

# Deykin Avenue

## J.I School



# Attendance Policy

Deykin Avenue Junior and Infant School is proud to have achieved UNICEF's Rights Respecting School Silver Award (RRSA).

The RRSA is based on the principles of equality, respect, non- discrimination and participation. The rights of the child are at the heart of our school's ethos and culture.

The information included links to the following rights:

- Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.(Right to education- Article 28)
- Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.(Goals of education- Article 29)

This policy is a statement of the principles and strategies for attendance and punctuality at Deykin Avenue. It forms part of the RHE Citizenship Education and links closely with Behaviour and Safeguarding at Deykin Avenue J & I School.

It is a document up with whole staff involvement and replaces any previous policy document.

Approved by Governors:.....

Date: .....

Next review date: September 2024

### Introduction:

Improving attendance is a major target at our school. The school and governing body endeavor to work closely with parents on all matters regarding attendance.

We expect all children on roll to attend school every day, when the school is open, as long as they are fit and healthy enough to do so. We believe the most important factor in promoting good attendance is development of positive attitudes towards school. To achieve this we strive to make our school a happy place to be where everyone feels valued and has the opportunity to achieve the best they can.

### **Aims-**

- To improve the level of attendance
- To improve the level of punctuality
- To ensure parents, carers and children see that poor attendance can result in poor achievement.

- To have a system of strategies and rewards which encourage individual children and whole classes to attend regularly and improve attendance and punctuality.
- To enable parents and carers to understand the importance of good attendance and involve parents/carers in reward activities.

### **Responsibilities:**

#### **School:**

- Provide an education suitable to age, aptitude, ability and any Special Educational Need.
- Provide a welcoming safe environment to encourage attendance and promote best performance from children.
- Establish good and effective communication links with parents/carers and work collaboratively in meetings children's needs.
- Treat **EVERY** parent/carer and children with respect, listening and work with them to address any needs/issues where possible.
- State clear and fair expectations of parents/carers and children and give advice on how to access help/support in school and elsewhere.
- Monitor the attendance of Looked After Children and raise with relevant persons/agency.
- To closely monitor attendance of children causing concern, taking the relevant steps to helping this improve.
- Work collaboratively with other agencies to promote attendance/fulfil statutory duties e.g. School Nurse, Children's Centres, Family GP, Health Visitors and other health professionals. James Brindley (School Hospital), Children's Social Care and Health, Behaviour Support, Educational Psychologist and any other relevant agencies e.g. Family Support Workers (Early Help/Children's Centre).
- Lead FAST TRACK on attendance and Leave in Term Time (LITT) which includes liaising with the Legal Intervention team who could prosecute parents where despite school/other agency intervention, attendance has not improved and is consistently below 90% without improvements being shown in the given time frame.
- Keep accurate up to date records on children's attendance and punctuality as requested by law.

#### **Parent:**

**Parents have a legal duty under The Education Act 1996 Section 7 in relation to the education of their children.**

**The law in respect to pupil attendance is summarised DfES Guidance Circular 11/99:**

***"All children of compulsory age (5-16) should receive suitable education, either by regular attendance at school or otherwise. If a child is registered at school, parents have the primary responsibility for ensuring their child attends regularly"***

**The failure of parents to ensure regular attendance at school is a criminal offence punishable in law by the imposition of a discharge, financial penalty, parenting order and/or a period of imprisonment.**

**Parents have the responsibility of informing the school about significant influences and changes in the child's life which may impact on learning.**

- All parents/carers should ring school by 9:15a.m., if their child is going to be absent from school, to explain the reason.
- If your child is away from school longer than three days parents may be required to provide medical evidence.
- If your child arrives late for school, you must report to the school office with your child stating reason for late arrival. Children should not be left to come in on their own and explain why they are late.
- Parent/Carers will work with school to resolve attendance issues and attend meetings where necessary.
- Parents whose children have been identified as having attendance concern's will provide medical evidence for any absences they may have, failure to do so could result in the absence being unauthorised and lead to further action.
- Where possible parents will make medical appointments out of school hours but we appreciate that on occasions this can't be helped. The school requests proof of appointment i.e. letter from doctor/hospital, appointment card etc. Please be aware the school will not authorise your child losing a whole day for a medical appointments (unless previous authorisation has been granted), parents need to either bring their child in before or after their appointment or if appropriate both.

#### **Children:**

- Try their best to attend school on time every day.
- Stick to their bed time so they are ready for school the next day and are not tired.
- Help get their school bag/PE kit ready the night before.
- Follow the school rules and show behaviour that is expected from you.
- Inform teachers and parents if they have any problems in school.

#### **Government/legal requirements:**

- Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration, England Regulations 2006 regulation 12)
- Schools must provide their attendance data to the DFE; schools normally send their data via school census. The figures returned are then published by the DFE as part of an annual report showing school statistics.

- Regulations came into effect from 1st September 2007 that requires schools to set overall absence targets; these are maintained by the local authorities in England from school year 2008/09 onwards.

From the data collected by the local authority schools that have high proportion of absences overall or for specific groups of pupils i.e. SEN may be required by the Secretary of State to set focused absence targets to reduce levels of absence and the amount of pupils who have high levels of absence. The school may also be identified as needing additional support, requiring being placed in a target group and having regular monitoring checks carried out.

The school will set targets in line with the guidance on the Education, School Attendance Targets, and England Regulations 2007.

### **Procedures:**

#### **Registration:**

Children will be registered twice a day in the morning and afternoon, Children will only be counted as being present if they are physically in the room at time of registration.

Deykin Avenue J & I School uses Cloud School (Progresso) to mark and keep accurate registers. In the event of being unable to access these systems the register is recorded on a paper copy, this would also be used in the event of fire drills/emergency evacuation.

If access is restricted due to internet connection the system can be accessed on a mobile device that has internet access. This method of recording may also be used in the event of an emergency evacuation.

The register is a legal document and must be kept accurately.

Attendance registers will be kept in accordance with legal requirements and in line with local authority and school regulations guidelines.

### **Times for registration:**

**Morning registration: 8:50am**

**Afternoon registration: 1:15pm**

### **Absence from school:**

If a child is absent from school parents should contact the school on the 1st day of absence and maintain contact with the school throughout the absence, If the school fails to receive any contact, the Attendance Officer will contact parents/carers by either telephone, texting system or home visit. If we have not had an acceptable reason contact from parents/ carers we may also request for a safe and well check to be carried out. This will be carried out by West Midlands Police.

The school has procedures in place to resolve unexplained absences within two weeks.

## **Illness:**

We do fully understand and appreciate that children will continue to become unwell with minor illnesses and that it may not always justify losing time from school, we are also aware that when we feel poorly, it is always worse first thing in the morning and at night.

With this in mind we expect children to attend school every day, when school is open as long as they are fit and healthy.

We would always encourage and advise parents to speak to us about any absences if you are unsure of what actions would be most suitable when deciding if your child/ren is going to be absent or not. When contacting school to inform us your child will be absent you will need to give as much information as you can, stating that they are "ill" is not a justified reason.

It is also very likely for school to make a home visit if we have been unable to make contact with parents/carers or we feel it is necessary to do so.

### Long term absence-

Where a child has an illness that means they will be away from school for over 5 days, the school will send work home so the child can keep up with their school work.

If an absence is likely to continue for an extended period, or be a repetitive absence (due to extreme poor health), the school will contact the support services (i.e. James Brindley), so that arrangements can be made for the child to be given appropriate tuition outside school.

### Medical appointments:

We understand that on occasions medical appointments have to be attended during school time and will always support parents as much as possible. Just be aware that this will impact on your child's overall attendance. Where possible make appointments either before or after school or at times that allows children to be in school to receive their registration mark and that limit disruption to their education.

We also ask that a copy of the appointment letter/card is given to the school. (This is for all medical appointments) We also have blue slips that can be collected from the school office that you can take with you to appointments to get stamped if the appointment letter/card is not available. Please be aware that it is parent's responsibility to provide the medical evidence to the school.

### **Other reasons for absence:**

As a school we try our up most to work with and support both children and parents and understand that there may be some situation that will require absence from school other than when a child is ill. However such absences should be discussed with the Attendance Officer or Head teacher. **The decision to authorise/unauthorise can only come from Head teacher.**

Examples of authorised absence may include:

- **Religious observance**
- **Medical appointments**
  - **Illness**

The school follows guidance from the local authority and will not authorise absence for such things like: birthdays, trips out, child minding, parent/carer illness or shopping etc.

### **Religious Observance:**

As a school and in line with regulations we are permitted to grant a period of two days for children celebrating their religious festivities. If a child exceeds the permitted days any further days will be recorded as unauthorised.

### **Leave in Term Time (LITT)**

Our school follows the LITT guidance that was issued in February 2017

### **Legal Guidance for parents**

It is essential for children to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that children can reach their full potential. To achieve this, children need to attend school every day. We are sure you would not jeopardise your children's academic progress by taking them away during term time.

The importance of school attendance is such the law has now changed and Head teachers may now only grant leave in term time where the circumstances are exceptional. This is in line with Birmingham Local Authority's 'Leave in term Time Guidance' and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations.

For example:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

Family emergencies need careful consideration. It is not always in the best interest of the child; nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances which have lead you to request leave in term time for your child/ren, please complete the required form, which you can obtain from School. The Head Teacher will then make a decision on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.



If a child is taken out of school without the Head Teachers authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.

### **Section 23(1) Anti-Social Behaviour Act 2007:**

- Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.
- If this is not paid within 21 days the amount rises to £120.
- If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

### **Section 444(1) Education Act 1996:**

- If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence.”
- The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

### **Please note that:**

- Penalties and prosecutions are in respect of each parent for each child.
- ‘Parent’ includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

**These prosecutions are criminal proceedings and could result in you having a criminal record.**

### **Procedure for requesting term time leave:**

Parents/carer’s are required to complete the necessary paperwork (this can be obtained from school). The paperwork should be completed and submitted at least two weeks before the leave is due to start. As a parent/carer you are required to contact the school and inform us of your request and allow us time to consider your application before booking flights or leaving the country, even when unforeseen events occur (e.g. family bereavement)

The application will then be reviewed, taking into consideration your child/ren's best interest and the impact on their education. A letter will be sent of the outcome of the decision.

### **If your application is approved:**

If your request is considered to be a valid and genuine reason that requires you to take leave in term time it will be authorised. The judgment will be made on the information provided and the amount of time agreed will be determined by the Head teacher. The Local Authority suggests that if it is approved as an absolute exception that where possible leave should be wrapped around school holidays to help reduce the time missed from school.

A letter will also be sent to inform parent/carer that the absence has been approved and for how long. A meeting will be held and a home/school contract completed. A copy will be given to parents and a copy held by the school.

We need to highlight that just because a set period of time may be authorised it will still impact on your child/ren's overall attendance. Every measure needs to be taken to ensure that their



attendance is of an acceptable level and once they return from leave every effort is made to improve their attendance. The school may also provide work for the child/ren while they are away to ensure they do not miss any key teaching during their absence.

**Failure to agree a home/school contract, or non-return by the agreed date, places parents/carers at risk of being issued a penalty notice or the risk of losing their child/ren's school place.**

**Please note that if leave is granted it will only be granted on one occasion through your child's key stage for example once during Primary School.**

**If your application is not approved-**

Your application will be considered with your child's best interest at heart and with this in mind if it is felt that the leave will disrupt/ set your child back or the reason is not deemed to be an exceptional circumstance it will be denied. If this is the case a letter will be sent to inform you of our decision.

If your application is denied and you still choose to take your child out of school during term time it will be recorded as unauthorised. The school will then inform the local authorities' legal intervention team and this could lead to a penalty notice being issued by the Local Authority.

**Missing from Education**

In the event that a child is taken on leave during term time without informing school or fails to return to school by the date given when making a formal request (whether approved or denied). We will make reasonable enquires into the child's whereabouts, this will include trying to make contact with family via phone, home visits, contacting extended family etc. We will also inform/seek advice from the Children Missing Education Team (CME) about periods of prolonged absence. The CME team will work in partnership with school to conduct their own investigation into the whereabouts of the family.

School will also work in partnership with CME in unlikely events that a child is withdrawn from school without having an alternative educational provision i.e. a new school or formal home schooling (In cases of home schooling, parents need to request/follow the formal guidance and procedures which can be obtained from school on request)

**Admissions and Removal from roll:**

Schools are responsible for dealing with in year admissions for their own individual school. Reception admissions and transfer to secondary school are dealt with by Birmingham City Council's admissions team.

For admissions into other year groups parents are required to complete an "In Year Request" form which can be collected from individual schools. This will need to be completed by parents when wishing to apply for a school place. Parents will also be required to submit the following documents:

- Child's birth certificate
- Proof of address i.e. council tax or utility bill (dated with 6 months)

**Tenancy agreements can be given as a supporting document only and will not be accepted as proof of address.**

If the school has no places to offer, we will retain the information and place the child on our waiting list and inform the Local Authority of the request. School will contact parents if/when a place becomes available (see school admissions policy for further guidance)

#### Removing from Roll:

If the school was to withdraw your child/ren's place, as a parent it would be your responsibility to make contact with schools in the Birmingham area and arrange for a new school place. In some circumstances a child could be re-admitted at their previous school if there was availability within the school and as long as there were no waiting lists. **(School adheres to the Education (Pupil Registration) (England) Regulations 2006 and amendments from 2016)**

#### Lateness:

Children must attend on time to be given a present mark for the session. Poor punctuality is not acceptable. If your child is late she/he can miss the teacher's introduction to the lessons and may also feel embarrassed having to enter the classroom late.

#### How we manage our lateness:

We open our doors from 8:45am to enable all children to participate in reading and other activities and be in class ready for the start of the school day. It is very important that children attend school every day; this gives children the best start and prepares him/her for the future.

The school day starts at 8:50am once the bell sounds we expect that all children are in class ready for registration and lessons to begin. If a child enters the classroom after this time they will be deemed as late, receiving a late mark.

The school register closes at 9:15am in accordance to the regulations, if your child arrives after this they will be given a mark that shows they are in the building but this will NOT count as a present mark and will mean they have an unauthorised absence.

If your child arrives late, **parents must** report to the school office to sign they child in and give a reason for the lateness, you should not be sending your child in on their own if they are late. It is not fair on the children to explain why they are late. It is parents/carer's responsibility to get them to school on time.

We do recognise that there may be a rare occasion when your child is late due to unforeseen circumstances.

#### Persistent lateness:

When a child/ren have been identified as having persistent lateness, we will inform parents/carers of our concerns. In the first instance by an informal chat with the Attendance Officer and or a letter. We will then monitor lateness, expecting to see an improvement.

If this continues to cause concern we will then request a formal meeting with the Attendance Officer and or the Head Teacher or a member of the Senior Leadership Team. The purpose of the meeting will to address and resolve issues that are impacting on the

child/ren's lateness.

Lateness due to oversleeping, traffic etc is not acceptable. Good sleep routines and early morning traffic is unfortunately something you must take into account.

If persistent lateness continues, the school may take further action. Please be aware that parents/carers can approach us at any time if they are having problems getting their child/ren into school on time. However as a parent it is your legal responsibility to ensure your child gets to school on time.

### **Understanding types of absence/Definitions-**

#### **Authorised absence-**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent/carer. For example if a child has been unwell, the parent writes a note or telephones the school before 9:15 am on the first day of illness to explain the absence.
- Only the Head teacher can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

#### **Unauthorised absence-**

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and the parent/carer.
- Therefore, the absence is unauthorised if the child is away from school without good reason, even with the support of the parent.
- The Head teacher can also make absences related to illness an unauthorised absence if it is felt that the reason or proof provided doesn't constitute as a sufficient reason of absence, taking time off for minor illness can constitute in an unauthorised absence and lead to future action/involvement from supporting agencies e.g. School Nurse etc.
- It is not school's responsibility to obtain proof of absence. The school has the right to request medical evidence; failure to produce this can lead to unauthorised absence. It has to be highlighted that the school can still make the absence unauthorised if they feel the proof provided is not sufficient for the period of absence.

#### **Good attendance:**

The school praises and rewards good attendance and punctuality as well as improved attendance/punctuality. This is done through reward schemes and incentives. See appendix 3.

#### **Poor attendance:**

The government set a national average of 96% attendance for children. School attendance is a legal requirement.

Therefore, any child whose attendance falls below 96% will be closely monitored and further action considered. The school will raise issues around attendance with parents/carer's and seek further action to be taken if it is felt that attendance is given a low priority.

Children's attendance and reasons for absence is closely monitored. If after analysing individual pupil's attendance a pattern of absence which causes concern is identified the school will raise this with parents and hopefully work with them to resolve any issues.

The school has a clear approach and procedures in place to identify attendance concerns and interventions in place to support parents/carer's and children.

**In cases where the school has attempted to address issues with parents/carers, and if no improvement has been made or actions met we will look at identifying further support. This may be done by completing the Three House form (if not already done) with the child and/or an Early Help conversation log with parents.**

**Following this work we may feel that a referral needs to be made to an outside agency for support (where required parental consent will be obtained).**

The school may also feel that a referral to the school nurse may be appropriate, this will be discussed with parents prior to a referral being made.

### **Persistent absence (PA):**

Pupils with 90% or less attendance (pupils with more than 10% absence rate) will be identified as persistently absent and an action plan will be put into place to hopefully resolve any underlying issues/reasons. School will use resources such as the Three Houses/EH log with family's to help highlight possible support. School will look at ways of improving attendance before it falls into the persistent absent category by using the early help toolkit with family's to highlight possible support and this may be discussed prior to attendance dropping to below 90%.

When a child's attendance is deemed as persistently absent. We strongly encourage parents/carers to work with them and the school. If parents/carer's do not engage or improve their child's attendance/punctuality the school will look to taking further action which could result in court action and possible penalty notice being given (Fast Track).

### **Attendance concerns:**

Parents will be notified of any attendance concerns in one or more of the following ways:

- Telephone calls from Attendance Officer/HT/SLT.
- Verbal face to face
- Letters
- School meeting with Attendance Officer/HT or SLT to discuss concerns and ways to improve attendance.
- Home visits
- **SARM** meetings (Fast Track)
- Referral to school nurse
- Other agency referral- Parents/carers will be informed and consent obtained prior to any referral unless it is deemed a safeguarding issue and not appropriate to do so.

As a school we welcome parents/carer's to approach us at any time to discuss concerns and seek support.

### **Home Visits/Safe and Well Checks:**

We endeavor to support both children and parents, by building good links between home and school. With this in mind there may be occasions that staff will carry out visits to the family home.

The reason for the visit may be to ascertain the whereabouts of a child/family member or a visit following a period of absence.

The reason for the visit could also be to work with the family around a particular area of need or with a particular focus. Any visits that are made to the family home will not be intrusive and will be as supportive as possible. There may be times that we visit the home and are unable to make contact, if this was to happen a note would be left to advise that a home visit was made and a request for contact to be made to the school.

There may be occasions that school will request a "Safe and Well Check" which would be conducted by police officers from West Midlands Police. The reasons that this may happen could be following concerns of not being able to make contact with parents or no reason been given to explain the whereabouts of a child. This may also be requested if the school has concerns for the safety of a child and or family member. Please be aware that the school is not required to have conducted a home visit prior to the request for a Safe and Well Check being made and does not need parental consent .

### Fast Track:

The aim of Fast Track is to work in partnership with parents to improve school attendance. It is an incentive designed to raise individual and whole school attendance.

The programme raises parents/carers, pupils and community awareness of the importance of school attendance, the negative impact of absence and demonstrates that the Local Authority uses statutory powers to bring about change.

The programme is run by the school and supported by the legal intervention team that can and will take legal action to ensure that parents/carers fulfil their legal responsibilities.

The school publicises our use of the programme and informs parents/carers who are entered into the programme by letter. Parents/carers will be expected to work with the school to improve attendance. The school will inform all parents/carers of the outcomes following the Fast Track completion.

### Outside Agencies/ Early Intervention:

#### School Nursing Team:

All public funded Birmingham schools have access to the school nursing team.

The school is able to contact the team for guidance and support to help address medical concerns for children. Parental consent is required when making a referral for support. School may seek support from the nursing team when attendance is causing concern or being impacted by illness.

The school nurse will support school and families by helping to manage medical needs that require care plan's (for example asthma, epi-pens etc).

If parents want to access the support of the school nurse, please speak to a member of staff who will be happy to arrange this for you.

#### Children's Centres and other agencies:

We work collaboratively to support and signpost parents and children to services of need/interest i.e. stay and plays, workshops etc.

As part of the service that Children's Centre's and some other agencies provides , parents may be able to access support through Family Support Workers who are able to work with parents for many different reasons/needs for example parenting advice, benefit advice, housing support etc.

If parents feel this may be of interest or want further information on the support that can be offered, please speak to a member of staff who will be happy to arrange this for you.

### **The Early Help Assessment (EHA):**

The Early Help Assessment is used throughout Birmingham as a tool for identifying and supporting families in a wide variety of areas. The aim of the EHA is to support children and their family's to ensure they can/do access the Right Help at the Right Time (RHRT).

As a school we will use the EHA and the RHRT framework to help to identify possible areas of support. School will work in partnership with families to ensure their views and wishes are captured, ensuring the right support is accessed. We will use tools such as the signs of safety and wellbeing (three houses/EH log) which will help us look at what is working well, what worries family's may have and what needs to happen to improve the current situation,

### **Our Family Plan (OFP):**

Following an EHA, our family plan meetings will be held with families and agencies that are supporting the family. During these meetings action plans will be developed and reviewed regularly to ensure the right help and support is given to help families situations improve for the better.

### **Early Help Panels:**

This is made from a team of professionals such as family support, health and education etc. The teams are based throughout the city, holding regular meetings. As a school we are able to access support for families through this service.

We are only able to access this support for families if consent is given to do so. As a school we are able to seek advice around issues of concern with the team but this will be done in an anonymous nature (i.e. no personal information such as names/addresses will be disclosed)

### **Signposting:**

We are able to support parents and children with signposting to other agencies. This may be for a specific need or general area of interest. Examples of services are:

- Children's Centre's
- Parent workshops/ courses i.e. ESOL
- Family Support
- Health care
- Behaviour
- Women's Aid
- Counselling services
- Local clubs and youth groups
- Education Psychologist
- Speech and Language

- Child and Mental Health Service (CAMHS)
- Communication and Autism Team (CAT)

We have a range of resources and expertise within our school, so please feel free to speak to a member of staff if you would like any support or advice.

### **School support:**

We pride ourselves and are proud to say that we have excellent team of staff at Deykin Avenue J & I School who bring a lot of strengths and expertise to help encourage children into becoming confident, happy and secure adults and ensure they are given the best possible chances and support with their education.

We aim to offer both children and parents a wide range of experiences by offering opportunities to learn new skills both by working together and by adults own learning i.e ESOL classes, cooking classes etc. We offer a wide range of workshops and coffee mornings/ after noons Please look out for events and workshops that we have going on in school throughout the academic year.

### **Curriculum:**

All of our year groups participate in an enriched and well balanced curriculum, giving them opportunities to challenge and grow in their learning. Please see the school's curriculum policy for further details.

School also provides access to remote education for pupils not attending due to some circumstances such as, absences that relate to the category of not attending in circumstances related to long term medical absence. Where applicable the school will liaise with Outside Agencies to support education at home in the event of children unable to attend school e.g. James Brindley Hospital School.

### **Transition from primary to secondary school:**

- Children will be given authorised absence from school in order to visit new schools
- A representative from some secondary schools may come for a visit and talk.
- All Year 6 pupils will have an induction into secondary school.
- Where needed some pupils may visit their new secondary school with a member of our school staff.
- We will work with all secondary schools during the transition process, identifying pupils who may have difficulties in coping with the transition.

### **Behaviour Management:**

As a school we have very clear rules and expectations from staff /parents/carers and children. We take behaviour issues very seriously and are committed to working with parents/cares and children to resolve any issues. Please see our school behaviour policy for further details.

### **Safeguarding:**

Children, parents and staff's happiness, well-being and protection are our main priority and we will endeavor to ensure this is a priority at all times. Therefore the school's safeguarding policy



is adhered to at all times. Any disclosures or concerns that are made will be documented and reported to the designated safeguarding lead (DSL), Mrs Sharon Brewer or in her absence the deputy senior leads. The deputy safeguarding leads are: Mrs Amanda Baxter & Mr Craig A Downes.

### **Monitoring and review-**

- It is the responsibility of the Governors to monitor overall attendance, and they will receive an annual report from the Headteacher. The Governing Body has the responsibility for the school policy and seeing that it is implemented. They will seek to ensure that the attendance figures are as high as they can be.
- The school will keep accurate attendance records (Class attendance percentages, percentage term time leave, percentages of lates)
- The rate of attendance will be reported in the school prospectus and school profile.
- The Attendance Officer will be responsible for following up absences and reporting to the DHT/HT any areas of concern.

### **Appendixes:**

- 1. Attendance codes, Description and meanings**
- 2. Staff roles and responsibilities**
- 3. Attendance incentives/rewards**

## Appendix's One

### Attendance codes, Descriptions and their meanings

Our school complies with and uses the DFE compulsory national attendance codes. Please see table below:

Code	Description	Meaning
/	Present <b>(AM)</b>	Present
\	Present (PM)	Present
B	Educated off site (Not Dual registration)	Approved Education Activity
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Authorised absence
E	Excluded (No alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental appointments etc)	Authorised absence
J	Interview	Approved Education activity
L	Late (before register closed)	Present
M	Medical/Dental appointments etc	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
p	Approved sporting activity	Unauthorised absence
R	Religious observance	Authorised absence
s	Study leave	Authorised absence
T	Traveller absence	Authorised absence
u	Late (after register closed)	Unauthorised absence
V	Educational visit/trip	Approved Education activity
w	Work experience	Approved Education activity
X	Non-compulsory school age absence	Not counted in possible attendance
y	Enforced closure	Not counted in possible attendance
z	Pupil not yet on roll	Not counted in possible attendance
#	School closed to pupils	Not counted in possible attendance
X	Not attending in circumstances related to coronavirus (COVID 19)/or Not compulsory school age child	Not counted in possible attendance

## Appendix's Two

### Staff and Governor Roles and Responsibilities

Name	Role	Responsibilities
Curriculum Committee and Full Governing Body members.	School Governors linked to attendance.	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant legislation (e.g. pupil registration ,attendance registers etc)</li> <li>• Reviewing school attendance</li> <li>• Agreeing and reviewing school policy</li> <li>• Chairing attendance meetings (i.e. parents request etc)</li> </ul>
Sharon Brewer	Acting Head Teacher	<ul style="list-style-type: none"> <li>• Compliance with relevant legislation</li> <li>• Setting attendance targets</li> <li>• Putting into practice school policy</li> <li>• Line management</li> <li>• Authorising and unauthorising absences</li> <li>• Contact with parents- raising attendance concerns etc.</li> <li>• Safeguarding</li> <li>• Designated Safeguarding Lead (DSL)</li> </ul>
Rakesh Gunchala	Acting Deputy Head Teacher	<ul style="list-style-type: none"> <li>• Compliance with relevant legislation</li> <li>• Putting into practice school policy</li> <li>• Contact with parents- raising attendance concerns etc.</li> <li>• Deputy DSL</li> </ul>
Amanda Baxter	Attendance Officer/Parent and Pupil Support Worker	<ul style="list-style-type: none"> <li>• Compliance with relevant legislation</li> <li>• Putting into practice school policy</li> <li>• Contact with parents- raising attendance concerns etc.</li> <li>• First day calling</li> <li>• Late arrivals</li> <li>• Day to day responsibilities for managing school attendance in line with policy and procedures.</li> <li>• Monitoring and reviewing individual pupil's attendance and punctuality</li> <li>• Responsible for links with other agencies if appropriate.</li> <li>• Promoting school attendance/ punctuality.</li> <li>• Management of reward schemes</li> <li>• Data analysis</li> <li>• Deputy DSL</li> </ul>
	Class Teachers	<ul style="list-style-type: none"> <li>• Marking registers am and pm</li> <li>• Promoting the importance of good attendance and punctuality.</li> <li>• Positive role modelling</li> <li>• Monitoring/flagging early concerns</li> <li>• Follow school policy and procedures.</li> </ul>
Shehnaz Sayed/ Breda Dargan	School Office	<ul style="list-style-type: none"> <li>• Maintain registers</li> <li>• Ensuring that all registers are complete</li> <li>• Compiling report of daily absentees</li> <li>• First day calling (in absence of Attendance Officer)</li> <li>• Late arrivals (in absence of Attendance Officer)</li> <li>• Follows policy and procedures</li> </ul>

## Appendix's Three

### **Attendance incentives/rewards**

The school values good attendance and acknowledges this through a reward system: e.g.

- Attendance cup awarded each week to the class with the highest attendance
- Each term Attendance Certificates presented to children with gold, silver and bronze percentage attendance and their names are published on the school's newsletter.
- Children who achieve 100% attendance for the whole school year will receive a special reward.
- Each week, the attendance and punctuality for each class is published in the school newsletter
- The class with the highest attendance at the end of the school year will receive a special reward
- Children are presented with certificates for improving punctuality and attendance
- Classes are presented with whole class punctuality and attendance certificates.
- Daily attendance and punctuality numbers are displayed in each class raising awareness of attendance on a daily basis this also shows the previous week's overall attendance/punctuality and the present week's overall attendance/ punctuality.
- The school sends out a newsletter each week that will state classes weekly attendance and will keep parents and children fully up to date of any issues/ concerns and changes etc.
- Letters sent home for good and improving attendance and punctuality.
- Punctuality certificates
- Attendance/punctuality charts
- Attendance and punctuality surgeries

