

## Beecroft Primary School

### Attendance And Punctuality Policy September 2022

#### Overview

**Start Time: 8.40am (Pupils can arrive at 8.30am and come straight into the classroom.**

**Register Closes 8.50am (The child is then absent)**

**Finish 3.15pm**

Beecroft Primary School is highly aspirational. Attendance is the single most important piece in the achievement and attainment jigsaw. Research shows the decline in learning if pupils do not attend and if absence declines to below 95%. Good attendance is a whole staff responsibility. Good attendance and an expectation that all parents will support this when they accept a place at the school is part of the culture and ethos.

The attendance aim annually for the whole school is 96% minimum.

The school does not approve holidays/extended leave/time out of school. The messages are clear and communicated regularly in parent letters and mail.

The policy sets out the expectations of parents and staff.

Beecroft Primary School does not expect low or persistently low attendance (90% and below) However, if any pupil's attendance does slip then School Attendance Panel Meetings deal with the issue seriously.

Any parent choosing the school are doing so in full agreement with the policy set out below. They sign to that effect in a Home -School Contract or agreement.

(The policy is based on government guidance, 'Working Together To Improve School Attendance: May 2022)

**Parents' Responsibilities: In accepting a place at the school parents' are accepting the ethos of high expectations for good attendance**

Research proves that there is a very clear relationship between excellent school attendance and academic achievement. Year after year, the pupils with the best school attendance achieve the best results. We are passionate at Beecroft about providing pupils with the best possible life chances and as such, know they have to **'be here to get there.'** **Attendance at school is the law (statutory)**

**Start Time: 8.40am (Pupils can arrive at 8.30am and come straight into the classroom for extra work and support.**

**Register Closes 8.50am (The child is then absent)**

**Finish 3.15pm**

All pupils at Beecroft Primary are set an attendance target of **96% or above.**

Parents, carers and families are therefore asked to ensure that their child/children are in school every day of term. Pupils arrive at 8.30 for a 8.40am start. (register closes at 8.50am)

**Attendance:**

**Attendance at school is the law.**

The government is 'stepping up' expectation with attendance - the majority of our Beecroft parents ensure that their child attends every day the school is open and are absent only when there is a statutory reason (illness). However, the government's new list says all parents are expected to:

1. Book any medical appointments around the school day when possible. **(Not during lessons.)**
2. Only request leave of absence in exceptional circumstances and do so a month in advance. **(Not holidays/extended leave in term time – These must stop and parents taking these will be fined.) All leave/holidays will NOT be authorised.**
3. Notify the school office as soon as possible if their child has to be unexpectedly absent **(e.g. sickness )**

Number 1 and 2 can be improved upon by some of our parents, as leave for reasons other than illness is unacceptable. (At 20 days a child loses their place)

Pupils' attendance is monitored against our Traffic Light Group system:

Green	100% - 96% +	It is important to celebrate pupils achievement of 100% attendance.  They will receive half termly certificates/ end of year medals and entry into prize draws  Pupils in this group have excellent attendance.
Yellow	95% and below	Pupils in this group are having too many days off and will need to work on their attendance.  Their attendance will be monitored by the class teacher to avoid it dropping further along with phone calls from the attendance officer
Amber	91%	Pupils in this group are becoming a serious concern.  They will receive a home visit .  Parents will be invited in for a SAP meeting with the head to establish a way forward with improving your child's attendance
Red	90% and below	These pupils are a <b>serious concern</b> . This is classed as <b>persistently absent</b> .  There will be a SAP meeting held in school with the Head/ Deputy/ attendance officer.

		<p>If attendance does not improve the case will be passed on to Leeds City Council Education Welfare Officer which may result in:</p> <ul style="list-style-type: none"> <li>- A penalty charge notice</li> </ul> <p>A prosecution in either the Family or Magistrates Court.</p> <ul style="list-style-type: none"> <li>- Loss of your child's place at Beecroft</li> </ul>
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### Parent Attendance Process:

If a child is sick/ill telephone the school 0113 2618820 on the first day of absence before 9.00 am and provide a reason.

- If we do not receive communication, a parent will receive a phone call home from one of our Attendance Officers Mrs Hulme or Mrs Craven.
- A home visit may be made depending on the child's attendance record and the nature of the absence.
- On returning to school parents must take responsibility to help the child catch up on work missed.

Home visits will be conducted by the Attendance Officer (Mrs Hulme) and the Head/Deputy if a pupil's attendance is of concern. The purpose of making home visits is to have a conversation with families about their young person's attendance, complete a safeguarding check and offer support where applicable.

### School Attendance Panel Meeting: SAP

Parents are invited into school to discuss attendance at 91% and 90% and below (Persistent absence). The discussion is to set targets for improvement and to ensure that things will improve quickly. Any barriers to good attendance are discussed. A parent contract will result.

Extended Leave and holidays in term time are not approved and this is often the cause of low attendance at Beecroft. (Visiting family in other countries is not an exceptional circumstance) 20 days leave will result in the child losing their place in school.

Please be aware that Beecroft Primary works closely with Leeds City Council and **will transfer any cases of persistently poor attendance for possible prosecution in either the Family or Magistrates Court**

The table below shows the importance of attendance to your child:

Yearly Attendance	Yearly Days Missed	Yearly Learning Hours Missed	Learning Hours Missed Over 5 Years
100%	0	0	0
97%	6	30	150
95%	10	50	250
90%	20	100	500
80%	40	200	1000
50%	100	500	2500

## **Staff Responsibility: Class Teachers and Non-Teaching staff**

**ALL** staff are responsible for the attendance of every child in their class. Class teachers and support staff build up trust and knowledge of the families of the children in their class. Strong and trusting relationships enable difficult conversations and the right amount of praise when it is due. All staff have high expectations for attendance and punctuality and communicate these to all pupils. All staff are consistent in their communication with pupils and parents. Attendance is never solved – it is a daily issue.

Staff will receive weekly attendance figures which highlight pupils of concern.

At the start of the day and session registers (legal document) are filled in accurately – 8.50am is the close of register. Notes are put on the comments section.

Staff talk about the importance of both attendance and punctuality.

Class Teachers will:

- Discuss attendance daily when they do the register
- Set targets – we want to win the 100% trophy this week
- Remind about whole school challenges (e.g. prize draws)
- See individual pupils who are on attendance charts.
- Speak with parents and families about attendance. (Ring, speak)
- Discuss punctuality – it has the same status as attendance.
- Early response is particularly important in Reception and Nursery when the culture is being established.
- Look at the weekly data and understand the problems/achievements of their class.

It is expected, as part of the Teaching Standards, that class teachers ensure that a high level of attendance is expected from all. Class teachers must know their families and respond quickly and in a timely manner.

Class teachers also discuss problems with the Headteacher and Attendance Officers.

A class-teachers engagement and persistence with the attendance of their class will always be part of annual performance management review because any progress with the class is reliant on children being in school. Class-teachers engagement can be noted from the comments section of the register which they fill in and from the class and individual attendances.

**Attendance Officers** (appendix for daily routines) have a clear route of procedures at every level of monitoring a child's attendance from daily phone calls to the instigation of trigger letters to parents. They discuss attendance with Mr Campbell (Deputy Head) and the Headteacher. There is first day calling to families who do not ring the school to explain their child's absence.

It is important that Attendance Officers are supportive of families where there are barriers to attendance yet are also clear about the expectations and why good attendance is important to their child's attainment, wellbeing and wider development. They communicate clearly the short and long term consequences of poor attendance. Children missing can also be a warning sign of a range of safeguarding issues.

Listen and discuss barriers to attendance and agree how all parties can work together to resolve them

**Facilitate Support:** Help parents and pupils to access the support they need.

**Formalise Support:** Where absence persists and voluntary support is not working the Headteacher, Attendance Officer and outside agency will issue a parent contract or supervision order.

**Enforce:** Prosecution will result if parents will not engage and all avenues have failed.

Data is produced weekly and used by all – class teachers, HT and deputies.

## **Headteacher**

Attendance is discussed with the whole school at weekly assemblies. All pupils know the attendance target of 96%. An attendance trophy is presented weekly to the class with 100% attendance.

Pupils understand the reason for good attendance.

Newsletters and Headteacher updates include attendance percentages and take every opportunity to re-enforce the central messages about good attendance.

Praise and reward for good attendance is central in the work and ethos of the school This is done sensitively and without discrimination.

The Headteacher is part of the daily conversations at all levels regarding attendance. There is a very high expectation of every member of staff and the Headteacher lives this in her daily communication with pupils, parents, attendance officers, class teachers and senior staff.

The Headteacher is always present at School Attendance Panel Meetings. (SAP)

The Headteacher, along with senior staff look at attendance data on a weekly basis acting as a steer with parents and pupils.

## **Rewards For Good Attendance**

- Attendance trophy weekly for class/es with 100% (Discussed in whole school assembly weekly by the Headteacher who praises and reinforces the messages about attendance)
- Attendance certificates half-termly for 100%
- Lucky dip rewards for those pupils on improvement charts when they attain a full week in school.
- Motivating and positive calls to parents where there is improvement.
- 100% trophies to all pupils who achieve an annual 100% (A special award for 7 years of 100%)
- Special prize draws for a half term of 100% (This includes those who may have low attendance and acts as an additional incentive.)

## **Use of Wider Support Services.**

The school pays into the Leeds City Council Attendance Support Service for cases where the school's actions are not meeting success. This is particularly the case where parents will not engage with the school and attendance or punctuality is not improving.

Fixed Penalty notices will be sought in the cases where parents will not engage and where there is persistent absence.

### **Exceptional Leave**

Holidays, visits to family who live abroad and time out is not considered exceptional leave. Beecroft Primary School has made a clear statement to **STOP** all such absence. Should it happen it will always be unauthorised and will result in a penalty notice fine - £60 per parent and per child. It may result in the child losing their place and if it is frequent – more than once in a time a child is in school it will be referred for a fast track fine and a charge resulting in court proceedings.

It may also result in a child losing their place in the school. (Places in the area are difficult to get so parents may find themselves travelling a distance to school)

If a parent considers they have an exceptional circumstance (for reasons other than the above) they must apply to the Headteacher one month in advance – the headteacher will decide if the case is exceptional and will specify the time allowed.

### **Serious Medical Needs**

**Ordinary medical appointments and visits to the dentist cannot take place in school time.**

In cases where a pupil has a serious medical issue – backed up by doctor's notes and hospital information the school will work with the family to ensure full support.

This may be in half day attendance, provision of lap-tops and remote learning.

In all cases the school will encourage parents to get the child into school as much as possible – to help with wellbeing, friendships and achievement and attainment.

The school will ring parents during the day and send the pupil home if they cannot cope at any point.

### **Religious Observance**

2 days allowed in total in any school year. Eid – (one day for each Eid Festival religious observance) If the date falls at a weekend no days are entitled out of school. The RO will be counted as authorised absence.

### **Data Analysis**

Data is used weekly to inform class teachers, and senior staff. The data included significant groups – EAL, PP, SEND.

The purpose of the data is to inform immediate action around trigger points and not to allow slippage.

### **Commitment**

Beecroft Primary School is proud of the achievement and attainment of all pupils. The barrier to this is poor attendance and lack of support with attendance from some (a minority of) parents. The school wants to be positive but recognises that progress will not happen if children are out of school. All families should aim for 96%