

Speedwell Infant School
Attendance Policy
September 2023



Good Attendance

Good attendance is essential if children are to take full advantage of opportunities offered to them at school and to develop the educational and social skills which are to equip them for life.

At Speedwell Infant School we aim to achieve good attendance by implementing this policy through the ethos of the school whereby parents, carers, staff and children can work together in partnership.

Staff encourage good attendance by liaison with families. We consult other agencies when this is appropriate. We monitor attendance and work to solve any identified problems quickly. There is an established system of rewards and incentives which acknowledges the efforts of families to improve attendance and time keeping.

Our attendance policy is based on equal opportunities for all.

We aim to

- ◆ Promote good attendance as the norm, encouraging the school target of 96% or above for each child.
- ◆ Make attendance and punctuality a priority for all at school.
- ◆ Help every child to reach their maximum potential by aiming to avoid any unnecessary breaks in their school life.
- ◆ Demonstrate that good attendance is valued by the school.
- ◆ Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- ◆ Develop positive and consistent communication between home and school.
- ◆ Implement a system of rewards

To achieve this we

- ◆ Help children to be more aware of the importance of regular attendance and punctuality by classroom and assembly discussion, and rewards.
- ◆ Communicate with parents / carers in relation to their child's attendance and provide regular information about the whole school attendance record.

- ◆ Recognise and support the key role of all staff in promoting and monitoring good attendance.
- ◆ Apply the Policy consistently

Communication with Parents / Carers

The school communicates regularly with parents / carers about attendance issues through the website, newsletters, meetings and parent / carer consultations.

We attempt to ring all parents / carers on the first day of absence if no explanation has been given for their child's non attendance at school.

Attendance is entered into the school's administrative system. Letters are sent to parents /carers if reasons are not given for absence.

Parents / carers are informed individually if the attendance of their child causes concern. Please see Appendix 1 for trigger points for actions.

Rights, Responsibilities and Roles

Parents / Carers:

- ◆ Legally responsible for ensuring their child's regular and punctual attendance at school
- ◆ Letting the school know as soon as possible why their child is absent
- ◆ Talking to the class teacher or Headteacher as soon as possible about any child's reluctance to come to school, so that problems can be identified quickly and dealt with
- ◆ Ensuring family holidays are not taken during school term time
- ◆ Where possible booking medical appointments at the end of the school day

The Headteacher is responsible for

- ◆ The attendance policy and organisation of a regular review
- ◆ Authorising absence in exceptional circumstances
- ◆ The organisation of rewards for good attendance
- ◆ The organisation of events, e.g. award assemblies, weekly best class attendance celebrations
- ◆ Supporting families and children
- ◆ Supporting staff in monitoring
- ◆ Publicising the school's attendance record when required

Department for Education regulations make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively. Any requests for leave of absence during term time should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made. Parents/carers may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

The school absence request form can be obtained by contacting the school office.

The Deputy Headteacher is responsible for

- ◆ Monitoring levels of absences and lateness for all children
- ◆ Ensuring that pupils are re-integrated successfully after an extended absence
- ◆ Supporting families and children to improve attendance where there are concerns
- ◆ Escalating any persistent attendance issues to the Headteacher

The class teacher is responsible for

- ◆ Ensuring that the RM Integris register is completed accurately at the beginning of the morning and afternoon sessions
- ◆ Liaising with the Deputy Headteacher with regard to any concerns regarding attendance and patterns of absence or punctuality
- ◆ Ensuring, along with colleagues, that the ethos in the class and the school is supportive of good attendance
- ◆ The morning register is completed by 9.00 am and the afternoon register by 1.10 pm

The School Business Officer is responsible for

- ◆ Producing reports required by the Headteacher, Deputy Headteacher and the LA
- ◆ Ensuring that records of absence are kept confidential
- ◆ Weekly attendance % for each class

The School Business Assistant is responsible for

- ◆ Ensuring that the RM Integris registers are completed
- ◆ Entering into the RM Integris registers the absence codes. The school registers are officially closed at 9.30am and 1.30pm. Children arriving late after 9.00am and 1.10pm but before 9.30am and 1.30pm will be marked with an 'L'. This is counted as a present mark. Children arriving after 9.30am and 1.30pm are marked with a 'U' or other relevant code depending on the

circumstances of the lateness. This shows an unauthorised absence or the reason for the lateness. This distinction is required by government legislation.

- ◆ Telephoning parents / carers on the first day of absence if an explanation has not been received by the school
- ◆ Recording verbal and telephone messages from parents in writing and adding the information in “notes” in RM Integris
- ◆ Providing weekly updates to the Deputy Headteacher relating to the attendance of children being monitored and any new attendance concerns.
- ◆ Ensuring that letters are sent to parents / carers and the information returned is recorded
- ◆ Ensuring that records of absence are kept confidential

Monitoring, Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness through monitoring of attendance of the whole school. This policy has been discussed with all members of staff.

It has been agreed by the Governing Body.

Chair of Governors

Date July 2023

Appendix 1

Trigger points for action to address attendance issues

Children should attend school for 190 days per year. The school target of 96% attendance means that any child attending for less than 182.5 days per year will not meet this target. Where a child's attendance falls below 90%, or 171 days per year, this is classed as persistent absenteeism.

Towards the end of each term, attendance data will be checked and the parents of any child with attendance below 96% will receive a letter highlighting this, noting that the school will now monitor attendance weekly for signs of improvement and offering any support if needed.

Towards the end of each half term, attendance data will be checked and the parents of any child with attendance below 90% will receive a letter highlighting this, and where appropriate inviting them for a meeting with the Headteacher and the Deputy Headteacher (attendance officer) to discuss the attendance issues and identify next steps. Attendance will be monitored weekly, and without improvements the parent may be at risk of a fine.

In both cases, where appropriate some or all of the following measures may be put in place:

- A requirement for proof of all medical appointments
- A daily reward chart for the child for coming to school and/or arriving on time with a weekly reward
- Regular text reminders for the parent/carer to promote good attendance and/or arrival on time
- Informal check ins by the Deputy Headteacher with the parent/carer to praise improvements or highlight ongoing concerns
- Support from the school's P4YP officer

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned