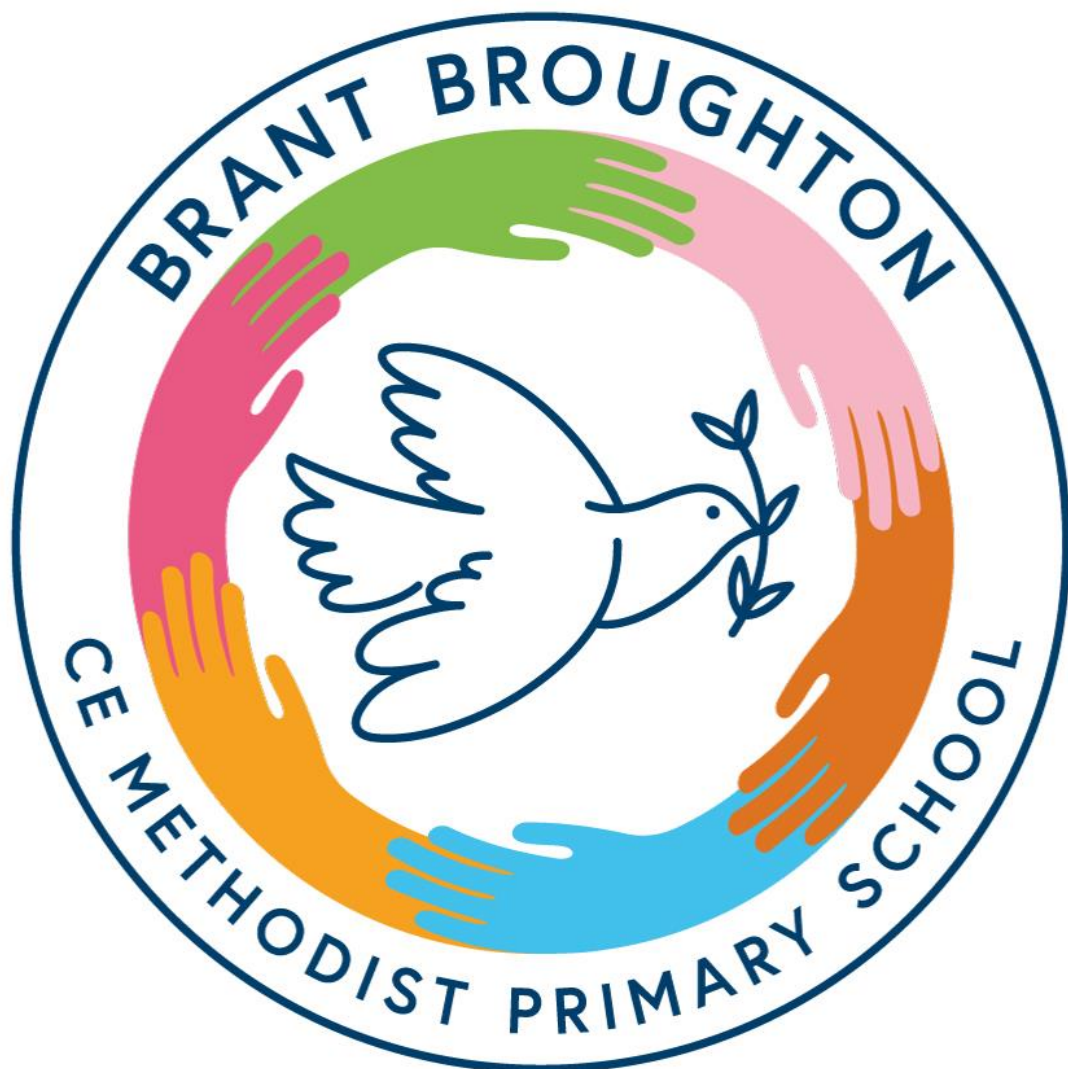


Brant-Broughton Church of England and Methodist School Attendance Policy



AIMS

- To promote regular attendance, thus offering all pupils access to learning.
- To ensure pupils are in school for the maximum number of days each school
- To create a procedure that is clearly understood by pupils, parents/ carers, staff and governors.

EXPECTATIONS

We expect the following from all our pupils:

- That they attend school regularly.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents/carers:

- To ensure their children attend school regularly and punctually.
- Encourage a positive attitude towards school and learning at home.
- To ensure that they contact the school as soon as is reasonably practical on the first day that their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day.
- To contact the school whenever any problem occurs that may affect their child's performance in, or attendance at, school.
- Only request leave of absence in exceptional circumstances and do so in advance using the school holiday request form.
- Book any medical appointments around the school day where possible.

Parents/carers and pupils can expect the following from school:

- We will expect high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school
- We will monitor attendance rigorously and use attendance data to identify patterns of poor attendance at individual and cohort level as soon as possible so that all parties can work together to resolve them before they become entrenched
- When a pattern is spotted, we will discuss with pupils and parents to listen and understand barriers to attendance and agree how all partners can work together to resolve them
- We will seek to alleviate and, where appropriate remove, barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.
- Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances, this may include formalising support through a parenting contract or education supervision order.
- Where all other avenues have been exhausted and support is not working or where there is a lack of engagement when support is offered, the school will enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Government Guidance on Attendance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

We encourage attendance through:

- Accurate completion of the registers at the beginning of each morning and afternoon sessions
- Regular attendance checks and monitoring
- Regular attendance data feedback to staff, pupils and parents and governors
- Educating pupils about the value and importance of good attendance
- Maintaining an open door to parents so that their concerns and difficulties can be shared
- Identifying and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3. This should include the sharing of relevant information with the destination school.
- Working with those parents/carers who are concerned that their children may be experiencing difficulty in attending school, involving other agencies if deemed appropriate both in Lincolnshire and if appropriate the Local Authority where the pupil lives
- Sending regular attendance letters to parents/carers
- Discussing attendance at parents/carers evenings and including attendance figures on the annual school report.
- The efficient use of computerised registration systems to monitor whole school, year group, vulnerable groups (SEND and Pupil Premium) and gender attendance data which enables analysis of patterns and trends. and timely responses by the school.
- A positive culture of inclusion and attendance, where every child feels valued at school and wants to be here
- Making attendance a priority across the whole school
- A dedicated senior leader with overall responsibility for championing and improving attendance.

We respond to non-attendance through:

- If an email or telephone call is not received from parents, they will be contacted on the first day of absence by telephone
- Where non-attendance continues, the case will be discussed with the Headteacher and further action planned. This may, in appropriate cases, result in the beginning of the school's escalation procedure outlined below.
- After 10 days, unless other action is planned, the parents will be invited to attend a meeting in school. This meeting will include the appropriate staff, parent and pupil and will aim to identify and solve the barriers that are preventing the pupil from attending school.
- If there is no improvement, then the school's escalation procedure will begin.

See Appendix 1

Attendance Escalation Procedures:

When attendance falls below the percentages listed here, the Headteacher/Senior Leaders and Designated Safeguarding Leads will meet to discuss the individual circumstances of the child and family. Only if there are significant concerns about the reason for the child's absence, will the following escalation policy apply. As a compassionate school, we understand that not all children are the same and the following is not a blanket policy, but requires the discretion and understanding of the senior leaders.

At 96% attendance – letter to encourage attendance (encouragement letter) sent home to make parents aware that continued attendance in this band above the 95% threshold will ensure that your child has the best opportunity to succeed and flourish at school.

95 – 90% attendance – initial attendance letter (1) sent home explaining that we are aware attendance is below 95%, the impact of attendance on learning, signposting to the attendance policy on the school website and signposting to the Attendance Champion for support. Attendance chronology record created

for that child recording that an initial letter has been sent with a copy of current attendance. If attendance does not improve or in fact decreases, progress to next stage.

90 – 85% attendance – persistent absence. “Invitation to School Attendance Panel (SAP) Meeting” letter (2) sent to parents. SAP meeting takes place and is recorded on child’s attendance chronology record. Parents sign a GP consent form (2a) so that school can access medical information. School write to GP requesting information (2b). All new absence is marked as unauthorised unless there is medical evidence from the GP each time the child is absent. The action plan is reviewed 4 weeks later. New action plan created as a result of the review. If attendance does not improve or in fact decreases, progress to next stage.

85% and below – send parents Fixed Penalty Notice (FPN) warning letter (3). Parents have 14 days to achieve 100% attendance before a Notice may be applied for. Continue SAP meetings, recording all engagement and non-engagement. If no improvement or engagement, complete and submit paperwork to Lincolnshire County Council to issue FPN.

Re-integration after a long-term absence

- The return to school for a pupil after long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme (PSP) as detailed in the DfES Social Inclusion: Pupil Support Guidance (Circular 10/99)
- The Headteacher is responsible for deciding on the programme for return and for the management of that programme.
- Programmes may need to be tailored to meet individual need and may involve phased and/or part-time re-entry with/without support in class as appropriate. Involvement of the SENDCO may be required
- The PSP will require the involvement of appropriate school staff, other agencies, the pupil and parents/carers. Programmes should be reviewed regularly and amended as necessary.

SCHOOL ORGANISATION:

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education.

The specific responsibilities allocated to individual staff are as the follows:

Head Teacher:

- To oversee and demonstrate ownership of the whole policy.
- To set challenging but achievable targets to reduce levels of absence.

Attendance Champion:

- To regularly report progress on attendance to governors, pupils and parents.
- To monitor and analyse attendance every half term.
- To lead School Attendance Panel Meetings and issue FPN if required.

Class Teacher

- To complete registers accurately and on time.
- To record all reasons for absence in the register.
- To inform senior staff of concerns in a timely manner.

School Administrator:

- To follow-up immediately any unexplained absence and record these.
- To challenge suspicious or inappropriate reasons for absence and report to the Attendance Champion.
- To support the Attendance Champion with administrative tasks.
- Listen to phone messages relating to absences and share with relevant staff.
- To present the Headteacher with requests for family holidays forms.
- Maintain a late book.
- To maintain a record of pupil leaving school during the day.

Governors:

- Governors monitor attendance every whole term and policies as needed.
- Governors play a valuable role through representation at school attendance panels, parents/carers evenings etc.
- To receive regular attendance progress reports for Governors' Meetings.

Other Agencies

We will work with the following agencies where appropriate in individual cases. These include, but are not limited to:

- Local Authority Early Help Team
- Pupil Reintegration Team
- Specialist teaching Service (STAPS)
- CAMHS
- Special Educational Needs Service.
- Social Care
- Local Police
- Nottinghamshire Early Help Unit
- Nottinghamshire Fair Access Team
- EMTET
- The Attendance Team
- Pupils Not Attending Regularly (PNAR)
- Children Missing from Education

PROCEDURES:

Authorised absence is where the school has given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence. For example:

- Illness
- Government Policy now states that no holidays are to be taken in school term time except in exceptional circumstances which can then be authorised by the Headteacher after completing the school's holiday form*.
- Medical and dental appointments where proof is available
- Compassionate leave (e.g. family illness, family bereavement, Forces deployment etc)
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion
- Travelling for the purposes of work

All other absence must be regarded as unauthorised.

* Parents/ carers may request to take a pupil on family holiday. Each request will be considered individually taking into account the age of the child, previous attendance patterns, parental views and circumstances

and the educational progress of the child. If a request is not granted and the parents take the child on holiday, the absence will not be authorised. If the request is granted the holiday should not go for longer than agreed, any extra days will be recorded as unauthorised.

Lateness

Pupils must be in school by 8.40am each day. When a pupil arrives during the period that the register is open he/she will be marked as present. At 9.15am the register closes and pupils should register their presence at the front office.

Date of Adoption	January 2024
Date of Review	January 2025

Appendix 1

Brant-Broughton Church of England and Methodist Primary School Attendance Provision

Universal

- Welcoming and encouraging school culture
- Robust safeguarding and behaviour policies
- Good relationships with parents and carers
- Whole school approach to valuing good attendance
- Clear attendance policy
- Half-termly analysis of attendance, identifying patterns and at-risk groups
- Informing parents every half term of their child's attendance percentage
- Monitoring and support from Governing Body
- Daily monitoring of attendance by admin staff
- Regular monitoring of attendance by SLT

Targeted

- Attendance interventions for identified children including:
 - Issuing of attendance letters
 - School Attendance Panel meetings
 - Early Help Assessment and Team Around the Child
 - Voice of the child
 - Young Carers support
 - Lincolnshire Emotion Based School Avoidance ladder (EBSA)
 - Specific support in school developed to meet the needs of an individual child or family

Specialist

- EBSA ladder
- Healthy Minds Lincolnshire (HML)
- Child and Adolescent Mental Health Service (CAMHS)
- Fixed Penalty Notice (FPN) application