



**Jericho Primary School**  
Windsor Court  
Hensingham  
WHITEHAVEN  
Cumbria  
CA28 6UX

4 April 2025

Sample Parent

Sample Student (Year 1, Samples)

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## News Update 4th April 2025

Dear parents and carers,

We finished the Spring term with a wonderful Easter assembly and had a 'cracking' time!! Our annual egg dumping competition was great a hit as always and our winners overall were Max in y5 and Mr Denwood from the staff competition. Year 5 led our assembly and taught us all about the true meaning of Easter and the ways in which we celebrate!

**Adventure Challenge:** We have had a great response to our adventure challenge of the last two weeks. Mr Elder and the team have finished the week by encouraging children to run a mile at lunchtime. Please keep up the challenge over the holidays. The challenge will end on the Friday we return. To enter into our final draw, please make sure your challenge cards are completed and returned to school for Friday 25th April.

**Attendance policy and exceptional circumstances guidance-** Please find attached our revised attendance policy which has been updated in line with the Cumberland County procedures. We have also attached our exceptional circumstances agreement to clarify what may constitute an exceptional circumstance.

**Plant Sale after Easter-** Tomato plants will be appearing during the first week back after the Easter break. Keep an eye out at the front of school in the mornings and after school. These will be on sale from £1.50.

**Lost Property-** Thank you for collecting items from the lost property at the front of the school. We will continue to do this after the Easter holidays. A reminder that we will keep items for a maximum of two weeks then donate them to charity if they have not been collected.

**Menu-**Please see our school website for our Menu's after Easter.

**Parking-** Please remember to be careful when parking around school. We unfortunately again have had a near miss with a child and a car on the way into school. It is also important we are courteous of our neighbours, do not block driveways and park on pavements.

**Inhalers-** If your child has an inhaler in school we have asked for these to be brought home for parents to check expiry dates and ensure new prescriptions are sought to replace them if necessary. Please ensure that your child has an inhaler and IHCP in school for this when they return on the first day back after Easter.

### **A reminder regarding entrance and exits after Easter**

**In the mornings - Arrival:** Year 2 will make their way to the first entrance of the new building and use this to enter in the mornings. Year's 3 - 6 will continue to line up in on the school playground.

**In the afternoon - Collection:** Year 2 will be dismissed from their new entrance in the new building. Year 3H and 3W will be dismissed from the far doors of the new building. Year 4 and 5 will be dismissed from the main building onto the playground as normal. Year 6 will continue to leave via the front door.

**Arrival times:** A polite reminder that children requiring entry to school prior to our start time at 8.45am, will need to be booked into breakfast club. Year 6 children who have morning responsibilities (such as Head Pupils, buddies and librarians) are able to enter the building **no earlier than 8.30am**, to allow them to carry out their duties.

**Online Jargon Buster-** We have attached a very useful guide to some of the language children now use in relation to being online, gaming and using apps. It can be a challenge keeping up with new terms and meanings of words our children seem to use freely! Stay in the loop and up to date with key words and phrases to look out for! Please as always monitor your children's devices as we know they may use them more than usual during the holidays.

**SEND event:** The Local Authority are holding inclusive, supportive drop-ins designed to bring together families, caregivers, and service providers in one welcoming space. This event will take place on Wednesday 23rd April - 3:30 - 6: p.m. at Whitehaven Library. Please book your seat- [Let's Connect SEND Event - Whitehaven Library Tickets, Wed, Apr 23, 2025 at 3:00 PM | Eventbrite](#)

**Reading-** Please remember to promote reading over the Easter break with your children. Hopefully there will be lots of sunshine to enjoy doing this outdoors!

### **Celebrations:**

**Congratulations to Debbie Cummings a teaching assistant in school. She will be getting married over the holiday. We wish her and Will her husband to be all the happiness for a wonderful future together.**

**Adventure Challenge:** Mrs McCartney and Tori for walking to school each day and having adventures such as swimming. Harry who's been active playing football and rugby. Sophie, Esme, Eryn and Sophia have been playing football and Ewan's been swimming. Oliver had a great week being captain of his football team. Oliver and Joshua both went swimming over the weekend. Ethan spent the afternoon horse-riding and Teddy has been to bounce, rugby and football training.

### **Keith Hayes award-**

These were the nominees for the Keith Hayes award

Year 1 - Betsy for always being a 2%er and a good friend to all.

Year 2 - Orion for being a good friend to all.

Year 2 - Scarlett for being a good friend and always helpful.

Year 3 - Noah for embodying our school values.

Year 3 - Jack H for always being kind, supportive and inclusive.

Year 4 - Sienna for being a great role-model and amazing friend.

Year 4 - Jewel for being a wonderful friend and 2%er.

Year 6 - Maddison for being a wonderful role model and kind to all.

Year 6 - Thomas for being a kind, empathetic learner and coach as well as the embodiment of our school values

**The winner was Jewel, for her constant kindness, being a fantastic role-model and a ray of sunshine to all.**

**Golden Work:**

**Our Golden Work superstars this week:**

Ralph in year 3 for wonderful home learning about volcanos

Lucia in y4 for her knowledge of Benjamin Franklin and his life changing inventions

**Golden ticket winners-**We had our celebration and end of term ticket draw this morning during Easter assembly! Our lucky winners were: Noah y3, Abel y3, Katie y6, Sophia y5, Ethan y5, Lucas H y6, Ella Y6

**Dates for Spring term 2**

4th April - School Closes for the Easter Break at 3:30 p.m. After School Club as normal.

22nd April - School Opens for Summer Term 1 at normal times.

28th April - Year 6 Adventure Visit to Chill Factor

Reception - Rookery Woods on Monday 28<sup>th</sup> April

**Looking ahead:**

7th and 8th May- Telephone parents meetings - please note that we have rolled these back slightly as our assessments are out of sync due to the roof closure in January.

12-14th May - Year 5 Residential to York

22nd-23rd May - Year 3 Residential to Blencathra

2nd-4th June - Year 4 Residential to Hawse End

30th June - 3rd July - Year 6 Residential to London

## **Whitehaven Cluster – Attendance Cluster Agreement**

### **Guidance on authorised term-time pupil absence**

The Education (pupil registration) (England) (amendment) Regulations 2013 [aka, the Regulations] which came into force on 1 September 2013, made it clear that head teachers may not grant any leave of absence during term time unless 'exceptional circumstances' prevail.

The regulations also state that head teachers should determine the number of school days a pupil can be away from school if they grant a leave request because of 'exceptional circumstances'.

Whitehaven Cluster Primary Headteachers have worked together to agree some guiding principles for headteachers to consider when families request absence during term-time.

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'.

### **Guiding principles**

1. Term times are for education. Children and families have 175 days off school to spend time together, including weekends and school holidays. Head teachers will rightly prioritise attendance. The default school policy should be that absences will not be granted during term time apart from in 'exceptional circumstances'.
2. The decision to authorise a pupil's absence is wholly at the head teacher's discretion based on their assessment and merits of each request.
3. If an event can be reasonably scheduled outside of term time, then it would not be normal to authorise absence for such an event – holidays are, therefore, not considered 'exceptional circumstances'.
4. Absences to visit seriously-ill relatives or for bereavement of a close family member are usually considered to amount to 'exceptional circumstances', but for the funeral service and minimal travelling time only, not for extended leave.
5. Absences for important religious observances are often considered, but only for the ceremony and travelling time, not for extended leave. This is intended for one-off situations rather than regular or recurring events
6. Schools may wish to take the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
7. Whilst as a school we must make reasonable adjustments for pupils with special educational needs or disabilities in school time. Regarding attendance, we work closely with our colleagues from our local special schools. In line with their guidance, we would not consider requests that are based on holidays during quieter times.
8. Families may need time together to recover from a trauma or crisis.
9. It is acceptable to take a pupil's record of attendance into account when making absence-related decisions
10. It is important to note that head teachers can determine the length of the authorised absence as well as whether an absence is authorised.
11. Leave may only be granted where proper procedures have been followed and the permission given.
12. Tickets and/or other travel arrangements should not be booked prior to discussion with and agreement of the school.
13. Parents should not confuse telling the school with having permission.
14. Whether alternative care arrangements have been considered by the parent to limit the time away from school.
15. The impact on any interventions, assessments or referrals being undertaken with the child or family, for example, family support, social care assessments, CAMHS, SEN.
16. The potential impact that the absence will have on the child.



# Attendance Policy and Procedures 2025

Policy 018



## Mission Statement

### Through this policy, we aim to:

- Ensure the safeguarding, child protection and welfare of all pupils.
- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve an attendance for all children that is in line with National Average, apart from those with chronic health issues.
- Currently the National Average is **96.1%**
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Access & Inclusion Team so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.
- Provide effective strategies for early intervention to ensure pupils are not deprived of their educational opportunities through non-attendance or lateness.

<b>Designated Safeguarding Lead (DSL)</b>	<b>Penny Leck</b>
<b>Deputy Designated Safeguarding Lead</b>	<b>James Blackwell and Laura Ball</b>
<b>Nominated Governors for Safeguarding/ Attendance</b>	<b>Gary Gregg</b>
<b>Attendance Officer</b>	<b>Laura Ball</b>

The Governing Body of our School is responsible for ensuring the **annual review** of this Policy and procedures. The Policy will be reviewed **annually in September** at the Full Governors meeting.

<b>Approved by</b>	
<b>Name:</b>	Gary Gregg
<b>Position:</b>	Chair of Governors
<b>Signed:</b>	
<b>Date:</b>	November 2024
<b>Review date:</b>	November 2025

## **1. Aims**

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on *Working Together to Improve School Attendance 2024*, and *Cumberland Council's School Attendance Strategy* through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to make sure pupils have the support in place to attend school.
- Promoting and supporting punctuality in attending lessons.

## **2. Legislation and guidance**

This policy is based on the Department for Education's (DfE's) statutory guidance on *Working Together to Improve School Attendance 2024* and school attendance *Parental Responsibility Measures 2023*. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools.

### **3. Roles and responsibilities**

Further information can be found on Cumberland Council Attendance Handbook page 4, and the Department for Education's (DfE's) statutory guidance on *Working Together to Improve School Attendance 2024*

#### **3.1 The designated senior leader responsible for attendance**

The designated senior leader (also known as the 'Attendance Lead) is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff.
- Consulting with pupils, parents/carers, and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is **Laura Ball** and can be contacted via **email- lball@jericho.cumbria.sch.uk**

#### **3.2 The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with colleagues to tackle persistent absence.

The attendance officer is **Laura Ball** and can be contacted the **email- lball@jericho.cumbria.sch.uk**

#### **3.3 Form tutors and Class Teachers**

Form tutors and Class Teachers are responsible for recording attendance for both morning and afternoon sessions and lesson attendance daily, using the correct codes, and submitting this information to the school office. This must be completed immediately and within the first 5 minutes of registration or the lesson.

### **3.4 School Admin staff**

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers to the Attendance Officer where appropriate, to provide them with more detailed support on attendance.
- Ensure all parents addresses/contact details are up to date.
- Consider referral to support services and or an Early help assessment.

### **3.5 Parents**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

1. All natural parents, whether they are married or not.
2. All those who have parental responsibility for a child or young person.
3. Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child and ensure they are up to date.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance action plans that they make with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting their child's Attendance Officer

### **3.6 Pupils**

Pupils are expected to:

- Attend school every day, on time.
- Attend every timetabled session, on time.

### **3.7 Attendance Staff Team**

Attendance Lead (Deputy Headteacher)	<b>Laura Ball</b>
Assistant Headteacher	<b>Amanda Smith</b>
Senior Attendance Champion	<b>Laura Ball</b>
Attendance Office management	<b>Sarah Spires</b>
Designated Safeguarding Lead	<b>Penny Leck</b>
SENCO	<b>Laura Ball</b>
Mental Health Lead	<b>Clare Hayes</b>
Pastoral Lead	<b>Laura Ball</b>
Attendance Administrator	<b>Sarah Spires- Lucy Vaughan</b>

## **4. Recording attendance**

### **4.1 Attendance register**

We will keep an electronic attendance register and place all pupils onto this register.

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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

See DfE *Working Together to Improve School Attendance 2024* for the full list of attendance codes or refer to pages 27-31 on Cumberland Council Attendance Handbook.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity.
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made. The school day starts at **8.45am** and ends at **3.30pm**. Pupils must arrive in school by **8.45am** on each school day.

The register for the first session will be taken between 8.45am and 9.00am and will be kept open until **9.15am**. The register for the second session will be taken at **12.30pm- EYFS and KS1, 1.00pm for year 3 and 4, 1.30pm for year 5 and 6**.

## **4.2 Unplanned absence**

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as possible, by calling the school office staff, who can be contacted via telephone on 01946514545 or recording it on **parent mail**.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a medical prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

GP fit for work notes for children are not acceptable.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

## **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised if the pupil's parent notifies the school in advance of the appointment. However, we encourage parents 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.

For any planned absences, parents must complete an absence request form. These can be obtained from the school office or downloaded from the school website. This should be completed and submitted at least 2 weeks before the absence is due to take place.

## **4.4 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.

Persistent lateness will trigger further intervention, including letters home and meetings with teachers/attendance officer.

Those who are late after registration closes and therefore absent will follow the same path as any other unauthorised absence and contributes to the 10-sessions of absence over 10 weeks national threshold.



#### **4.5 Following up unexplained absence.**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit and contact any outside agencies who may be involved with the family.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- Where relevant, report the unexplained absence to the pupil's youth offending team officer, or social worker.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with the school will refer to the Local Authority.

#### **4.6 Reporting to parents**

The school will regularly inform parents/carers about their child's attendance and absence levels at least once a half term. This will be through messages, emails and termly data reports.

Every parent can see their child's attendance on a day-to-day basis using **parentmail**. Their child will be given the instructions for accessing this for this during the first week of starting at **Jericho Primary School**.

## **5. Authorised and unauthorised absence**

### **5.1 Approval for term-time absence**

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the Department for Education's (DfE's) statutory guidance on *Working Together to Improve School Attendance 2024*

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave.
- A temporary, time-limited transition timetable (part time timetable).
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as unexpected or unavoidable events.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

***As a leave of absence will only be granted in exceptional circumstances, it is highly unlikely a leave of absence will be granted for the purposes of a family holiday.***

The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or central office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh Romani people, 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.

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority.
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

For further information on specific codes refer to pages 26-31 of Cumberland Councils Attendance Handbook.

## **5.2 Enforcement**

Our school will make use of the full range of potential enforcements. Refer to page 18-25 of Cumberland Council Attendance Handbook. *\*\*Decisions will be made on an individual, case-by-case basis.*

## **6. Strategies for promoting attendance**

Good attendance and improved attendance are rewarded at **Jericho Primary School**. We do this by:

- Celebrating year group and class attendance every week during praise assembly
- Celebrating good attendance in assembly a least once a half term

The school will work collaboratively with the Access and Inclusion Team at Cumberland Council to help to support pupils and parents in achieving good attendance.

## **7. Supporting pupils who are absent or returning to school**

### **7.1 Pupils absent due to complex barriers to attendance**

We work particularly closely with pupils and parents where there are more complex barriers to attendance. If a child is struggling or refusing to attend school, parents should inform us immediately.

To support more complex barriers to attendance we:

- Will invite the parent and pupil into school for a meeting.
- If the pupil cannot/will not attend a meeting at school, we will visit the family home.
- Depending on the barriers identified, the child's tutor/teacher will be informed and be part of any reintegration plans.
- Consider temporary transition timetables. Depending on need, the aim of these is always for students to be back in school full time as quickly as possible, however we recognise that this can support a phased return into school.
- Arrange for temporary pick-ups in the morning by one of our pastoral leads.

### **7.2 Pupils absent due to mental or physical ill health or SEND.**

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority. Reasonable adjustments can be made to support students in school.

Where there is a prolonged physical or mental illness, the Access and Inclusion Team at the Local Authority will be requested to support with education.

### **7.3 Pupils returning to school after a lengthy or unavoidable period of absence.**

To support a lengthy or unavoidable period of absence attendance we:

- Will invite the parent and pupil into school for a meeting or attend the family home.
- Consider temporary transition timetables. Depending on need, the aim of these is always for students to be back in school full time as quickly as possible, however we recognise that a pupil may need a phased return into school. This will be in communication with Form Tutor and Head of Year/Manager who will also support with the return to school.
- Arrange for temporary pick-ups in the morning by one of our pastoral leads.

## **8. Attendance monitoring**

The school analyses attendance data at least once a week. This includes punctuality. The attendance team meet each half term to discuss attendance and consider next steps for those pupils where attendance is decreasing.

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly, and yearly across the school and at an individual pupil, year group and cohort level. We will then communicate with parents using the Local Authority template letters regarding monitoring and concerns around attendance.

Refer to page 8 in Cumberland Council Attendance handbook for further information.

### **8.1 Reducing persistent and severe absence.**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with *DfE Keeping Children Safe in Education*
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school.
  - Listen, and understand barriers to attendance.
  - Explain the help that is available.
  - Explain the potential consequences of, and sanctions for, persistent and severe absence.
  - Review any existing actions or interventions.
- Communicate with parents via **Parentmail**, email, phone call or letters to inform them of attendance updates.
- Visit the family home to communicate and meet with parents.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- Implement enforcements, where necessary

## **9. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum yearly by **Laura Ball** the Deputy Headteacher and Children's wellbeing committee. At every review, the policy will be approved by the full governing board.

## **10. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

### **Additional Links**

Supporting attendance | EEF

<https://thehub.naht.org.uk/management/guidance-on-authorized-term-time-pupil-absence/>





# Hensingham ARLFC



## Youth Fundraiser



## Prize Bingo

Pies & Cake available

Glass of  
Prosecco on  
arrival



## Tombola

Friday - 25<sup>th</sup> April - £10 All Games

Doors Open 6pm - Eyes down at 7

For Tickets contact

Nicola Murphy 07745556220



# Jargon Buster

## Adware

Application which displays adverts and can redirect searches.

## Bot

A program that does things without users' instructions. Many bots are malware.

## Cyberbullying

The use of electronic communication to bully.

## App

Short for application

## CEOP

Child Exploitation and Online Protection Command.

## Decoy App

These apps help children hide videos/images from their parents.

## Block

Application which displays adverts and can redirect searches.

## Chatroom

A place where online users can chat.

## Digital Footprint

A person's trail of data on the internet that can last indefinitely.

## Blog/Blogging

Webpage containing users' opinions/experiences/ observations.

## Chatroulette

Strangers interacting over text-chat and webcam.

## Emoji

A digital image used to express an idea, action or emotion.



## Circumventor Sites

Parallel websites that allow children to bypass sites their adults have blocked.

## Fabotage

Changing a user's social media account content without permission.

## Firewall

A system which protects a network from external threats.

## Cookie

A small file which records a user's personal preferences.

## Gamer

A person who plays mostly online video games.

## Creeping

Someone who follows someone else's social network profile closely.

## Gamer Tag

An alter ego made from an alias, picture or avatar.



## Griefer

Someone who deliberately harasses online gamers.

## ISP

An internet service provider gives access to the internet.

## Sexting

Send and receiving sexually explicit message, images or videos.

## Grooming

Someone who gains a child's trust for sexual exploitation or trafficking.

## Malware

Unauthorised software which damages, disrupts or accesses a device.

## Social Media

The sharing of content and participation in social networking.

## Hacker

A person who gains unauthorised access to information.

## Netiquette

Netiquette is the code of good behaviour online.

## Spam

Messages sent to user for phishing, malware and advertising purposes.

## Identity Theft

A crime which pieces together information for financial gain.

## Pharming

Directing users to bogus websites in order to extract information.

## Spyware

Unauthorised software covertly collecting information from a device.

## IM

Instant message sent between users via the internet.

## Phishing

Fake emails which entice a recipient to share confidential information.

## Trojan

Malware disguised as legitimate software.

## In-app Purchasing

Purchases of services or products through apps which might be billed to phone accounts or nominated cards.

## Photosharing

Apps and sites allowing users to share photos; this can be very damaging for children.

## Troll

A user who posts inflammatory messages.

## Incognito Browsing

Users can browse the web without their history being recorded on a device.

## PM

Private or personal message very popular on social media platforms.

## Video Hosting Sites

Online services which allow users to post and view clips.

## Profile

A profile users have created for social media accounts.

## Virus

A piece of code detrimental to systems and capable of copying itself.





# Family Fun at The Kirkgate!



## Magic Cabaret

Tuesday 8th  
2:30pm

**Block Printing**  
Saturday 12th  
10:00am + 12:00pm



## Paddington in Peru

14th at 7:00pm  
16th at 2:00pm  
17th at 2:00pm

## And something for the grown ups...



**Great Big  
Kirkgate Quiz!**  
Saturday 5th  
7:30pm



**Bridget Jones:  
Mad About the  
Boy**  
7th at 8:00pm  
9th at 2:00pm

**Book online:** [kirkgateartsandheritage.org.uk](http://kirkgateartsandheritage.org.uk)

**Box office:** 01900 826448

**The Kirkgate, Cockermouth, CA13 9PJ**

Registered Company no. 6632306  
Registered Charity no. 1126602

**Kirkgate Arts  
and Heritage**



# Week 1 Spring/Summer Week 1 April- July

## Monday

Assorted Pizza  
Meatball Pasta In Tomato Sauce  
Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.  
Potato Wedges & Wholewheat Spaghetti  
Hoops  
Icecream

## Tuesday

Beef Taco Shells  
Crispy Chicken Burger In A Bun  
Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.  
Savoury Rice & Sweetcorn  
Shortbread

## Wednesday

Roast Chicken & Yorkshire Pudding  
Cumberland Sausage  
Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.  
Mashed Potato, Broccoli, Carrots & Gravy.  
Chocolate Orange Cake

## Thursday

Chicken Carbonara & Garlic Bread  
Quorn Nuggets  
Baked Beans  
Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese  
Raspberry Ripple Artic Roll

## Friday

Fish Fingers  
Cheese & Tomato Pasta Bake  
Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.  
Chips  
Baked Beans ,Garden Peas  
Tomato Ketchup  
Chocolate Chip Cookie & Strawberry  
Milkshake

## Additional menu choices offered each day

Bread Roll filled with Tuna  
Mayonnaise/Cheese/Ham/Jam

Salad Bar

Fruit Bar – Seasonal Prepared Fruit.

Assorted Fruit Yoghurt  
Fruit Bowl  
Bread

Please contact the school and speak with the Kitchen Manager, Gill Wayman should you need information about allergens



# Week 2 April – July 25

## Monday

Pepperoni Pizza Or Cheese Pizza  
Meatball sub

Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese

Seasoned Potato Wedges  
Wholewheat Spaghetti Hoops  
Peas

Assorted Icecream

## Tuesday

Spaghetti Bolognese  
Salmon Nibbles

Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.

Spaghetti  
Sweetcorn

School Sprinkle Cake

## Wednesday

Roast Chicken & Yorkshire Pudding  
Cumberland Sausage

Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.

Mash, Broccoli, Carrots & Gravy

Buttercream Sponge

## Thursday

All day Breakfast (veggie option)  
Penne Pasta with Tomato sauce (Cheese  
Optional)

Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.

Garlic Bread  
Baked Beans

Peppermint Crunch

## Friday

Fish Fingers  
Macaroni Cheese

Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.

Chips  
Garden Peas/Baked Beans  
Tomato Ketchup

Chocolate Cookies & Strawberry  
Milkshake

## Additional menu choices offered each day

Bread Roll/Wrap filled with Tuna Mayonnaise,  
Cheese or Ham.

Salad Bar  
Pasta

Fruit Bar – Seasonal Prepared Fruit.  
Fruit Bowl

Fruit Yoghurt

Please contact the school and speak with the Kitchen Manager, Gill Wayman should you need information about allergens



# Week 3 April – July 25

## Monday

Pepperoni Pizza Or Cheese Pizza  
Chicken Pasta Bake

Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese

Seasoned Potato Wedges  
Wholewheat Spaghetti Hoops  
Peas

Assorted Icecream

## Tuesday

Chicken Curry & Naan Bread  
Mini Sausage & Mash

Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.

Steamed Rice  
Peas

Chocolate Brownie

## Wednesday

Roast Chicken & Yorkshire Pudding  
Cumberland Sausage

Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.

Mash, Broccoli, Carrots & Gravy

Orange Crunch Cake

## Thursday

Jericho loaded Burger  
Pasta Bar ( Assorted Pasta & Sauces) served  
with Garlic Bread

Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.

Diced pots  
Sweetcorn

Chocolate Sponge Cake

## Friday

Fish Fingers  
Salmon Nibbles

Jacket Potato Served With Tuna  
Mayonnaise, Baked Beans Or Cheese.

Chips  
Garden Peas/Baked Beans  
Tomato Ketchup

Chocolate Cookies & Strawberry  
Milkshake

## Additional menu choices offered each day

Bread Roll/Wrap filled with Tuna Mayonnaise,  
Cheese or Ham.

Salad Bar  
Pasta

Fruit Bar – Seasonal Prepared Fruit.  
Fruit Bowl

Fruit Yoghurt

Please contact the school and speak with the Kitchen Manager, Gill Wayman should you need information about allergens