



Attendance Procedure

This **Attendance Procedure** is to be used alongside our **Attendance Policy** (link - Oak Trees Multi-Academy Trust) and is based on two key principles:

1. The vision, mission and values of Egremont Primary School
2. That Egremont Primary School is a Rights Respecting School

1. Our Vision, Mission and Core Values

Vision	Pride, perseverance and progress
Mission	To foster an environment where all can flourish and achieve
Core Values	Working as a team Taking responsibility Finding creative solutions Caring for and respecting all.

2. Rights Respecting School

A Rights Respecting School not only teaches about children's rights but also models children's rights and expectations in all their relationships between teachers / adults and pupils, between all adults and between all pupils.



Article 28 (UNC Rights of the Child)

Every child has the right to an education

Article 29

You have the right to education which tries to develop your personality and abilities as much as possible and encourage you to respect other people's rights and values and to respect the environment.

3. Principles of the Attendance Procedure

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. The Government expects schools to promote good attendance and reduce absence, including persistent absence, ensure every pupil has access to full-time education to which they are

entitled and act early to address patterns of absence. Parents/carers are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and arrive to school on time. It is important to note that even though a parent may not live in the same home as the student that parent is still responsible for ensuring the child attends school every day.

4. Aims and Targets

Our aim is for the overall school attendance to NOT fall BELOW the government guidelines of 96%. Egremont Primary school places a high priority on achieving high standards and believes that excellent pupil attendance and punctuality are essential. In order for children to achieve their potential, pupils must be highly motivated to learn and want to attend school. Additionally, parents need to be committed to ensuring their children are in school regularly and on time. Regular and punctual attendance will establish good habits that will support our children through their lives and enable them to achieve their true potential.

5. School expectations and responsibilities

We aim to achieve excellent school attendance by operating an attendance procedure where pupils, staff, parents/carers, and the Education Welfare Service work in partnership to achieve our goal. To succeed, we will monitor attendance daily and ensure quick and early intervention if a problem is identified. Furthermore, all staff will encourage punctuality and good attendance, and we will liaise with home and other agencies when necessary.

Parents will:

- Ensure their children attend school regularly and on time
- Notify the school on the first day of absence before 8.45am by telephone or letter
- Parent/carers must bring in a signed note after each period of absence for it to be authorised
- Bring in medical evidence if a child is absent for more than 5 consecutive days
- Contact the school daily to update the school on child's illness
- Complete a request form for absence in term time for exceptional circumstances
- Meet with attendance officer and/or other school staff attendance if requested by letter
- Ensure school has up to date contact information at all times

Class teachers will:

- Complete e-register at the start of morning and afternoon session
- Monitor daily patterns and report any concerns by email to the named attendance officer
- Provide work books for children if a child is absent from school long term.

- Communicate regularly with parents face to face or by telephone to discuss attendance
- Ensure attendance is discussed at every parents evening with an up to date attendance report

Attendance staff will:

- Ensure all attendance information is recorded and up to date daily
- Telephone Parents/carers from 9.15am after registration closes if a child is absent and no reason provided
- Initiate safeguarding procedures and telephone emergency contacts if no response
- Complete absence record book
- Monitor patterns of attendance and lateness
- Run a class attendance report on Friday am for attendance assembly celebration
- Provide up to date whole school attendance on school notice board and on website
- Send out RAG letters termly???
- Invite parents/carers for initial attendance meeting

Attendance Officer will:

- Monitor official registers and take action where concerns have been identified
- Visit family home within one school day if no reason for absence provided and contact cannot be made
- Contact Missing from education officer after ? days if a child is missing from education
- Telephone locality social worker if there are any further safeguarding concerns
- Provide Governors Report twice yearly
- Invite parents/carers for attendance meeting if attendance falls below 96%
- Complete action plan to support parents/carers with attendance
- Review persistent absences every half term
- Liaise with other agencies such as school nurse as and when required
- Refer to services such as Social care if needed
- Complete paperwork for Fixed Penalty Fines and liaise with local education authority
- Carry out Punctuality spot checks at the school gates once termly
- Oversee walking/mini bus and breakfast club
- Monitor Leave of Absence in term time and respond to request appropriately

6. The School Day

In the morning the school hall is open to all children from 8.20am. We have free breakfast available and activities to help set us up for the day ahead. The whole school opens at 8.40am and the outside gates are locked at 9am. Once children are in class the register is taken no later than 9.05am. If a child is not in school by this time they will be marked late (L). Registers will close at 9.30am and if your child is not in by then they will be marked as U (late after registration).

In the afternoon, school starts at 12.45pm for Foundation and Key Stage 1 and 1.15pm for Key Stage 2. The school day ends at 3.15pm

7. Late Procedures

As a Rights Respecting School, we value the right that all children have to a quality education. Did you know that being 15 minutes late each day is the same as missing two weeks of school over the year? The start of the school day is an important time for children to develop their social skills with their peers, as well as preparing them for their learning. We start teaching at 8.55am and 'late' children miss out on vital skills such as phonics and/or basic number work.

If a child arrives late after the gates have been closed, they must be signed in at the school office by a parent/carer or appropriate adult. The reason for being late MUST be completed. It is the responsibility of the attendance staff to ensure the register is updated.

Lateness is just as serious as nonattendance and children who are frequently late will be monitored and at risk of receiving a Fixed Penalty from the Local Authority. The Education officer will carry out unannounced 'Late Gate' to challenge poor punctuality.

Any child arriving after 09.15 will be marked as U (late after registers closed)

8. School attendance, safeguarding and children missing from education

A child missing from education is a potential indicator of abuse or neglect, and even Child Sexual Exploitation. School staff will follow the school's procedures for dealing with children that go missing, and we will contact the local Authority to report the missing child. Poor attendance and a child missing from education may also instigate Safeguarding procedures. (Keeping Children Safe in Education, 2016 and Children Missing in Education, 2016).

9. Strategies to support good attendance

- Individual certificates to be presented termly for where full 100% attendance has been gained, and pupils with most improved attendance
- Weekly class trophy for best attendance in whole school assembly
- Reward for all children who have 100% attendance all school year
- All children under 96% to be monitored and letter sent home.

- Persistent absence under 90% to have an action plan in place with half termly reviews
- Free breakfast club
- Walking bus to be available to all children
- Medical card given to all Parents/carers whose child's attendance is under 90% to be stamped at all health appointments
- PSHE lessons twice yearly
- Copies of attendance policy and procedures to be in school brochure/welcome pack
- Attendance to be discussed formally at every parents evening
- Whole school attendance to be on school notice board and website every Friday
- RAG letters to be sent out termly

