



Attendance Policy

This Policy was adopted by

The Shire Multi Academy Trust Board on
5th October 2016

Review Date: September 2018

Signed:

A handwritten signature in black ink, appearing to be 'P. Smith', written over a horizontal line.

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 and 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 persist in contacting home by phone call to establish reason for absence. Office staff will keep a log of communication, which will be shared and used in the Attendance Officer's weekly review.

2) **Average Attendance below 97% (where a negative trend has been identified – see appendix A for description of 'negative trend'). Parents will be contacted by the school to address the periods of absence (either by text, in person, via phone call or through home visit) usually on a Friday morning (the school's weekly attendance review).**

3) If attendance continues to decline, staff will continue to seek reason for absence, however by the end of the following 3 week period there is still no improvement then a letter of concern, from the Attendance Officer, will be given or sent to parents.

- 4) If attendance continues to decline, staff will continue to seek reason for absence, however by the end of the following 3 week period there is still no improvement then the Attendance officer will conduct a home visit alongside the PSA (Parent Support Advisor), where targets outlined in an Attendance Contract will be discussed and agreed. If a home visit is unachievable then a meeting will be arranged in school to discuss the contract. **After 3 attempts to contact the parent/care, (phone call, home visit and invite to the required meeting) there has still been none established, the contract will still be implemented.** If attendance is part of a Child in Need or Child Protection Plan then an Attendance Contract will not be required as the plan provided by Social Care will take a precedent.
- 5) If attendance fails to improve, and targets agreed in the Attendance Contract are not adhered to then parents will be required to attend an Attendance Panel (consisting of the Attendance Officer and 2 other members of staff (from Governor, PSA, Office Staff) where the Attendance Contract will be reviewed and final agreements made. During the panel meeting it will be made clear to the parent that should the Attendance Contract not be adhered to then school will proceed with a fine for non-attendance. Every attempt will be made to ensure the time and date of the panel suits parent's commitments. If parents do not attend the panel then the contents of the panel will be shared and made clear through a letter home.
- 6) If attendance fails to improve **within the next 3 week period** then school will proceed to fine the parent for non-attendance by compiling and sending the relevant documentation to the Local Authority.

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

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 BMBC Local Authority policy in respect of Leave of absence in term time.

- Parents are required to request a Leave of Absence form from the school office in person).
- No Leave of absence form will be sent home with a pupil.
- On requesting the form the parent will be notified that only in exceptional circumstances will the absence be authorised, resulting in the leave of absence being unauthorised.
- Parents will be made aware that if they go ahead with the leave of absence when unauthorised, they may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21 days; payment after this time but within 28 days is £120. Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.
- The leave of absence request will be considered with individual circumstances taken into account. The Head of school will make the decision to approve or not approve the request.
- Parents will be notified of this decision within 7 days of the request being received by school.
- Leave of absence cannot be authorised retrospectively.

In instances where parents do not complete a Leave of Absence form, the absence will automatically be unauthorised.

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.

Absence and Attendance Codes

The Shire MAT ensures that absence and attendance are recorded using the national codes (outlines in the DfE, School Attendance: Departmental Advice for maintained schools, academies, independent schools and local authorities) to ensure that schools record and monitor attendance and absence in a consistent way which complies with the regulations.

In order to manage Non Compulsory Age Children's Absence The Shire MAT will:

- Include in our prospectus/school information for parents leaflet, the need for parents to contact school with a reason for absence when the child is unable to attend.
- Developing positive relationship between Early Years staff and parents.
- PSA and Inclusion Lead to contact parents to encourage them to engage with the support that school can offer to help their pupil attend well.

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 persist in contacting home by phone call to establish reason for absence. Office staff will keep a log of communication, which will be shared and used in the Attendance Officer's weekly review.

- 2) Average Attendance below 97% (where a negative trend has been identified – see appendix A for description of 'negative trend'). Parents will be contacted by the school to address the periods of absence (either by text, in person, via phone call or through home visit) usually on a Friday morning (the school's weekly attendance review).
- 3) If attendance continues to decline, staff will continue to seek reason for absence, however by the end of the following 3 week period there is still no improvement then a letter of concern, from the Attendance Officer, will be given or sent to parents.
- 4) If attendance continues to decline, staff will continue to seek reason for absence, however by the end of the following 3 week period there is still no improvement then the Attendance officer will conduct a home visit alongside the PSA (Parent Support Advisor), where targets outlined in an Attendance Contract will be discussed and agreed. If a home visit is unachievable then a meeting will be arranged in school to discuss the contract. After 3 attempts to contact the parent/care, (phone call, home visit and invite to the required meeting) there has still been none established, the contract will still be implemented. If attendance is part of a Child in Need or Child Protection Plan then an Attendance Contract will not be required as the plan provided by Social Care will take a precedent.
- 5) If attendance fails to improve, and targets agreed in the Attendance Contract are not adhered to then parents will be required to attend an Attendance Panel (consisting of the Attendance Officer and 2 other members of staff (from Governor, PSA, Office Staff) where the Attendance Contract will be reviewed and final agreements made. During the panel meeting it will be made clear to the parent that should the Attendance Contract not be adhered to then school will proceed with a fine for non-attendance. Every attempt will be made to ensure the time and date of the panel suits parent's commitments. If parents do not attend the panel then the contents of the panel will be shared and made clear through a letter home.
- 6) If attendance fails to improve within the next 3 week period then school will repeat the process until the child reaches the age of 5, then school will proceed to fine the parent for non-attendance by compiling and sending the relevant documentation to the Local Authority.

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

In order to manage absence of children within The Foundation Stage 1 setting The Shire MAT will:

- 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 persist in contacting home by phone call to establish reason for absence. Office staff will keep a log of communication, which will be shared and used in the Attendance Officer's weekly review.
- 2) Average Attendance below 97% (where a negative trend has been identified – see appendix A for description of 'negative trend'). Parents will be contacted by the school to address the periods of absence (either by text, in person, via phone call or through home visit) usually on a Friday morning (the school's weekly attendance review).
- 3) If attendance continues to decline, staff will continue to seek reason for absence, however by the end of the following 2 week period there is still no improvement then a letter of concern, from the Attendance Officer, will be given or sent to parents.
- 4) If attendance continues to decline, staff will continue to seek reason for absence, however by the end of the following 2 week period there is still no improvement then the Attendance officer will conduct a home visit alongside the PSA (Parent Support Advisor), where targets outlined in an Attendance Contract will be discussed and agreed. If a home visit is unachievable then a meeting will be arranged in school to discuss the contract. After 3 attempts to contact the parent/care, (phone call, home visit and invite to the required meeting) there has still been none established, the contract will still be implemented. If attendance is part of a Child in Need or Child Protection Plan then an Attendance Contract will not be required as the plan provided by Social Care will take a precedent.
- 5)) If attendance fails to improve, and targets agreed in the Attendance Contract are not adhered to then parents will be required to attend an Attendance Panel (consisting of the Attendance Officer and 2 other members of staff (from Governor, PSA, Office Staff) where the Attendance Contract will be reviewed and final agreements made. During the panel meeting it will be made clear to the parent that should the Attendance Contract not be adhered to then school will proceed with a fine for non-attendance. Every attempt will be made to ensure the time and date of the panel suits parent's commitments. If parents do not attend the panel then the contents of the panel will be shared and made clear through a letter home.

6) If attendance fails to improve within the next 2 week period 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.

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

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

- Impress on 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.
- 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;

- Record any pupils who attend school late and how many minutes late.

Registration

Sandhill Primary School

8.50 am Doors close and all children enter school accompanied by their teacher.

Laithes Primary School

FS doors close at 8.55am

KS1 8.50am Doors close and children enter school accompanied by their teacher.

KS2 8.55am Doors close and children enter school accompanied by their teacher.

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

- Monitor individual pupil's punctuality in order to identify where there may be issues.
- Notify parents when we are worried about their child's punctuality by:
 - 1) After 2 or more late marks in one week the Attendance Officer will contact home via phone call with details of the incidents of late attendance, including how many minutes the pupil has been late, usually on a Friday morning (the school's weekly attendance review).
 - 2) From this contact the Attendance Officer may offer support from the PSA.
 - 3) If punctuality fails to improve the PSA will become involved to support pupils and parents to improving punctuality to discuss matters of punctuality and how the PSA can support the family.
 - 4) If lateness continues the Attendance Officer will become more involved and arranged a meeting with parents and the PSA to discuss punctuality and agree a programme of support.
 - 5) For instances of persistent late attendance an internal punctuality panel meeting 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.

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

Written based on; Promoting Good School Attendance. For Early Years, Schools and Academies September 2015. Published by The Education Welfare Service.

Department for Education, School Attendance: Departmental Advice for maintained schools, academies, independent schools and local authorities

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

Signed:

Chair

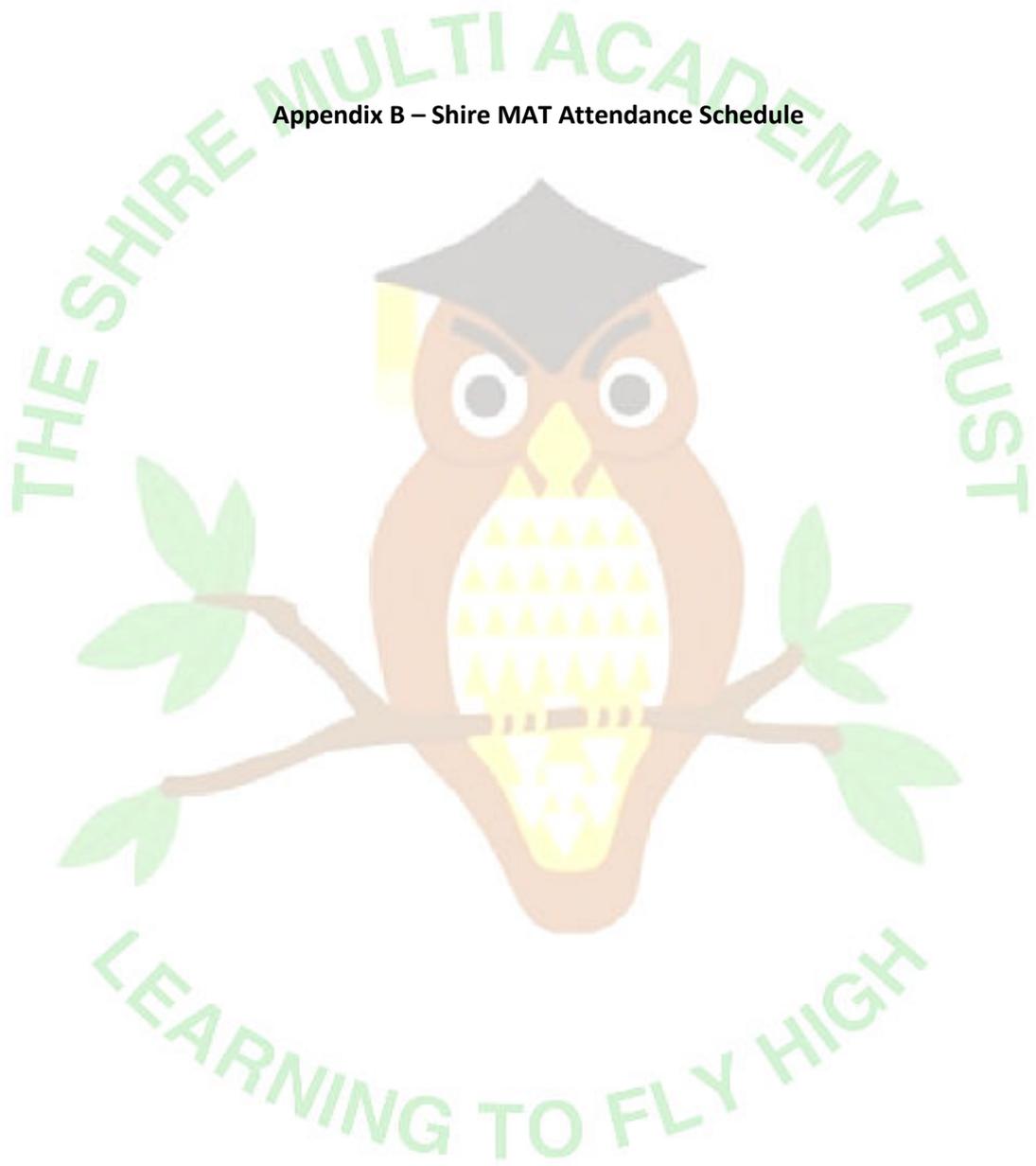
Review Date: September 2018

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).

Appendix B – Shire MAT Attendance Schedule



	Daily	Weekly	½ termly	Termly	Annually
Office staff	<ul style="list-style-type: none"> -Check registers -Phone messages -First call to parents of non-attende to determine reason for absence. -Inform PSA of any known/persistent non-attende/late arrive 	<ul style="list-style-type: none"> -Prepare regular* attendance figures (to be displayed on newsletter and for assembly) *Laites: weekly Sandhill: fortnightly - Give a list of children who have demonstrated a negative trend in attendance or been late 2 or more times that week. 	<ul style="list-style-type: none"> -Attend half termly meeting with Asst Head to discuss positive and negative trends – always to be held in the last week of half term. -Give list of all children under 96% to Asst Head 	<ul style="list-style-type: none"> -Prepare attendance cards for parents evening 	<ul style="list-style-type: none"> -Prepare figures for Asst Head
PSA (Parent Support Advisor)/Inclusion Lead	<ul style="list-style-type: none"> -Calls/home visits to persistent non-attende/late arriver. 	<ul style="list-style-type: none"> -Inform Asst Head of any new persistent attende/late arriver 		<ul style="list-style-type: none"> Work with EY lead for new started parents 	
Asst Head		<ul style="list-style-type: none"> - Asst Head to approach informally through face-to-face or phone call - To carry out an attendance review for the week and carry out necessary actions according to policy. 	<ul style="list-style-type: none"> -Address negative trends through initial meeting with parents. -Share key information with Head of School. 	<ul style="list-style-type: none"> -Organise resources (certificates etc. for awards) 	<ul style="list-style-type: none"> -Use attendance figures within Pupil Premium impact report -Governor monitoring
Teaching staff	<ul style="list-style-type: none"> -Take registers and input comments from parents (e.g. if a parent has told teacher a child is going to be absent and reason). AM by 9:10 PM by 1:10 -Sensitively prompting children to be at school on time. 	<ul style="list-style-type: none"> -Take children out for extra play if their class has won weekly attendance 		<ul style="list-style-type: none"> -Give parents attendance cards at parents evening 	
Governors				<ul style="list-style-type: none"> -Challenge attendance strategies 	<ul style="list-style-type: none"> -Review attendance strategies -Attendance monitoring with Asst Head
Head of School		<ul style="list-style-type: none"> Publicise weekly attendance figures for parents. *Laites: Poster Sandhill: Blog 	<ul style="list-style-type: none"> Organise tuck tokens 	<ul style="list-style-type: none"> -Order certificates, medals and trophies (for end-of-year)for celebrations. 	

THE SHIRE MULTI ACADEMY TRUST



LEARNING TO FLY HIGH