



Attendance Policy

Date agreed by Governing Body	April 2021
Review date	April 2023
Responsible for this policy	Mrs S Knowles

This Attendance Policy is part of our approach to safeguarding children.

At Beeston Primary School we are committed to promoting a love of learning for all children in a caring, safe and inclusive environment.

Good attendance is essential for all children to participate fully in all school activities. Pupil attainment, achievement and development depend on regular attendance in school. Encouraging good attendance is the shared responsibility of the schools, pupils, parents and all other educational partners.

In securing good attendance we are able to safeguard and promote the welfare of all our pupils. We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe.

We perceive this to be part of our role in promoting British values and equality.

Regular attendance at school is a key indicator of performance. When a child misses even one lesson in a sequence, it can affect their progress and learning. Likewise, punctuality is also critical, to ensure children are properly prepared for their daily learning.

Aims:

- To ensure children and parents/carers recognise the importance of good attendance and act accordingly.
- Attendance levels to be at least the national average but aiming to be better than the national average. The aspiration is to have 100% attendance whenever possible.
- For all children to have 0% unauthorised absence. Any absence from school should be authorised.
- When required school will support parents and carers to improve their child's attendance.
- For all children to arrive at school on time every day.
- To raise the profile and understanding and reduce the number of children who are persistently absent (attendance of below 90%).

What we ask children and parents/carers to do:

- We want all children to aim for full attendance
- Parents should ensure their children attend school unless there is a genuine reason.
- Parents should ensure children arrive at school on time.
- Ensure all medical/dentist appointments are taken where possible outside school time.
- We expect parents/carers to inform school if their child is absent and provide medical evidence if requested.

What the School will do:

- We will encourage punctuality and good attendance through incentives and rewards.
- We will offer a broad, creative and inclusive curriculum in a safe place where children can enjoy themselves.
- We will record attendance accurately.
- We will contact parents when a child is absent and no reason has been given
- We will offer a sympathetic response to difficulties and signpost families to appropriate support.
- We will offer help where necessary from within school and the Beeston Middleton and Cottingley Cluster.
- We will regularly remind parents of the importance of attendance

Responding to non-attendance

The authorisation of any absence is at the Headteacher's discretion and there may be occasions when the Headteacher does not authorise absences, despite a reason being given.

When a child is absent and no reason is given, the following shall apply:

Day 1

- School will make contact with parents on the first day of absence by telephone or text. This contact will be made by 9.30am.
- If there is no response, a second contact will be attempted. If there is no response to this second contact we may visit the child's home or take other action to investigate the reason for the absence.

Day 2

- If contact cannot be made or if there is any concern regarding absence, the school's Attendance Team will revisit the child's home and either bring the child to school or confirm illness with a parent or carer.
- Depending on the response from the parent or carer, the absence will be categorised as either authorised or unauthorised.

Day 3

- If the above steps have not resulted in contact from parents or if the whereabouts of the child remains unknown the school's Attendance Team will visit the home address for a third time.
- If school are still unable to contact parents and are unable to confirm whereabouts of the child this would prompt a discussion with school regarding implementation of a Police 101 welfare check.

Mrs Knowles the school's Pastoral Leader/ Senior Designated Safeguarding Lead will monitor the daily absence list and advise staff if there are any specific safeguarding or child protection concerns that may alter the procedures detailed above.

School attendance, Safeguarding and Children Missing Education

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future (Keeping Children Safe in Education (updated September 2020) and Children Missing in Education Nov 2013, updated Sept 2016).

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children Missing Education (CME) are children of compulsory school age who are not on a school roll and who are not receiving a suitable education otherwise (e.g. privately, electively home educated (EHE) or in alternative provision).

We follow the Leeds Local Authority guidelines for CME as such will make a CME referral as soon as possible, but no later than when the child has been missing from education for 20 school days.

Monitoring attendance and punctuality

School sets the attendance target with the Governor Pupil Support Committee. This challenging target is based on current and historic school and national trends. Furthermore, school sets an additional target to either improve the attendance of a particular vulnerable group (when compared to last year's school data) or reduce the percentage of persistent pupil absentees. Again focusing on a particular vulnerable group. This is then strategically linked to the school's current School Improvement Plan. Termly monitoring visits by a Governor responsible for attendance ensures that school is constantly challenged and held to account for pupil attendance

We will regularly analyse attendance and punctuality patterns of individual children so we can target areas of concern and improve attendance levels. For children with attendance of less than 92% attendance we will:

- Will contact parent/carers to express concern and offer support
- May visit the home
- No further absence will be authorized without medical evidence.

If absence falls below 90% and we continue to be concerned

- We will write to the parent/carer to explain our concerns. We will monitor the pupil under the Fasttrack initiative. As part of the Fasttrack initiative a meeting will be held in school with the parents to understand the nature or reason for their child's absence and agree measures in order to improve attendance moving forward.

This will allow us to identify specific groups for whom special attention is needed and to target resources. The headteacher will report to governors termly on attendance patterns and progress.

Rewards

Good attendance and punctuality will be rewarded. Rewards may include: class certificates, individual certificates, stickers and prizes. An attendance display board in the school entrance will be maintained to celebrate class with information about attendance. References will be made to progress in newsletters.

Sickness

We accept that children may become ill from time to time and illness is classed as authorised absence. Patterns of illness will be monitored in line with usual termly monitoring. Where any child exhibits high levels of illness we may request that medical evidence can be provided in the form of an appointment card or prescribed medication for any medical absence to be authorised. If there are already concerns about levels of absence (attendance of below 92%) and appropriate evidence is not provided sickness absence will not be authorised.

Leave of absence

Parents/Carers do not have a legal right or entitlement to take their children out of school during term time. No person can demand leave of absence for this purpose. The Head Teacher cannot authorise any leave of absence for holiday during term time. In exceptional circumstances leave of absence may be granted by the Head Teacher during term time e.g. family funeral or holiday pattern dictated by the employer. Supporting evidence for such events would be required in order for absence to be authorised. Parents must fill in a leave of absence form, requesting leave of absence, at least two weeks before the absence. This can be requested from the school office. Where leave of absence is not authorised school is obliged to pass on information to the Leeds City Council Children's Services (Attendance) who may issue a Penalty Warning Letter.

Punctuality

When a child arrives between 8.50 a.m and 9 a.m. they will be recorded as late. This is recorded as 'L' on the official register print out. When a child arrives after 9.30 a.m. they will be recorded as absent late. This will be recorded as 'U' on the official register print out and is counted as an unauthorised absence.

Roles and responsibilities

Class Teacher

- The class teacher will complete the Class Register form each day between 8.50 a.m. and 9.00a.m. and between 1.00 p.m. and 1.10 p.m.
- They will make sure pupils are aware that every day counts and promote, encourage and celebrate good attendance through the school reward system.
- Ensure information about absences given to them by parents in writing is passed promptly to the Attendance Team.
- If they have any concerns over a pupil's attendance, they must initially speak to the to the school's Attendance Team who will contact the parent or carer.

Office Staff

The office staff will ensure children who are late are entered in the late book and that where children leave before the end of a session (e.g. for medicals or illness), information is passed to the Attendance Team to update the school's electronic system.

Liaison with Secondary School

At transition time we will make direct contact and provide information to the receiving high school where we have concerns about the attendance of a child.

The Pastoral Leader

The Pastoral Leader will monitor attendance and authorise attendance where appropriate. The headteacher will report to governors on attendance at each full governing body meeting. The Safeguarding Lead in school will monitor daily absence and advise staff if there are any specific safeguarding or child Protection concerns that may alter the procedures detailed above regarding non-attendance.

Governors

Termly monitoring visits by a Governor responsible for attendance ensures that school is constantly challenged and held to account for pupil attendance