the only circumstances where schools can permit your child to be absent.

**What do I need to do if my child needs to be absent from school for one of those reasons?**

You should contact their school as early as possible to explain why. If not, your child's school will contact you on the first morning of their absence to find out why.

All parents can request a 'leave of absence' for their child which gives them permission to be absent from school. Leaves of absence must be applied for before your child will be absent and will only be granted in exceptional circumstances.

Your child's headteacher has the final say over whether to approve the request and how long your child can be absent.

Their decision will be made after considering the specific facts and circumstances behind your request.

**Can I take my child on holiday during term time?**

Parents should plan their holidays around school breaks and avoid requesting leaves of absence for holidays unless it is unavoidable.

As leave of absence is only granted in exceptional circumstances, it is unlikely that your child's headteacher will agree a leave of absence for a family holiday.

If permission is refused and you keep your child off school on the days requested, you are likely to be committing an offence and be issued a fixed penalty notice or be prosecuted by your local authority.

## **Attendance Procedures and Absence Processes**

### **Attendance and absence management**

#### **Promoting good attendance and punctuality**

Where positive impact is required, all staff in contact with the child must take extra care to welcome the child each morning, praise punctual attendance and acknowledge the effort the child has made. It is also appropriate to recognise the effort the parent has made to secure the child's attendance.

In order to promote attendance and punctuality the school will give out our School attendance bear named OTIS to the class with the best attendance, and these percentages will be displayed in our weekly newsletter. Further to this, any children who achieve 100% attendance over each term will receive a certificate in assembly. Attendance percentages will be shared with parents / carers on a weekly basis on the school newsletter, in induction meetings, at termly meetings and also annual reports to parents / carers will contain a record of individual child's attendance.

#### **Communication**

The school requests that all parents please remember to report and explain the reasons for absence and to make sure your contact and emergency contact details are up to date.

It is vital, that school can contact parents if their child becomes unwell during the school day or in order to discuss the reasons for absence.

The school will analyse absence across the school. As a result of this, some families will receive letters to inform them if their child's absence is lower than it should be if no prior discussion has taken place (unless this is due to, for example medical needs). If we have concerns regarding your child's attendance then we may contact you by phone, letter, invite you to a meeting or make a visit to your home.

As a parent you may identify concerns about school attendance early on if you have seen a change in your child's attitude to school or in their willingness to attend. If this is the case, please share your concerns with us and we can work together to ensure that school attendance doesn't ever need to decline. The quicker that concerns are shared, the quicker they can be resolved.

The school will work with you to discuss ways that we can offer support in finding a way to improve attendance.

a) On the first day off and any further absence:

If a child is ill or is absent for any reason, parents / carers are asked to either phone (01740 620 162) or email the School Office (fishburn@durhamlearning.net) before 9.00 am giving a reason for their child's absence and an expected return date to school. If a child is absent from school and there is no message from home then our Office Manager will phone home to inform parents / carers that the child is not in school and enquire about a reason why. If there is no response from the child's main carer,

we will leave messages with other contacts informing them of the absence and it will then be their responsibility to inform the parent. The school's responsibility for the absence will then be relinquished and no further investigation would be taken by us that day.

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Parents / carers will be sent a Reason for Absence letter where no reason for absence has been provided, parents / carers will be expected to return this with an appropriate reason. If a child is persistently absent or intermittently absent, the Head Teacher will write to the parent / carer and set up a meeting at school to discuss the situation.

Doctors and dentists' appointments should be made outside of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment, it is essential that they do so.

If a parent / carer knows a child is going for a medical appointment first thing that morning, parents / carers must telephone the school office before 9.00 am to inform us of this absence.

### **Periods of extended absence**

If a child's absence continues beyond 3 days then parents are requested to notify the school to update them. If a phone call is not received, the school will contact all available numbers to verify the absence and take any relevant action in relation to assuring itself of the child's welfare. Relevant action may involve a phone call to the safeguarding team at First Contact / the Attendance Team at DCC.

If the school receives no reason for any absence then an unauthorised absence will be recorded. Continued absenteeism and unauthorised absences could result in more formal action. Periods of extended absence If a child's absence continues beyond 2 days then parents are requested to notify the school to update them. If a phone call is not received, the school will: Follow up on their absence with their parent / carer to ascertain the reason, by telephone. If no response, a text message or email will be sent requesting that the parent / carer contact school. If there is still no response, a phone call to a pupil's other contacts may be made to request they ask the parent / carer to contact school.

### **Absence authorisation**

The High Court has confirmed that the school's Head Teacher authorises absences. In some circumstances, the school may request that parent's provide medical evidence to support absences.

We are committed to supporting your child effectively, to ensure that they get the very best education possible and therefore have the best life chances. All challenges made concerning persistent absences, will be handled sensitively and in confidence.

**Punctuality:**

Registration time is at **9.00 am** at which point the pupil entry gates will be locked and all pupils must enter by the main entrance. It is so important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling, both for children and for the rest of the class. If a child arrives in school up to 15 minutes after this time then a late mark will be recorded in the register (L). Registers will be closed at this point and any children arriving more than 15 minutes late will be recorded as (U) which is a late after registers close mark and this is classed as an unauthorised absence (a number of these marks can also contribute to more formal action being considered).

**If your child is late for school:**

All children arriving late at school will be asked the reason for their lateness and this will be recorded on the school's attendance data base (SIMs).

**If a child is late (after registers close) for school on a number of occasions**

If lateness becomes persistent with no identifiable reason – A letter will be sent home from school with a specific appointment given to meet with Head Teacher. This will aim to address any issues which may be behind this pattern of poor punctuality and the school will support the parent and child.

If the school continues to have concerns about a child's punctuality; then a referral may be made to the Attendance Improvement Team to consider if enforcement action is required.

A pupil who arrives late: Before the register has closed (9.15 am) will be marked as late, using the appropriate code All children arriving late at school will be asked the reason for their lateness and this will be recorded on the school's attendance data base (SIMs). If a child is late (after registers close) for school on a number of occasions After the register has closed (9.15am) will be marked as absent, using the appropriate code.

**If lateness becomes persistent with no identifiable reason**

Where absence escalates and children miss 10 % or more of school (equivalent to 1 day or more a fortnight across a full school year) the school and local authority will work together to put additional targeted support in place to remove any barriers to attendance and re-engage these children.

Only where the school has a genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence, this evidence may be in the form of a doctor's note, prescription, appointment card or other appropriate form of evidence.

Should a pupil's punctuality become a regular issue, parents / carers will be notified in writing in the first instance. In the case of older children who walk to school alone, a text message or phone call made to parents / carers when the pupil is late.

**If the school continues to have concerns about a child's punctuality**

If these measures do not lead to improved punctuality, then parents/carers will be asked to attend a meeting to discuss ways to support.

### **Help & Support**

If you need help with attendance, it is important that you contact school about the issues as soon as possible. The quicker we know what the problem is, the quicker that we can work together to solve it and put a plan together which will meet your child's needs and ensure your child can benefit from all that school has to offer. Where needed we can also involve other services to make sure that your child and your family gets the right support, at the right time from the right people.

### **Leave of Absence in Term Time**

Head teachers are only able to grant leave of absence during term time **unless there are exceptional circumstances**. The school will consider each request of absence individually; taking into account the circumstances, such as; the nature of the event for which leave is sought, the pupil's prior attendance and any important events taking place in school at that time.

An application for leave of absence must be made well in advance via a form which is available from the school website or in person from the school office. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school.

A leave of absence is granted entirely at the head teacher's discretion. If an application for leave of absence is not made prior to the time of the required absence, then the absence will be recorded as unauthorised regardless of circumstances.

**Please note that absence will not be authorised under any circumstances during any period of public examinations or internal assessments.**

### **Pupils with specific needs**

In development and implementation of the policy, consider obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

We account for the specific needs of pupils / pupil cohorts, be applied fairly and consistently and consider the individual needs of pupils / families who have specific barriers to attendance. In development and implementation of the policy, consider obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

### **Children Missing from Education**

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that if you keep school informed of any change of details** and regularly update

them if details change. Your child may be at risk of losing their school place if your whereabouts are not known.

It is also important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter**.

## **Roles and Responsibilities**

Please see key contact list and details at the start of this document.

### Governing Body:

As part of our school approach to maintaining high attendance, the governing body will:

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed to parents / carers and staff.
- Annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents / carers and children to implement the policy effectively.
- Regularly review attendance data, discuss and challenge trends, and help school leaders focus improvement effort on the individual children or cohorts who need it most.
- Ensure regular meetings of the behaviour and attendance sub-committee take place and they will take the lead role in monitoring attendance and coordinating provision and policies for attendance. The governor's meetings will review and discuss attendance issues that have arisen in order to be fully aware and supportive of expected attendance targets for the year.
- Ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off site.
- Ensure school staff receive adequate training on attendance.

### School Leadership Team:

As part of our school approach to maintaining high attendance, the leadership team will:

- Be active in their approach to promoting good attendance with children and their parents / carers.
- Ensure the school's teaching and learning experiences encourage regular attendance and that children are taught the value of high attendance for their own progression and achievement.
- Coordinate with the governing body to monitor the implementation of the policy and its effectiveness, with annual review of full policy.
- Ensure that all staff are up to date with the school's attendance policy and that staff are fully trained to recognise and deal with attendance issues.
- Ensure government legislation on attendance is complied with and that the leadership team are up to date with any legislation changes and how to implement them.
- Nominate or appoint a senior manager to take responsibility for overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to the job.

- Report to the Behaviour and Attendance Governors Sub Committee meeting each term on attendance records, data and provision.
- Ensure that systems to record and report attendance data are in place and working effectively.
- Miss Ferguson, headteacher is responsible for the strategic approach to attendance in school.

#### Teachers and support staff:

As part of our school approach to maintaining high attendance, the teachers and support staff will:

- Be active in their approach to promoting good attendance with children and their parents / carers.
- Ensure the school's teaching and learning experiences encourage regular attendance and that children are taught the value of high attendance for their own progression and achievement.
- Ensure the senior manager responsible for overseeing attendance and any other relevant personnel are kept fully aware of and up to date with any concerns relating to children that may impact on their attendance.
- Ensure compliance with regulation and guidance on attendance.
- Work professionally with parents / carers, children and relevant agencies to secure improvements in attendance via appropriate support or enforcement measures.
- Ensure understanding and are following the correct systems for recording attendance and that attendance is taken each lesson and session.

#### Parents / Carers:

As part of our school approach to maintaining high attendance, we expect that parents / carers will:

- Engage with their children's education – support their learning and take an interest in what they have been doing at school.
- Promote the value of good education and the importance of regular school attendance at home.
- Follow the procedures outlined in this policy regarding absences, ill health, medical or dental appointments, leave of absence in term time and punctuality.
- Do everything they can to prevent unnecessary school absences.
- Keep the school informed of any circumstances which may affect their child's attendance and work with staff in resolving any issues that may be having an impact on their child.
- Enforce a regular routine at home in terms of homework, bathroom and bedtime so that the child is used to consistency and the school becomes part of that routine. It is vital that the child receives the same messages at home as they do at school about the importance of attendance.
- Ensure that the names and contact numbers that parents / carers or carers have provided are accurate and inform us of any changes.
- Let school know as soon as possible why their child is off school.
- Try to make appointments outside of school time.
- Do not allow children to have time off school unless it is really necessary. If parents / carers are worried about their child's attendance at school, what can they do?
  - Talk to the child, it maybe something simple.
  - Talk to the class teacher and headteacher at the school.

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring attendance data across the school and at an individual pupil level
- Meeting with families to discuss attendance issues and putting in place action plans and the necessary support required to break down any barriers

The Office manager is responsible for:-

- Taking calls from parents / carers about absence and recording absences on SIMs, any concerns are recorded on CPOMs.
- Sending out attendance letters and setting up attendance meetings with parents to meet with the head teacher
- Liaising with the head teacher regarding attendance concerns
- Issuing fixed-penalty notices, where necessary