

Attendance Policy



Reviewed and approved by:	Governing Body	
Date Adopted:	February 2023	
Date for next Review:	February 2024	
Signed by Name Printed:	Chair of Governors Mark Walker	Headteacher Jo Hall
Signed:	<i>Mark Walker</i>	<i>Jo Hall</i>
Date:	February 2023	February 2023



ATTENDANCE POLICY

Aims

1. To ensure that the Attendance Policy demonstrates the strong attendance ethos which the school values.
2. To ensure that all the school community is aware of our attendance policy, expectations and procedures.
3. To ensure that attendance is monitored and the data used to ensure early intervention in order to improve school and pupil performance.
4. To ensure that all situations are treated respectfully and families are offered support (from school or outside agencies) in order to address issues which may affect attendance.
5. For the school to communicate the positive impact that good school attendance has and to reward and celebrate improvement / excellent attendance.

Rational

Saltergate Schools acknowledges proven links between attendance, attainment and well-being. Therefore, pupils are encouraged to take full advantage of the educational opportunities offered to them by promoting the benefits of attendance and punctuality and addressing any barriers to high rates of attendance.

All parents / guardians have a legal responsibility to ensure their children receive an appropriate education and therefore those who register their children at school are then responsible for ensuring that their child aims for full attendance, arrives punctually and is collected on time; this is the case for pre-statutory and statutory school children.

The attendance policy supports the effective identification of pupil absences. Once identified, the school will take early action to ensure children's safety and initiate any support deemed necessary.

Arrival Procedures

Pupils who arrive in time will line up with their peers and be led into class at the appropriate time.

Pupils who arrive after 9am should enter through the front door and report to the office.

A pupil is deemed absent if not registered at school by 10:30am for the morning session.

Lateness

A pupil is deemed late if they report into class after the registers close at 9.00am or have to sign in to the office when entering school.

Children who arrive late must report to the school office and parents / guardians must sign their child in and give a reason for the late arrival.

If a child has been recorded late, more than three times in one half term, an Attendance Officer or Family Support Worker will make contact with the family via phone or letter. The Attendance Officer will record the amount of minutes of education missed and the reasons for lateness given in order to identify patterns where support might be needed.

Registration

Class Teachers will register children twice daily using designated codes.

Pre-existing codes may already be in place via the Attendance Officer. These may include those that have been previously authorised:

An authorised absence is recorded when a child has an explained and validated reason for absence. The need for absence is then documented in the register. The office staff should be informed of any planned absences and a relevant absence form completed (for exceptional circumstances only).

An unauthorised absence is recorded if no explanation has been given by the parent / guardian as to why the child is not at school and a follow up telephone call does not give a valid reason for absence.

When registers are completed each morning, they are checked for absence or lateness by the Attendance Officer.

Any pupil not in school by 10:30am without an explanation is a child missing from education and a phone call (or a text message) to the responsible adult should be made (or sent) to establish a reason for absence. If staff are unable to contact the parent or responsible adult on the first day, a message will be left asking them to contact the school. Staff will attempt to contact the parent on the second day if the child remains absent.

If two days of unexplained pupil absence have passed without contact being made with parent / guardian the Head Teacher and Family Link Worker should be informed and will follow this up with contact or a home visit if no contact can be made.

If a child is a Child in Need or has a Child Protection Plan and is absent from school without notification, this should be immediately reported to the Head Teacher who is the DSL or one of the Deputy DSLs. If contact cannot be made, Social Care should be notified.

Staff are to refer any areas of concern to the Attendance Officer to follow up and report to the Head Teacher or Family Link Worker.

The register is to be amended appropriately by office staff if a reason for absence is given after 9.00am.

Monitoring

Late arrivals and absences will be monitored by the Attendance Officer. Number of minutes of education missed through late arrival or days missed through absence will be recorded along with the reasons given for these.

Registration and attendance concerns will be reviewed and monitored weekly by the Attendance Officer and Family Link Worker with any concerns taken for consideration within the Senior Leadership Team meetings.

Children with additional needs may have attendance arrangements personal to themselves agreed to with the Headteacher, AO or a FLW. A record of these will be kept by the AO.

Further action to be taken

Our aim is to engage parents / guardians and offer them the opportunity to work with the school to overcome any attendance issues within the Legal Framework for school attendance.

When absences form a pattern, the parents / guardians of that child will be made aware of this via phone or letter and offered support.

Percentage monitoring will begin at the end of the Autumn term. If attendance is 92% a letter of acknowledgement will be sent to the parents / guardians informing them that 90% is the minimum acceptable rate of attendance and offering support. Parents will also be informed that they may be asked to provide evidence of medical appointments whilst their child's attendance is a concern.

If attendance falls, to 90% or below, a letter will be issued informing parents / guardians that this is a threshold for referral and asking them to contact school to discuss any difficulties and highlight a monitoring period by putting a review date in place. If no meeting is planned a letter will be issued giving a review period. If there is no significant improvement, further action may need to be taken.

If further intervention is required, then a more formal Panel meeting will be held where support plan will be created in the hope that improvements will be forthcoming. Following that, again if no progress is made, a warning notice will be issued. In the case where there has been very little progress or engagement, an Attendance and Enforcement Officer will be contacted for consideration of statutory intervention from the Local Authority (LA). The LA will then endeavour to collate a case of evidence for prosecution which could result in a fine or custodial sentence. Please visit <https://cyps.northyorks.gov.uk/school-attendance> for a more detailed description of these procedures.

Promoting Good Attendance

Good attendance is promoted through assemblies and through the school ethos of our 5 R's, encouraging children to have a strong work ethic and to commit to school and their learning.

The benefits of education, high attendance and punctuality are explored within our PSHE curriculum.

Excellent attendance will be promoted with the use of stickers as well as issued to those who show improved rates of attendance. Emails home will be issued to celebrate good attendance rates (all above 90%). We will not issue 100% attendance certificates so as not to penalise those who have suffered illness or were unable to attend school for a time through no fault of their own.

Requests for Authorised Absence

Following Government guidance (September 2013) on absence during term time, parents may only request leave of absence in exceptional circumstances. Any requests must be made at least six weeks prior to any planned absence.

Please look on the school website or call in to the school office for the detailed information regarding exceptional reasons for absence in term time.