

1/9/2022- 31/08/2023

# Kidsgrove Primary School

## Attendance Policy

Version:	Reason	Consultation:	Ratified by Governors:	Review Date:
Version 1	Establishment of new Policy	Staff/Parents	September 2020	September 2021
Version 2:	Audit of Provision	Staff/Parents	September 2021	September 2022
Version 3:	Audit of Provision No changes	Not required	September 2022`	September 2023



Shaw  
Education  
Trust

## Every year the Strategic Governors of Kidsgrove Primary School evaluate the key aims around Attendance.

Kidsgrove Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her full potential.

The school will strive to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

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

To meet these objectives, the school will establish an effective and efficient system for monitoring attendance and lateness. It will also establish a system of communication with pupils, parents and appropriate agencies to provide mutual support and advice.

### For the academic year 2023- 2024 they are:

#### Aim 1:

**To improve the overall percentage of attendance and improve pupils' punctuality at school.**

The school aims to improve attendance to ensure that it is at least 97% full attendance each year.

This will be done by **monitoring attendance regularly**. Where there appears to be a problem the Attendance Lead contact parents initially (Appendix A.). If the parent doesn't respond or the problem persists the Attendance Lead informs the Head teacher. The Head teacher calls the parents into school to discuss the matter. The Attendance Lead/Head teacher then monitors the pupil's attendance daily. The AL reports this contact to the EWO. If the situation doesn't improve the Attendance Lead/Headteacher, will formally refer the matter to the Education Welfare Service. The AL shall be responsible for providing all appropriate documentation.

The school will also ensure that the **quality of teaching and learning** are of high quality. The school will also ensure the provision of a **good curriculum** that is relevant to the learner's needs.

All the pupil's needs will be considered when the decision is made to contact parents. The class teacher and the Headteacher will consider the pupil's **pastoral, social and cultural needs**.

**Good attendance is celebrated.** The school makes it known to the pupils, parents and governors that it appreciates good attendance. Attendance is a feature of a school assembly once a week when a class award, the attendance Acorn, "Archie Acorn", is presented to the class who had the best attendance the previous week. At the end of each term and at the year-end certificates and rewards are presented to those children who have achieved 97%+, 98% + and 100% attendance. The annual awards also include a shield and parents are invited to the ceremony.

## **Aim 2:**

**To make attendance and punctuality a high priority for all those associated with the school including pupils, parents, staff and governors.**

The Headteacher will report on the termly attendance figures to the **governing body**.

Good attendance is highlighted in the **prospectus** and the Headteacher writes to all parents twice a term to highlight the need to ensure good attendance and punctuality. Attendance is also included in the newsletter.

Attendance is discussed with the **pupils** at least weekly in assembly and as part of PSHCE lessons.

As agreed by Governors, the school will no longer authorise any holidays taken during term time. Any holidays taken will be classed as unauthorised. Those of 5 days or longer, which would cause the child's attendance to fall below 97% will start the process with the EWO for statutory fines. We will follow local authority policies for us this is Staffordshire local authority. [Attendance - Staffordshire County Council](#)

This has no financial benefit to the school, but is a requirement, set by government, to support good attendance and therefore boost learning.

## **Aim 3:**

**To develop a framework that defines the agreed roles and responsibilities of all those associated with the school's attendance and punctuality systems.**

This **policy and the practice** define the framework that the school shall follow. Any appendices are contained within the attendance file, which is situated in the Front Office, along with the Data Analysis file.

## **Aim 4:**

**To provide support, advice and guidance to parents and pupils.**

**Support and guidance** is provided to all parents via the prospectus and via regular communication from the school. **Specific advice** is discussed with individual parents should the need arise. This is normally done in private meetings.

## **Aim 5:**

**To develop a systematic approach to gathering and analysing attendance and punctuality related data.**

The school uses an **electronic registration** system. The Headteacher and staff are able to access detailed information about any individual or group within the school. The Attendance Lead shares this information with the EWO. The Attendance Lead receives a daily print out of each class' attendance, which triggers telephone calls/ home visits to see why the child is absent. Additionally, the Head teacher receives specific data weekly.

The school uses the prescribed registration format and system for completing registers.

Children who **arrive late** are recorded as late. Children who arrive after 0930hrs are recorded as U. Persistent lateness (more than 15%) will trigger a parent meeting. In line with the amended LA Code of Conduct for Penalty Notices for absence/lateness to school, the LA will be notified of children

exceeding 12 late marks in a 12-week period, which can incur a Penalty Notice payable of £60.00 or a £120.00 fine. [Attendance - Staffordshire County Council](#)

### **Aim 6:**

**To work effectively with the Education Welfare Service and other agencies that support attendance and punctuality.**

The AL liaises regularly with the Education Welfare Service. The service provides a Statutory Level Agreement. The EWS are fully aware of the school's arrangements for monitoring attendance and support all its procedures. Other agencies, including Social Care, are contacted only rarely and only when all other attempts to improve attendance have failed. Attendance information will be shared with CP/CIN/EH/IEH meetings and actioned if required. [Attendance - Staffordshire County Council](#)

## School Responsibilities Attendance procedures and stages



## Attendance Monitoring at Kidsgrove

Duration	Steps to success to meet the school requirements.	Accountable Person
<b><u>New Year (Sept)</u></b>	<ul style="list-style-type: none"> <li>• Baseline letter of attendance from the previous year sent to parents</li> <li>• Target letter for attendance outlining targets sent to parents.</li> <li>• Persistent Absentee register for previous school year established.</li> </ul>	Office Staff Head Teacher Attendance lead.
<b><u>Daily</u></b>	<ul style="list-style-type: none"> <li>• Daily absence checks – parental communication</li> <li>• Tracking of target attendance pupils.</li> <li>• Late Gate Checks</li> <li>• Daily Text message sent to parents for no explanation</li> <li>• Phone call check for absent children with no explanation</li> <li>• Explicitly share high expectations of attendance</li> <li>• Teachers to speak with parents regarding learning missed</li> </ul>	Office Staff Attendance Lead Attendance Lead Attendance Lead Attendance Lead  Teachers Teachers
<b><u>Weekly</u></b>	<ul style="list-style-type: none"> <li>• Data Analysis of Class Attendance / Whole School figure</li> <li>• Tracking of PA Children Weekly</li> <li>• Head Teacher Late gate check</li> <li>• Reward cards for Attendance – Class</li> <li>• Update Website and Newsletter of Attendance</li> </ul>	Attendance Lead Attendance Lead Head Teacher Attendance Lead Attendance Lead / Office
<b><u>4 Weekly Checks</u></b>	<ul style="list-style-type: none"> <li>• Tracking of Lates 4 weekly. Transition Weeks 4, 8, 12, 16, 20, 24, 28, 32, 36, 40.</li> </ul>	Head Teacher
<b><u>Half Termly</u></b>	<ul style="list-style-type: none"> <li>• Half Termly Attendance –spreadsheet complete</li> <li>• Half Termly Attendance Meeting organised and conducted to action requirements.</li> <li>• Attendance ROYG Analysis letter sent to all pupils</li> <li>• Stage 1 letters sent out to required families</li> <li>• Stage 2 meetings booked with attendance lead</li> <li>• Stage 3 meetings booked with head teacher</li> <li>• Stage 4 / 5 proceeding reviewed during half term review meeting</li> <li>• Half Termly Attendance tracking of Vulnerable groups</li> </ul>	Attendance Lead Head Teacher to invite Attendance Team. Office Team Office Team Attendance Lead Head Teacher Attendance Team  Attendance Lead
<b><u>Termly</u></b>	<ul style="list-style-type: none"> <li>• Golden Fortnight (2 weeks x 3 per year) data driven</li> <li>• Golden fortnight winners analysed.</li> <li>• Termly 100% list completed.</li> <li>• Report and presentation to the governing body (Trends)</li> <li>• Attendance headlines and Ofsted Criteria – Head Teacher report (Strategic Overview)</li> <li>• Teachers to inform parents of attendance and attitude criterias during parents consultations</li> </ul>	Head Teacher Attendance Lead Attendance Lead Attendance Lead Head Teacher  Teachers

## Positive Rewards

Weekly	Half Termly	Termly	Annually
Class Dojo for Attendance (Individual) Golden Tickets for Attendance – Class Prizes Attendance Bear Attendance Cup	Best Class Trip Half Termly FS / KS1 and KS2 (Class)	100% Attendance Experience.  Golden Fortnight (2 Weeks selected) prize badge and draw.	100% Attendance prizes  100% Attendance Trip  Most Improved Attendance

## **Parental Responsibility:**

Under section 444 of the Education Act of 1996, parents, or those who have parental responsibility for children of compulsory school age, are required to ensure that their children receive an efficient full-time education. Children are required to attend and to stay at the school. This responsibility also extends to ensuring that the children arrive at the school on time, suitably dressed and in a fit condition to learn. It is also the parent's responsibility to inform school of the reasons for their child's non-attendance as soon as possible, by 9.00am on the first day of absence.

## **Procedures for reporting absence:**

By telephone, By letter or in person by no later than 9.15am on the first day of absence

By showing an appointment card or letter in advance, at the office. By completing an application of leave of absence in exceptional circumstances in term time, which is available from the office.

It is requested that reasons for absence are not sent as a message via a child or another parent/carer as they tend not to be passed on.

## **Authorised Absence:**

The head teacher has the ultimate responsibility for authorising absences and will do so when a valid reason is given for the child's absence.

## **Unauthorised Absence:**

An unauthorised absence will be given when a child does not attend school and a valid reason is not given for the absence or the governors refuse to authorise a leave of absence request. If a child's attendance drops below 90% at any point throughout the year we will not authorise any further illness absence without medical evidence from a medical professional. 12 instances of unauthorised absence in any 12 week school period will be sent to the LA for attendance monitoring, which could result in fines.

## **Medical and Dental Appointments:**

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays whenever possible. If this is not possible then authorisation will be given where confirmation of the appointment is received via one of the methods already listed.

Children are expected to attend school prior to the appointment and parents expected to return their children to the school following the appointment whenever possible.

## **Procedure for taking a child out of school during the school day:**

Parents/carers report to the office. The child is collected from class by the office staff. The absence is recorded in a book with the reason, time and whether the child is returning to school.

## **Special Occasions:**

A request to attend a special occasion during school time e.g. family wedding, must be made in advance and the head teacher will make the decision as to whether to authorise the absence. Parents will be notified of the head's decision.

### **Bereavement:**

The school is sensitive to family requests for a child's attendance at funerals or associated events. The head teacher will offer the family advice over absence in this instance.

### **Days of Religious Observance:**

Attendance at a religious observance held by a religious body will be granted authorised absence. The head teacher should be consulted in advance of the event. A maximum of two days' absence during any academic year will be granted for religious observance.

### **Lateness:**

Parents are expected to bring their children punctually by 9.00 am for the start of the school day. Registration is at 9 o'clock. Children arriving after 9 o'clock must report with their parents to the office where they will be registered via the late register. They will receive a late mark in their class register. Children arriving after 9.30 am without an adequate explanation from their parents will be given an unauthorised absence for the session. Families who regularly arrive late will be contacted by the head teacher.

### **Leave of Absence in Exceptional Circumstances:**

The Law states that parents DO NOT have an automatic right to take their child out of school in term-time. By prior application, you may apply for a Leave of Absence in Exceptional Circumstances. This will be considered in line with Government and Local Authority guidance. The parent/carer should apply for a leave of absence by completing an Application for Leave of Absence in Exceptional Circumstances in Term Time form, available from the school office. The school will arrange a meeting with the Head Teacher to discuss the request. Where permission has been given for a leave of absence and it is later found that the child has spent the time at home this will then be counted as an unauthorised absence. Where leave of absence has been requested for a holiday, or other unauthorised reason, a child's attendance level must remain over a level of 95%. If their attendance drops below this, we will not authorise any further absence for illness unless we receive medical evidence from a medical professional or there is an underlying medical illness.