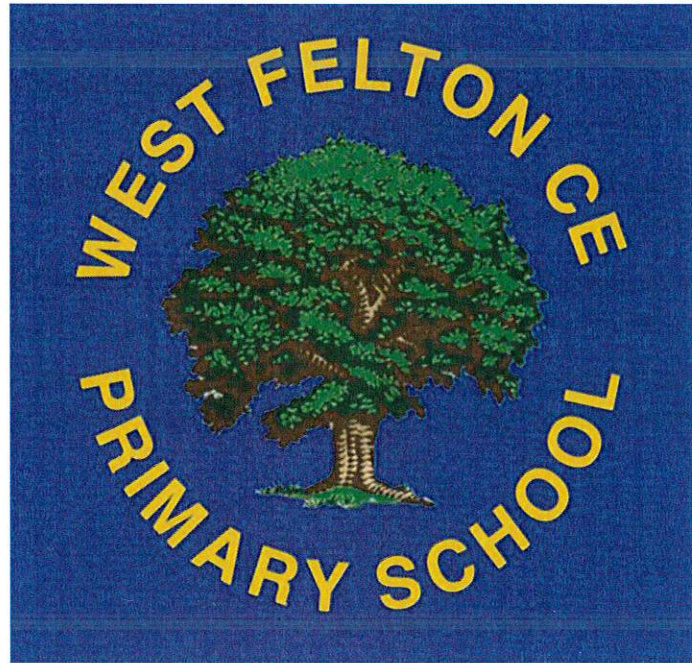


Attendance Policy



September 2022

The new guidance from the Department for Education on school attendance includes seven expectations of schools from September 2022.

We will:

- 1. Develop and maintain a whole school culture that promotes the benefits of high attendance**
- 2. Have a clear school attendance policy which all staff, pupils and parents understand**
- 3. Accurately complete admission and attendance registers and have effective day to day processes in place to follow up absence**
- 4. Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance**
- 5. Build strong relationships with families, listen to and understand the barriers to attendance and work with families to remove them**
- 6. Share information and work collaboratively with other schools in the area, local authorities and other partners when absence is at risk of becoming persistent or severe**

Throughout the policy, we will refer to the pupils in general terms. We are acutely aware that for a very small minority of pupils, such as those with a life-limiting illness, attendance can be exceptionally challenging. When this is the case, we will always work closely with the child, family and other professionals to do what is best for the child.

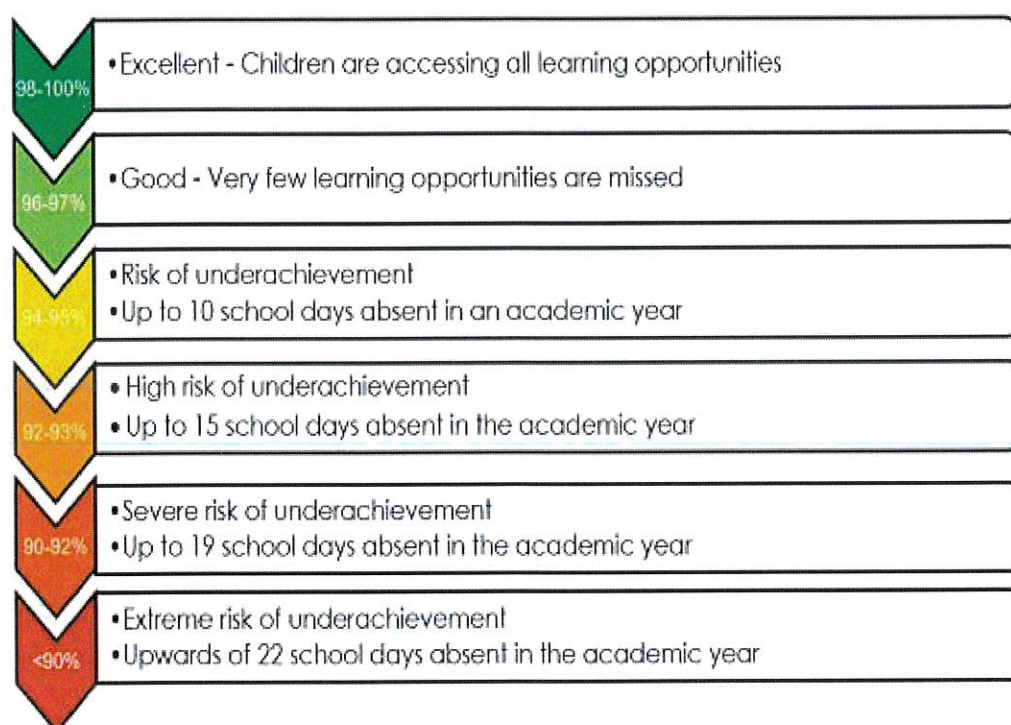
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1. Expectations & daily routines

What is good attendance and why is it important to us?

- Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated - pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.
- We want our children to be safe, healthy and successful.
- Improving attendance is in everyone's interests and it's everyone's business.
- There are 380 sessions per academic year, 2 per day for 190 days. We expect our pupils to be in line with national data and have an attendance figure of 96% or above, missing 15 sessions or less.



What are our daily attendance routines?

- Reporting absence

Parents and carers are expected to record absence by 8:30am. There are 4 methods of communicating this to the school:

1. Via ParentApp
2. Via email: admin.westfelton@westcliffe.shropshire.sch.uk
3. Via telephone: 01691 610388
4. Via voicemail: 01691 610388

- Meet & greet

The school bell sounds at 8:55am, the children line up on the playground and are met by their class teachers and/or Teaching Assistant (TA).

- Register open and close

Class teachers and/or TAs open registers at 8:55am and they close at 9:05am. Any pupil arriving after this time will be registered as late.

- Register check & follow up on unexplained absence

Our admin team will check our 4 methods of communication. They will then ring home, they will leave a message and an APP message. If Parents do not respond, there will be follow-up calls throughout the morning.

- All absences and reasons are recorded on the APP, on our attendance spreadsheet and on SIMS.

- Engaging external agencies

Our Education Welfare Officer (EWO) visits every 4 weeks and reviews our attendance in details. Any concerning data will be examined and action will be taken (outlined below).

- Promotion & celebration

We promote and celebrate good attendance subtly through our school values and ethos. We do not hold whole-school attendance events as we believe that they can be detrimental to young children who are often not in control of their attendance.

What about requesting absence during term time?

- As of 1 September 2013 there has been a change in the The Education (Pupil Registration)(England) Regulations 2006. Where there used to be an option for headteachers to grant leave of absence for the purpose of a family holiday during term time in 'special circumstances' of up to ten days in a year, this has been removed.
- Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance, and it's felt to be for an exceptional circumstance. The annual family holiday wouldn't be deemed an exceptional circumstance.
- If you need to request absence during term time, you will need to request a form from the school office.
- The headteacher may take into account:
 - i. It is highly unlikely that the event will occur again in a child's school life.
 - ii. It is necessary for the child to be in attendance at the event.
 - iii. The event cannot be organised outside of the school term.
 - iv. Taking part in the event will be of greater value to the child than attending school.

What happens if my child goes on holiday in term time or takes leave of absence for other reasons without permission from the school?

The absences will be marked in the school register as unauthorised absences, and this may result in a truancy penalty notice of £60 (rising to £120) per parent per child being issued by us. In some cases, parents may be prosecuted for the offence of failure to ensure regular attendance at school.

Parents/carers should never simply discount the amount of a penalty notice from the cost of a cheaper holiday, because this is a criminal offence and when doing so they're always risking prosecution.

2. Data & monitoring

How will we track the attendance of children?

- Routines: through daily, weekly, monthly, half termly, termly and annual checks, pupils falling below the threshold will be highlighted. Class teachers are invited to contribute to monthly EWO register checks, as are the SLT.
- Thresholds, allocation & referral: school data is compared to local and national data and advice sort from our Educational Welfare Officer.
- Reporting: attendance is reported on a local and national level via SIMS, DfE registration and census data collections.

How will we ensure that our work is effective?

- Our SLT and EWO will meet with families where necessary.
- We will write and review plans collaboratively.
- Measure impact but comparing attendance week on week.

3. Escalation of procedures

How will we ensure children are safe & tackle absence together?

- We will define our clarity on sequence in this policy and share with parents regularly.

Number of days off	Equivalent percentage	Response
0 - 2 days off	99% - 100%	Excellent attendance Best chance of success
4 - 7.5 days off	96% - 98%	Good attendance Good chance of success
9.5 - 17 days off	93% - 95%	Below average attendance Reviewed and discussed by SLT Action to support where necessary
19 - 25 days off	90% - 92%	Poor attendance Significant concerns - potentially significant impact of success EWO involvement Automatically reviewed by EWO monthly. EWO1 issued.
27+ days off	Under 89%	Very poor attendance Significant impact of success

EWO1	First letter of concern issued to parents/carers. This is from both the school and the EWO.
EWO2	Second letter of concern issued to the parents/carers. This is from just the EWO.
EWO5	Warning letter. This is from just the EWO.
APP1	The EWO will complete an appointed home visit to the family home.
FT1	Fast track meeting to be held in school. EWO, Parents/Carers, school representative and, where appropriate, the child should be in attendance.
FT Review	Fast track review meeting. To review the action agreed at the previous meeting. EWO, Parents/Carers, school representative and, where appropriate, the child should be in attendance.
SAP	School Attendance Panel. Senior Leadership Team at Shirehall invite the parents to a meeting to discuss their child's lack of attendance
FW	Final warning letter. This is from just the EWO

- We will offer tailored support based on individual circumstances.
- We will offer formalised support in conjunction with Education Welfare Services.

4. Parental support

What if I have concerns about my child's attendance?

Contact the school office at your earliest convenience and arrange a meeting with the headteacher. We can then review attendance together and find a solution.

5. Policy review

This policy will be reviewed and updated in September 2024.

Signed: Hughes Headteacher

Signed: Swinton Chair of Governors

