



Attendance Policy

This Policy was adopted by

The Shire Multi Academy Trust Board
November 2017

Review Date: September 2018

Signed:

Chair

The Shire Multi Academy Trust (MAT) seeks to ensure that all its pupils receive an education which maximises opportunities for each child to reach his or her full potential. Research shows a strong link between good attendance and increased attainment.

We aim to work in partnership with parents and other agencies to strive towards every child reaching a minimum of 97% attendance and impeccable punctuality to ensure that each child can get the best out of the educational opportunities provided.

By working in partnership with parents and other agencies we are able to ensure that we have clear and robust strategies in place to manage and promote regular attendance and punctuality for all pupils across the trust.

In order to manage and promote regular attendance The Shire Multi Academy Trust will;

- Keep parents updated on attendance via letters home, newsletters, blogs and the website.
- Report to parents on how their child is achieving in school and how their child's attendance is impacting on this, via regular parent evenings and letters home.
- Celebrate good and improved school attendance and reward this through competitions, prizes, certificates and events.
- Monitor individual pupil attendance.
- Review attendance on a regular basis and identify any pupil falling below 97%. Identify, monitor and review trends and Patterns in Attendance (see appendix A).
- Notify parents when we are worried about their child's attendance by following the procedure below.

- 1) **First Day Absence.** If a pupil is absent and the school has received no notification school office staff will make contact with home by phone call. In cases where no communication has been established on the day of the absence, the school office will leave a voicemail where possible and log on CPOMS. Where no contact has been made:
 - at Sandhill Primary School a home visit will be completed after 3 days non-contact
 - at Laithes Primary School a home visit will be completed if no contact has been made by 10.30am on the first day of absence, where safeguarding concerns arise.
- 2) If attendance continues to decline, staff will continue to seek reason for absence, however by the end of the following week if there is still no improvement then a letter of concern will be given or sent to parents.
- 3) If attendance continues to decline, staff will continue to seek reason for absence, and monitor over a 4 week period. If there is still no improvement then the Attendance officer will invite parents to an Internal Attendance Panel (IAP) where targets outlined in an Attendance Contract will be discussed and agreed.
- 4) If parents do not attend the IAP or attendance declines or shows no improvement over the 2 week period they will be referred to Local Authority Education Welfare Service and a Fixed

Penalty Notice will be requested which may result in a fine being issued. Parents will be informed by letter.

Absences

Parents are expected to inform school of the reason for absences, however, it is school that make the decision whether to authorise or unauthorise the absence. School will make this decision based on the information available to them. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist school in making this decision.

Re-occurring unauthorised absence will be referred to the school Attendance Officer and the procedure detailed in the section above will be followed, which may result in a fine.

Request for leave of absence in term time

The Shire MAT has adopted the Local Authority policy in respect of Leave of absence in term time. In instances where parents do not complete a leave of absence form the absence will automatically be unauthorised.

Leave of Absence forms can be requested from the school office in person.

Absence for participation in a performance

In these instances The Shire MAT will follow BMBC Local Authority guidance and by-laws, to ensure that any performance absence is within the parameters of the law.

Non Compulsory Age Children

The Shire MAT will follow the same attendance procedures set out above for Non Compulsory Age children (Children up to their 5th birthday).

If attendance fails to improve as set out in the contract then school will revoke the child's place within the relevant school for non-attendance. Parents/carers will be informed through meeting, where they will be presented with the decision in writing.

In order to manage and promote the regular attendance of their children The Shire MAT asks parents to:

- Model to their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
- Establish effective communication with class teachers, PSA, attendance officer, Head of School and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.
- Contact the school office on the 1st day of absence to inform school of reason for absence and when the child is expected to return keeping school informed daily if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.

- If a child is absent from school for 3 days due to illness without any medical evidence a home visit will be made.
- Provide school with any medical appointment cards, and where ever possible make appointments out of school hours, where this is not possible parents will ensure that children attend prior to or following their appointment.
- Attend any meetings called by school and partner agencies to discuss attendance.

In order to manage and promote punctuality The Shire MAT will:

Any pupils arriving after these times should report to reception so that they can be given a late mark. The number of minutes late is recorded in order to measure the impact of lost education due to late arrival.

The Shire MAT will notify parents when we are worried about their child's punctuality by:

- 1) Contacting via text if a child has 2 or more late marks in one week
- 2) If punctuality fails to improve the PSA will become involved to support pupils and parents.
- 3) If contact has been made 3 or more times over the half term period a letter of concern will be sent to parents.
- 4) For instances of persistent late attendance an Internal Punctuality Panel (IPP) may be necessary, where a contract of expectations will be agreed by school and parents.

In situations where all other strategies have failed to improve punctuality a £60 fine can be enforced by the Education Welfare Service.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility.

All attendance actions, reviews and comments will be documented using the Child Protection Online Management system (CPOMS)

We have also adopted the BMBC Local Authority policies on Children Missing Education, Elective home Education.

All these policies have been endorsed by our Directors, who support the trust in all attempts to improve the attendance and safeguarding agenda.

Reviewed by the Trust: November 2017

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Appendix A –Identifying Trends and Patterns in Attendance

At the Shire MAT we carefully monitor attendance and identify patterns that occur over time. We consider the following when identifying these trends and pattern:

- 97% and below - bearing in mind circumstances, e.g. Time of the academic year.
- Persistent and/or consistent medical issues
- Consistent unauthorised absences or when a child reaches 6 absences in a school year.
- Sibling illness resulting in non-attendance.
- 2 or more days late in 1 week
- Any patterns between same day absences/punctuality (e.g. children not-attending regularly on Fridays/late every other Thursday).
- Seasonal patterns (e.g. time of the year in relation to holidays).

