

Coalbrookdale & Ironbridge C.E. Primary School



Policy

Attendance

Last Review: Spring 2023

Responsible: M. Dhaliwal (Headteacher)

Review Date: Spring 2024 or sooner should guidance change

We are proud of our attendance record over time. Like every school nationally, we have been impacted by Covid 19, however we still managed to maintain good attendance levels.

Our attendance as a whole school September 2021 – July 2022 was 94% (93.83%)

Introduction and Aims

At Coalbrookdale and Ironbridge CE Primary School, we are committed to providing a full and efficient educational experience for all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial.

As a school, we organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as rapidly as possible. Our attendance team, which includes the Headteacher, our Pastoral Team, Educational Welfare Officer (EWO) and our link Governor all play a significant role in supporting parents in getting children to school on time and every day.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school actively promotes and encourages 100 % attendance for all our pupils.

Our school gives a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Principles

The school will:

- ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and education law
- complete registers accurately at the beginning of each morning and during the afternoon session
- stress to parents/carers the importance of contacting staff early on the first day of absence
- reward good and improved attendance of all pupils (attendance is discussed as a whole school each week during our 'celebration' assembly)
- promote positive staff attitudes to pupils who come in late or who are returning after absence
- consult with all members of the school community and the Attendance Support Team in developing and maintaining the whole-school attendance policy
- ensure regular evaluation of attendance procedures by senior managers and the school governors
- a specified attendance team meet half termly to scrutinise attendance and impact of intervention (periodically the link Governors for attendance attends)
- send regular newsletters to parents and pupils informing them of attendance rates and related issues, additionally update school website with any attendance related issues

- work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed
- have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members
- Deploy attendance incentives such as 'Ace the Attendance Mascot' week where our attendance mascot stays on the entrance gate welcoming children into school.

Absence Procedures

Our expectation is for parents/carers to ring/message school before 8.40am if their child is absent.

If no contact is received from the parents/carers of an absent pupil on the first morning of absence, we will:

- follow 'First day contact' procedures and contact the parent by telephone/text message
- request the school's Education Welfare Officer (EWO) and/or member of school staff, to conduct a home visit if no response is received after 3 days of absence (this could be sooner depending on circumstance), and consider a referral to the local authority attendance team or contact 'Family Connect', (T&W Policy is 5 days but as a school we believe it is necessary to make authority aware sooner)
- If a child is absent for 10 days, school will initiate the Missing Child In Education Protocol as advised by Telford and Wrekin Council
- Invite the parents into school for an 'Attendance Concern Meeting' (ACM) after a maximum of 10 days absence, unless other action is planned. This meeting should include a senior member of staff, parent, pupil and the EWO. The aim of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance
- Help the pupil's re-integration where a pupil is returning to school after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then an Individual Reintegration Programme (IRP) will be implemented. The IRP will include all members of the school staff and will be designed to be as supportive of the pupil as possible
- Contact Family Connect 01952 385385 for further guidance on available support.

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

Performance

It is important to set realistic targets for both attendance and persistent absence; these 4 targets will be set at the start of each academic year, in consultation with the governing body.

The governing body must approve the school target for attendance to be set for the following academic year. In compiling an Action Plan, the school will look at those interventions which have been successful as part of the evaluation process. When evaluating success the school will consider whether or not:

- Attendance has improved
- Persistent absence has reduced
- Punctuality has improved
- Parental response to absences has improved

- Re-integration plans have been successful
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school
- Attendance issues have been included as topics in school assemblies, Life Learning lessons, or as a theme for any other lessons

Good Practice

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data
- Ensuring prompt follow-up action in cases of non-school attendance
- Liaising closely with the school's NAP/EWO, if appropriate
- Recording (and retaining) carefully, all telephone messages
- A signed copy of any correspondence is retained by the school
- A referral is made to AST (the Attendance Support Team) for intervention

Ofsted Statutory Guidance

- Ofsted guidance makes it clear that 'grey exclusions' are illegal. "Where a pupil is sent home for disciplinary reasons for a part of the school lunchtimes, fixed term exclusion is the only legal method of removal'.
- Informal or unofficial exclusions are illegal, regardless of whether they are carried out with the agreement of parent or carers'.

School Times

The classroom doors are open at 8.40am, registration is taken at 8.50am. Pupils will receive a late mark if they are not in class at this time. Pupils who arrive to school after 9.05am will receive an unauthorised absence.

Appointments

Parents are encouraged to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card should be sent to the school office.

If the appointment is during the day the pupils are expected to attend school before and after the appointment where possible.

Religious Observance

The school will take advice from the attendance team within Telford & Wrekin Council to establish the appropriate number of days absence required for religious festivals.

Parent/Carer will be required to complete a request for absence during term time form.

Request for Absence during Term Time

The DfE guidance about holiday in term time makes the following points:

- Each request can only be judged on a case by case basis
- Even in exceptional circumstances it is expected that Headteachers will use their discretion sparingly
- Headteachers should not apply policies (for example, blanket bans) which might suggest that each application has not been considered on its individual merits

As a general guide any activity, holiday or event that can be arranged during the annual 13 weeks holiday time should not be authorised during the school term.

School will confirm in writing our decision whether to authorise any leave in term time or not following any requests for leave in term time. This provides parents/carers with written information about the possible consequences of taking leave that has not been authorised.

Promoting Good Attendance

We reward good attendance in school with the children. Each class is given an attendance target at the beginning of the week.

Each Friday during assembly the class who has either achieved or exceeded their attendance target receives a certificate and a prize.

The class with the highest attendance wins a trophy and the Ace the Attendance Mascot (KS1 & KS2).

Ace the Attendance Mascot visits children three times a year.

Children with 100% attendance each half term receive a certificate.