



# **Millbrook Primary School**

## **Attendance Policy**

## Principles

Parents of registered pupils have a legal duty under the Education Act 1996 to make sure that their children of compulsory school age attend school on a regular and full-time basis.

## Aims

- To ensure that all pupils of compulsory school age attend school on a regular and full-time basis.
- To ensure that good lines of communication are in place so that parents can contact school to report their child's absence.
- To ensure children are safe and that their location is known.

## Procedures

The school applies the following procedures in deciding how to deal with individual absences.

<b>Illness and other legitimate reasons</b>	<ul style="list-style-type: none"><li>• If a child is too unwell or unfit to attend school, parents should contact the school on the <i>first</i> day of absence. The school operates a 'first day of absence' call system. If the school has not been informed by 9.30am then the school will ring or text the parent to investigate the reason for absence. In exceptional circumstances and where attendance is poor, further evidence of a child's illness, such as a doctor's note, may be requested.</li><li>• Other reasons for absence must be discussed with the school each time; notes will not necessarily be accepted as providing valid reasons. School <b>will not</b> authorise absences for shopping, looking after other children, birthday's, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which take place during school time. The office will log all absences when telephoned in and inform the class teacher. It is vital absences are legitimate. <b>Please see the Attendance Chart in Appendix 1.</b></li></ul>
<b>Holidays</b>	<ul style="list-style-type: none"><li>• <b>Headteachers are not permitted to authorise any leave or absence from school unless the circumstances are "exceptional" relating to a "one off" isolated situation.</b> "Exceptional" circumstances <b>do not</b> cover:<ul style="list-style-type: none"><li>○ <b>Holidays of any description, unless necessitated by work contracts.</b></li><li>○ <b>Family birthday celebrations.</b></li><li>○ <b>Visiting relatives abroad.</b></li></ul></li><li>• Unauthorised absences may result in a penalty notice. If a Penalty Notice is issued, the timescale for paying has changed to £60 within 21 days or £120 within 28 days.</li></ul>
<b>Lateness</b>	<ul style="list-style-type: none"><li>• Children must attend on time to be given a mark for that session, unless the lateness is unavoidable. Parents are expected to ensure that children are present at 8.45am for registration. Late arrival after registration, without good reason, is counted as unauthorised absence. Late arrivals will be recorded using a 'late' code on the register and by the office. If a child is late 3 times in one week then parents may be spoken to by a member of SLT or a letter may be sent home.</li></ul>
<b>Education Welfare Officer</b>	<ul style="list-style-type: none"><li>• The EWO visits the school regularly checking on attendance figures and following up any concerns the school may have regarding poor attenders or pupil welfare. Parents have a legal obligation to ensure that their child attends school, persistent failure to do so could lead to the LA taking legal action.</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• As a school we recognise the importance of pupils attending school regularly. Any unexplained absence is followed up on the first day of absence by text and then phone call.</li><li>• Where possible, we hold more than one emergency contact telephone number for each pupil/family.</li></ul>

Agreed: October 2021

Updates June 2022

To be reviewed: October 2023

	<ul style="list-style-type: none"> <li>• Pupil attendance is monitored by the office manager, Mrs Nicola Cox and the head teacher. We recognise that children with poor attendance or missing from education may be more vulnerable and potentially are exposed to higher degrees of risk. Attendance information is therefore considered within the wider remit of safeguarding and child protection. Staff are aware that episodes of unexplained absence could indicate safeguarding concerns or the need for early help support.</li> </ul>
<b>Children at risk of going missing from education</b>	<ul style="list-style-type: none"> <li>• When a child leaves Millbrook they are kept 'on roll' until we are notified by the receiving school that they have started.</li> <li>• If we are not notified by a receiving school within 5 days we will contact the parents or any school that parents told us the child would be attending to confirm a start date.</li> <li>• No child is removed from our roll until we know they are attending another school, even if that school is in another part of the UK or abroad.</li> <li>• Whilst a child is on roll we will pursue and maintain regular contact until they start in a new school and only then will they be removed from our roll.</li> </ul>
<b>Covid-19</b>	<ul style="list-style-type: none"> <li>• Under current government guidance, school attendance will be treated in the same way as it was prior to Covid-19.</li> <li>• If you suspect your child has Covid-19, they should take a Lateral Flow Test to confirm.</li> <li>• In the case of a positive test your child will need to remain off school until they are well enough to return.</li> <li>• It is recommended that they avoid contact with others for 3 days.</li> </ul>

We believe the above strategy is effective in maintaining good pupil attendance and keeping children safe.

### **Rewards**

These will be given to encourage and recognise good attendance and punctuality. These may include some of the following:

- Attendance Cup for best class attendance weekly and special mention in newsletter.
- Constant daily recognition and praise for all children arriving promptly.

### **Sanctions**

- Reminders in newsletter
- Teachers highlight concerns and bring to the attention of Head Teacher
- Children below 93% attendance to receive a termly letter highlighting concerns
- If no improvement, a meeting with Head Teacher and other agencies e.g. School nurse or social services will be arranged
- If attendance below 90% school may refer to EWO.

Agreed: October 2021

Updates June 2022

To be reviewed: October 2023

## Appendix 1 - Attendance Chart

GOOD	<p><b>Your child's attendance is above 97%</b></p> <p>As well as being an excellent attendee your child will have the best opportunity in "<i>Achieving Excellence and Fulfilling Potential</i>" which is our school aim and vision for your child. Your child is likely to achieve and have real opportunities for the future.</p>
SATISFACTORY	<p><b>Your child's attendance is between 93% – 97%</b></p> <p><b>The national threshold is 95%.</b> The government's aim is for children to miss less than 10 days per year.</p>
CONCERN	<p><b>Your child's attendance is between 90% - 93%</b></p> <p>Attendance below 90% may mean a referral to the Education Welfare Service. You will receive a letter from school to inform you that your child's attendance is a cause for concern.</p> <p>Your child is missing so much time that it will be difficult for them to keep up with their school work.</p>
SERIOUS CONCERN	<p><b>Your child's attendance is below 90%</b></p> <p>Your child will have missed more than 18 days, approximately half a day per week, over the school year.</p> <p>Following an Education Welfare Service referral Parent/Carers may face a fixed penalty fine as your child's attendance is below 90% and they are "Persistent Absentees."</p> <p>Your child is missing so much time that it will be almost impossible for them to achieve what they would be capable of achieving if they were in school full time.</p>

