

# Attendance protocol

We are committed to providing a quality education for all our children and ensuring all our families understand the importance of punctuality and full attendance at school. We work relentlessly to ensure children are in school as much as possible, working in partnership with families and outside agencies to identify and remove any obstacles or barriers that may hinder attendance.

For all our children to gain the greatest benefit from their education, it is vital that they attend school on time and every day.

We have high expectations for attendance and expect every child to have at least 97% attendance.

We will intervene when attendance falls below 97% or when a child is persistently late to school.

Attendance percentage	Days missed over a school year
100%	0 days
95%	10 days
90%	20 days
85%	30 days
80%	40 days

## Why attendance is important

Why attendance important: Any absence impacts on children’s learning. Regular absence seriously affects learning and progress over time, leading to poorer outcomes, which can inhibit life chances and opportunities. Department of Education (2016) research shows a direct relationship between the attendance of learners and their outcomes at the end of primary school: put simply, the more days learners go to school, the better they do.

Research also shows that schools that relentlessly pursue good attendance have overall better attainment and behaviour.

Children may be at risk of harm if they are not in school regularly. Learners who are missing from school are at significant risk of being victims of harm, exploitation or radicalisation, underachieving, and becoming not in education, employment or training later in life.

We will do everything we can to ensure our children are safe.

## School attendance register

- School doors open promptly at 8:30am
- The school day starts at 8:35am each day
- The morning register will be taken at 8:35am and will be kept open until 9am
- The afternoon register will close at 1:15pm

- All absence should be communicated to school as soon as possible. You can message on MyEd absence, or telephone the school office (01535 665628)
- The school gates close at 9am

## Authorised absence

All absence and lateness is monitored daily.... Morning registers close at 9.00am. If a child is absent from school and there has been no family contact, the school office will telephone and/ or message all contacts to determine the reason for non-attendance. If no contact or insufficient contact is made, school staff will complete a home visit to ensure the child is safe. Appropriate safeguarding actions are taken where it is deemed necessary.

Attending a medical or dental appointment will be counted as authorised if school is notified in advance and evidence of appointment is shared. This can be a text message. However, we encourage parents to make medical appointments out of school hours where possible.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

## Leave of absence in term time

Absence during term time as a result of holiday/leave of absence interrupts continuity of teaching and learning and disrupts the educational progress of individual children.

Parents should not take their children out of school without first seeking the school's permission. By completing a Leave of Absence Request Form., which is available from the school office. Families do not have a right to take their children out of school for the purposes of family holidays or trips abroad. Parents should always speak to school prior to any absence to discuss any information that they feel should be taken into consideration by the Headteacher in deciding whether to authorise the absence.

The DfE guidance instructs Headteachers NOT to authorise leave of absence in term time. Permission for this type of absence should only be granted in the most exceptional circumstances. It is for Headteachers to determine what are 'exceptional circumstances' and apply these consistently and equitably.

The following reasons will NOT be considered acceptable reasons for requesting leave of absence in term time:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods

The Local Code of Conduct allows for Penalty Notices to be issued to parent/carers if they fail to ensure that their child/ren attend school regularly. This could be due to a holiday in term time or other periods of absence that are not authorised by the school.

Penalty Notices give parent/carers an opportunity to avoid prosecution. If a penalty notice is paid parent/carers will not be prosecuted.

The school make a request to the council to issue a Penalty Notice. The role of the council is to ensure it is issued in line with the Local Code of Conduct. A Penalty Notice will only be withdrawn if there is sound evidence that it should not have been issued in the first place.

Penalty Notices are issued to both parent/carers of each child and must be paid in full within 21 days – instalments cannot be accepted. After 21 days the Penalty Notice increases to £120 each and must be paid within 28 days of issue to avoid prosecution at the Magistrates' Court, which could lead to a criminal conviction. If a parent is found guilty in court, they can be fined up to £1,000.

# Beckfoot Trust graduated attendance strategy

## **Celebrate and sustain: 96-100% attendance**

Your child has high attendance. Well done. We recognise and celebrate learners who attend school every day on time. We thank parents for their support and commitment to ensuring high attendance for their child.

## **Stage 1 Pleasant nudge: 93-95% attendance**

Your child's attendance has fallen below our Trust target. We will let you know via text/letter that we are concerned. Improvements in attendance are expected and will be monitored by teachers and tutors.

## **Stage 2 Engage: 91-92% attendance**

Your child is at risk of being persistently absent from school. Actions need to be taken to improve attendance quickly. We will invite you to meet with attendance leaders and officers in school to discuss reasons for absence and set a target to improve. We can involve external agencies to support.

## **Stage 3 Attendance contract: 86-90% attendance**

Your child is at risk of being persistently absent from school. This is when attendance falls below 90%. Actions need to be taken to improve attendance quickly. We will invite you to meet with attendance leaders in school to discuss reasons for absence and set a target to improve. We can involve external agencies to support

## **Stage 4 Attendance contract 2: 81-85% attendance**

Where there is little/no improvement to your child's attendance over the 4 weeks (and no genuine reason for absence) you will be invited to attend an Attendance Panel meeting with the Headteacher and a member of the Local School Committee (with your child, where appropriate).

#Support and challenge to improve attendance will be agreed in Contract 2 and an attendance target set. Alongside the contract you will receive a final warning letter detailing actions that will be taken if attendance does not improve. Improvements are monitored for 4 weeks. Support and challenge to improve attendance will be agreed in Contract 2 and an attendance target set. Alongside the contract you will receive a final warning letter detailing actions that will be taken if attendance does not improve. Improvements are monitored for 4 weeks.

## **Stage 5 - Referral to local authority/possible prosecution + attendance contract 3: 80% and below**

Where there is little/no improvement in your child's attendance. You will be invited to meet with the LA, attendance leader and external agencies to discuss reasons for further absence. Attendance Contract 2 will be reviewed with you and your child (where appropriate).

Where action is necessary, we will inform you of referral to the Local Authority for prosecution. We will continue to monitor attendance and absence with Contract 3.