

## Attendance Policy September 2020

### Principles

For a child to achieve their full educational potential a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our pupils and endeavor to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital all children attend school, on time, every day the school is open, unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good school attendance. The School displays a positive and pro-active ethos that places high value on attendance and punctuality, as well as valuing its partnership with parents/carers to promote good attendance. This policy advocates close working relationships with all stakeholders to provide a cohesive approach to tackling attendance.

### Aims

- To encourage pupils to attain excellent attendance.
- To continue to strive for the best possible attendance in cases where excellent attendance is not always possible because of circumstances such as medical conditions.
- To eliminate as far as possible absence from school.
- To maintain accurate attendance data with all absence followed up.

### Roles and responsibilities

A member of the senior leadership team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance. They will also ensure that attendance is both recorded accurately and analysed. She will ensure that attendance issues are identified at an early stage and that support is put in place to deal with difficulties. If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/guardians the reasons for their child's absence and will encourage them to keep these to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the Head teacher.

### Governors

- Ensure compliance with the Education (Pupil Registration) (England) Regulations 2006, as amended
- Adopt an Attendance Policy and review it annually
- Agree targets for attendance at School

- Ensure that they receive reports from the Head teacher regarding school attendance as part of the school monitoring or school profiling exercise
- Where the school is not meeting its attendance target, or when the Governors believe there is a cause for concern, to require a review of the systems and procedures in place to promote good attendance
- To promote the strong link between attendance and educational attainment to parents and pupils where appropriate and ensure that the school attendance policy and procedures are communicated effectively

### EWO

- To follow the Attendance and Registration Procedures 2020 (Appendix 1)
- To monitor attendance of all pupils ensuring Attendance Monitoring Procedures are followed (Appendix 2)
- To meet with parents to discuss attendance and work together to improve attendance
- To promote good attendance within the school community e.g. attendance assemblies
- To meet regularly with the SLT to discuss attendance

### Staff

- To ensure that all pupils are registered accurately
- To follow the Attendance and Registration Procedures 2020 (Appendix 1)
- Promote and reward good attendance with pupils at all appropriate opportunities
- Liaise with the attendance officer of matters of absence and punctuality
- Communicate any concerns or underlying problems that may account for a child's absence
- Support pupils with absence to engage with their learning once they are back in school

### Parents

Ensuring a child's regular attendance at school is a parent's legal responsibility (section 7 Education Act 1996) and permitting absence from school that is not authorised by the school creates an offence in law. A 'parent' is defined in Section 576 of the Education Act 1996 and is defined as follows:

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of what their relationship is).

Parents will:

- ensure their child attends school regularly and punctually;
- notify the school if their child cannot attend for any reason - this is for the child's safety, as well as administrative reasons
- request authorisation for all 'leave of absence' including holidays and appointments in school time
- provide evidence of medical or other appointments in school hours

- work with the school and EWO to resolve/alleviate any attendance problems or protracted absence
- attend meetings as required in relation to their child's attendance

### Pupils

- Pupils are expected to attend school regularly and to arrive punctually at school by 8.50am
- If late, pupils must sign in at the school office
- If pupils are required to leave the premises during the school day they must sign in and out at the school office. (This is for their safety as well as administrative purposes)
- Pupils/parents should inform their class teacher if there is a problem that may lead to their absence, e.g. bullying, long term medical issues, etc.
- Pupils should understand that only 'real' illnesses can be a reason for absence.

### Taking the register

Registers are treated as legal documents - indeed they may be used as evidence in court cases. For this reason they are retained for a minimum of three years.

- The legal register is held on our Bromcom (Management Information System)
- The register will be taken twice a day; once at the start of the morning session and again during the afternoon session
- Once the school has been officially notified of the reason for the absence, the appropriate registration code will be inserted by the school office
- The register must clearly differentiate between whether the absence is authorised or unauthorised by the school
- It is the policy of the school that no absences are unaccounted for
- Detailed registration procedures can be found in Attendance and Registration Procedure (Appendix 1)

### Punctuality and Lateness

The School actively discourages late arrival by challenging it whenever it occurs

- A child will be registered late in the morning if they arrive after 9am, the scheduled start of the day. The 'Late' will be recorded on our electronic management system
- Our level of contact will be increased if lateness continues. 10 lates could result in a fine
- Arrival after the close of register will be marked as unauthorised absence and coded U in line with the Department of Education guidance. This mark shows them to be on site, but is legally recorded as an unauthorised absence.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated absent lates (U code) are unauthorised absences and may be subject to legal action. Parents of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 12 week period, the school will ask Wakefield EWS service to issue parents with a fixed penalty notice.

## Understanding Types of Absences

### Authorised Absence

- Authorised absence is absence with permission from the Headteacher or other authorised representative of the school. This includes absences for which a satisfactory explanation has been provided, e.g. ill health
- Even when pupils are engaged in Approved Educational Activity off-site, they must not be marked as present, as good Health and Safety practice requires that the school needs to know who is on the premises in the case of a fire drill or real emergency
- The school may authorise absence in the following circumstances
  - o Personal illness (excessive or extended absences will require medical evidence)
  - o Medical Appointment (copy of appointment to be seen and copied)
  - o Family bereavement
  - o Conditions rendering attendance impossible or hazardous to a child's health and safety
  - o Religious observance (limitations apply)

### Unauthorised Absence

- Unauthorised absence is absence without permission from the authorised representative of the School. This includes all unexplained or unjustified absences.
- The school will not authorise absence in the following circumstances
  - o No explanation is offered by the parent/guardian
  - o The explanation offered is unsatisfactory (e.g. shopping, minding the house, etc.)
  - o Leave of absence which are taken without the school's prior consent or knowledge and/or are in excess of the time agreed by the school.
  - o Special occasions, such as birthdays
  - o Minding siblings
  - o Parent/guardian or sibling illness
  - o Family holidays in term time
- Unauthorised absence from school is considered truancy. This can take the form of absence from school for complete days, lateness and absenteeism from individual lessons. Each of these is as serious as the other, but the strategies for effecting change may need to be different
- When parents are unaware of such absences there may be significant danger to the young person's safety as it is likely that their whereabouts are unknown by a responsible adult
- Unfortunately, there may be occasions when truancy is condoned by parents. If such collusion occurs it is the duty of the school to work with the pupil and family to change their attitudes

### Persistent Absenteeism (PA)

- Persistent Absentees are pupils whose attendance falls below 90%
- When a child becomes at risk of becoming PA (attendance falls to 93%) further support will be offered by the EWO (detailed in Attendance Monitoring Procedures Appendix 2)
- Whilst discretion may be deployed (e.g. in cases of long term illness), Airedale Infant School will refer children whose attendance is below 90% to the EWS service for further support. At this point a penalty notice may be issued

### Temporary Schools Closures

If Airedale Infant School has to close due to severe weather conditions, problems with amenities such as water or heating, fire, structural damage or in-service training, no attendance registers are needed. This will be coded appropriately.

### Reporting Absence

#### First Day Response

A child not arriving at school where the parents have not informed the school is considered a safeguarding matter. This is why information about the reason for any absence is always required. If your child is absent you must:

- On the first day of absence parents are expected to contact the school, preferably by telephone before 9.00 am
- The parent reporting the absence should give the reason for the absence and the expected date of return
- If the date of the return is unknown, regular contact on a daily basis should be kept with the school; if the school receives no contact a member of the inclusion team will follow the procedure detailed in the Attendance and Registration Procedures (Appendix 1) which includes conducting home visits to check on the welfare of a child/ren

If your child is absent we will:

- telephone you on the first day of absence, this continues every day whilst the child is absent - this is because we have a duty to ensure your child's safety as well as their regular school attendance
- Conduct a home visit on the third day of the absence
- invite you in to discuss the situation with our EWO if your child's attendance is a concern

#### Five days absence

After ten sessions (5 school days) of unauthorised absence we will issue a fixed penalty notice.

#### Ten days absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named Parent/guardian then the local authority is notified and the Child is deemed 'Missing Education'

### HOLIDAY REQUEST IN TERM TIME

Annual holidays taken during term time will not be authorised apart from in exceptional cases. Holiday requests should be made in writing to the Headteacher who will assess each request individually, following, Trust Policy, National and Local guidance, and issue a response in writing.

Please contact our Attendance Leader - Mrs L Wells if you wish to discuss this further.

### External Appointments within School Hours

The school recognises that there are occasions when pupils need to go out of school for an appointment (e.g. doctor, dentist, optician, etc.). If at all possible, all appointments should be made outside of school hours or during the lunch break.



- If an appointment is during the school day, a request for the absence to be authorised should be made at least 24 hours before the appointment to allow for authorisation to be considered
- The request can be made verbally or in writing to the school EWO
- Evidence for the appointment will need to be provided with the request (e.g. appointment card/hospital letter)
- We acknowledge that there are occasions when requests cannot always be made in advance as appointments at doctors and dentists, etc., can sometimes be made on the actual day. Where this is the case, required evidence must still be provided when the child returns to the school or the absence will not be authorised.
- Without this requested evidence, the absence will not be authorised
- We must have evidence of which pupils are on the school's premises and in our care, therefore when a pupil leaves the school to attend an appointment during the school day, he/she must sign out on the electronic signing in/out system in the school office
- If the pupil returns during the school day they are also required to sign back in
- We require all pupils leaving for an appointment to be collected by a parent/guardian in person. We will not allow a child to leave alone. (Being told that a parent/guardian is going to wait in the car park, etc., is not sufficient for our safeguarding procedures)

### **Education of Pupils with Medical Needs**

In response to the guidance - Access to Education for Children & Young People with Medical Needs, DfES 0732/2001 - Airedale Infant School recognises its responsibilities 'for all pupils unable to attend school for medical reasons. Young persons should be able to access education without stigma or exclusion.' The school's aim is to ensure pupils have access to as much education as their medical condition allows.

- Pupils covered by this may:
  - Be recovering from an illness or injury, keeping the pupil away from school during recovery
  - Have a long term or recurring illness
  - Have an illness or clinically defined mental health disorder which causes them to be absent for a period in excess of 15 days, where medical opinion states they are still unable to access mainstream school

The SENCo will be responsible for:

- Ensuring that Medical Needs Referral Forms (Request for Involvement and Request for Medical Information forms) are completed and passed to the relevant agencies as quickly as possible.
- Ensuring that the pupil receives the appropriate support to access learning
- Ensure a One Page Profile is written, if appropriate.
- Arrange for the relevant member of staff to meet with any Medical professionals to plan appropriate work
- The school will also be responsible for requesting special arrangements where necessary.

### **Monitoring and Protocols for dealing with Absences**

- The EWO will monitor absences via electronic registers on a week to week basis
- If a pupil's attendance falls below our school target of 95%, procedures will be activated.

- If the attendance rate continues to deteriorate, the school will begin to follow the protocol for subsequent trigger points
- All actions will be recorded electronically by the appropriate person depending on the level of trigger point

Full details of this procedure can be found in Attendance Monitoring Procedures Guide (Appendix 2)

### **Attendance and the Law**

Section 175 of the Education Act 2002 Places a duty on governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and pupils under the age of 18.

Section 7 of The Education Act 1996 requires parents to secure the education of their children of compulsory school age. The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

- a) to his/her age, ability and aptitude, and
- b) to any special educational needs he/she may have, either by regular attendance at school or otherwise

Section 576 Education Act 1996 requires parents to secure the education of their children of compulsory school age.

#### **Legal measures for tackling persistent absence or lateness**

The following legal measures may be used for pupils of compulsory school age who are registered at a school and are not attending regularly:

- **Penalty Notices:** The Anti-Social Behaviour Act 2003 Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996 Penalty Notices Wakefield Council's Code of Conduct for Penalty Notices states that where a child has had 10 unauthorised absences in a 12 school week period, the school may request a penalty notice be issued. The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.
- **Penalty Notices can be issued when**
  - a pupil has taken holiday during term-time and the absence has not been authorised by the school, providing the school has taken into account DfE guidance to inform its decision-making
  - where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents failure to attend/co-operate at a Raising Attendance Plan meeting
  - Parents and carers will be alerted/warned by the attendance officer about the possibility of a penalty notice being requested for unauthorised absence. If more than one parent has parental responsibility, both parents will receive a Penalty Notice. In situations where there is more than one pupil in a family with irregular school attendance, multiple penalty notices can be issued to the same parents during the year. However, this action must be subject to careful consideration and co-ordination.

### Legal Action taken under Section 444 (1) and (1a) Education Act 1996

Where the school has tried to address a pupil's unauthorised absences but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated.

Sanctions available to the court are as follows;

- a fine of up to £2,500
- a conditional discharge - you will be given a set amount of time in which to improve your child's attendance. Should you fail the Council may bring a further prosecution against you and, if found guilty, you will be sentenced for both offences
- an absolute discharge - the case is proved but you will not be subject to a penalty, although you will receive a conviction
- a community order such as unpaid work, curfew or tagging
- imprisonment - for up to three months

### Appendix 1

### Attendance and Registration Procedures 2019

#### COMPLETING REGISTERS

- All registers are to be completed electronically using Bromcom.
- If the class teacher cannot log into the system you must complete a paper register and return this to the office upon completion. Report this issue to a member of the Admin team as soon as you can.
- When completing the register a child is marked as **in school or absent only**. Any medical appointments, late arrivals etc will be recorded by the office staff. **Please do not leave any gaps.**
- If the class teacher needs any support using Bromcom please speak to a member of the Admin team as they are happy to offer support.

#### Morning Registration

- The register for your class must be completed and saved **by 9am**.
- It is vital the class teacher completes the register as accurately as possible and ensure every child has **either a present or absent mark** next to their name.
- If the class teacher has any information passed to them by the child's parent/carer regarding absence or appointments, please add this to the register by clicking on the *notebook* symbol in the box with the child's name.

#### Afternoon Registration

- The register of the class teacher must be completed and saved **by 1:10pm**.
- It is vital the class teacher completes the register as accurately as possible and ensure every child has **either a present or absent mark** next to their name.



## CHECKING ATTENDANCE

In the mornings teachers will complete electronic registers by **9am**.

If there is a problem completing the register using Bromcom a paper copy will be sent to the office by 9:05am and the fault reported to the Admin Team.

In the afternoons teachers will complete registration by **1:05pm**.

### Morning Registration

- When office staff are informed by parents that a pupil will be absent they will record the details of the absence on the form provided.
- Office staff will record these absences onto Bromcom by **9:30am**. Any absences not recorded on Bromcom by this time will be clearly marked on the form.
  - LB will complete the recording of any absences not already recorded by the office staff on Bromcom. This will include any absences from the form and any answer phone messages left.
  - Office staff will generate a report on Bromcom detailing absent pupils using the following:
    - Reports
    - Attendance
    - Attendance forms
    - Group Absentee
    - Select date from - to
    - Select class/classes
    - Generate reports
- By **9:15am**, the Office Team to begin to verify the reason for all pupil absences where the school have not received communication regarding the reason for the absence. **The Office Staff and/or Learning Mentor Team will check the attendance of key children first. If any of these children are absent the first response procedure will be actioned immediately:**

### First Response Procedure for Key Children (Vulnerable)

1. Check the electronic sign in system to check if the pupil has signed in late.
2. Visit the pupil's class to check whether or not they are in class.
3. Check any groups the pupils may be in e.g. Read Write Inc group, bespoke intervention etc to see if they are present or not.
4. Telephone the parent/carer (details on Bromcom) to check reason for absence

**If a pupil should be in school and is not, notify a member of SLT immediately who will advise the parent/career regarding contacting the police.**

1. If no contact can be made with the main parent/career contact the second person on the contact sheet.
2. If no contact is made and/or the whereabouts of the key child/ren cannot be verified and they have a HUB worker or social worker contact them immediately.
3. Notify a member of SLT of the situation.
4. Conduct a home visit. When returning from the home visit a discussion must take place with either the HT or DHT to decide the action needed next to safeguard the child/ren not in school.

#### **Procedure for Pupils Marked as Absent**

1. Check the electronic sign in system to check if the pupil has signed in late.
2. Visit the pupil's class to check whether or not they are in class.
3. Check any groups the pupils may be in eg Read Write Inc group, interventions to see if they are present or not.
4. Telephone the parent/carer (details on Bromcom) to check reason for absence

**If a pupil should be in school and is not, notify a member of SLT immediately who will advise the parent/career regarding contacting the police.**

5. Record on Bromcom the time calls were made to the parent/career and if any messages were left.
6. **If you have concerns regarding a specific child/ren's absence from school discuss immediately with the HT or DHT; if appropriate conduct a home visit.**
7. If no contact is made and the child/ren are absent in the afternoon repeat the above procedure.

#### **Afternoon Registration**

- Family Support Team will generate a report on Bromcom detailing absent pupils using the following:
  - Reports
  - Attendance
  - Attendance forms
  - Group Absentee
  - Select date from - to
  - Select class/classes

- Generate reports

### Procedure for period of absence

When a pupil has been absent from school for 3 days a home visit will be conducted. The visit will be conducted even if we have had contact from the parents/carers of the absent child/ren. The home visit will take place on the 3<sup>rd</sup> day of the absence.

### Child Missing In Education Procedure

- Any child absent for 10 consecutive school days with no reasonable explanation provided to the school becomes Missing in Education.
- A referral will be made to the Education Welfare Officer (EWO).  
[fhunter@wakefield.gov.uk](mailto:fhunter@wakefield.gov.uk) 01924 307449  
[gsykes@wakefield.gov.uk](mailto:gsykes@wakefield.gov.uk) 01924 307395

## Appendix 2

### Attendance Monitoring Procedures Guide

<b>Daily Attendance Monitoring Procedures</b>
Attendance is checked twice a day by a member of the Inclusion Team in line with the policy and procedure detailed in the <b>Attendance and Registration Procedure</b> document. The LB, LW and Head Teacher monitors all children's attendance percentage to ensure early intervention as well as formal strategies are implemented effectively and appropriate to improve attendance.
<u>Attendance 96% to 93%</u> <ul style="list-style-type: none"> <li>○ Learning Mentors contact family by telephone to discuss attendance falling to 96%</li> <li>○ Any difficulties or issues around school attendance discussed and appropriate help and support offered</li> <li>○ Telephone conversation followed up by letter to family as a formal record of conversation</li> <li>○ If attendance % continues to fall further conversations held with family, family invited to a face to face meeting with the Learning Mentors to discuss attendance</li> </ul>
<u>Attendance 93% to 90%</u> <ul style="list-style-type: none"> <li>○ Learning Mentors contact families by telephone to arrange a Raising Attendance Meeting. Formal letter sent to family detailing the Raising Attendance meeting details</li> <li>○ Raising Attendance Meeting held with family - based around Signs or Safety format - what is working well, what we are worried about and what can we do to improve things are discussed</li> <li>○ Clear measurable targets are set to improve the child/ren's attendance</li> <li>○ Any support needed and key actions are detailed in the plan</li> <li>○ The finished plan is signed by the family and the EWO, a date to review the plan is set for 6 weeks' time and the family is given a copy of the plan</li> </ul>
<u>Attendance 90% and below</u> <ul style="list-style-type: none"> <li>○ EWO contacts family in writing informing them their child/ren have become persistent absentee children</li> <li>○ Family is invited to a Raising Attendance Plan review meeting where the targets are reviewed and another review meeting set for 6 weeks' time</li> <li>○ Family are informed attendance must show an improvement within the next 6 weeks or a fixed penalty fine will be issued</li> </ul>

- If attendance does not show an improvement within 6 weeks a fixed penalty fine is issued

### **Weekly Attendance Monitoring Procedures**

#### Whole School Weekly Monitoring

The Learning Mentors monitors and analyses attendance weekly. Attendance is monitored weekly for:

- Individual classes
- Year Groups
- Key Groups
- Year 1 to Year 2
- Reception to Year 2
- Nursery

Attendance is analysed for the week, cumulative for the current academic year and compared to the same period during the last academic year.

#### Whole School Weekly Attendance Incentives

- Attendance for previous week displayed outside each classroom using traffic light system
- Class attendance for the week shared with families on the weekly APP grids
- Certificates for the highest attendance and most improved classes.

#### Persistent Absentee Weekly Monitoring and Tracking

When attendance falls to 90% a child becomes a persistent absentee. The Learning Mentors monitor and track the child's attendance each week in a spreadsheet.

- Attendance for each week is recorded in an spreadsheet, when attendance reaches over 90% it continues to be tracked (highlighted in green) until the end of the term to ensure attendance continues to improve
- The days of the week the child is absent from school are marked in red to highlight key patterns of absence for example every Friday, these patterns are then discussed with families
- Tracking is used to monitor improvement in attendance, if improvements are not made within 6 weeks a fixed penalty fine is issued

### **Half Termly and Termly Attendance Monitoring Procedures**

#### Attendance Impact Report

At the end of each half term the Inclusion Lead completes the Attendance Impact Report. The Report:

- Analyses the half terms attendance for year groups, Reception to Year 2 and whole school (Including Nursery)\_and compares it to the same half term last academic year
- Analyses the PA % for the half term for Year R to Year 2 and whole school which includes Nursery and compares it to the same half term last academic year
- Analyses the years' attendance to date for year groups, Year R to Year 2 and whole school which includes Nursery\_and compares it to the same period of time last academic year
- Analyses the PA % for the academic year to date for Year R to Year 2 and whole school which includes Nursery and compares it to the same period of time last academic year
- Analyses the attendance for key groups and compares it to the same period last year
- Details key actions and key improvements

#### Incentives and Rewards for Individual children

- At the end of each term children who have achieved 100% attendance receive a reward through MAT Attendance initiative Club 100 as detailed below

- At the end of each academic year children who have achieved 100% attendance receive a reward through the MAT Attendance initiative Club 100 as detailed below

### Whole School On-Going Attendance Monitoring Procedures

#### Home Visits

The Learning Mentors conduct home visits to families who:

- Who need help and support getting their child/ren into school this can include collecting a child/ren from the family home and bringing them to school
- Have contacted the school to give a reason for their child's absence but the child has been absent for more than 2 days
- Have not contacted the school to give a reason for their child's absence and the school is unable to make contact with the family
- Are on our first response list
- Are a persistent absentee child who is not showing an improvement in their attendance
- Who has a regular pattern of absence for example is absent from school every Friday

If the family do not answer the door a calling card is posted through the door informing the family the school have tried to visit on that day and requesting they contact the EWO to discuss the absence further.

#### Parents Evenings

- A Learning Mentor attends all parent's evenings to ensure attendance has a high profile in school, to chat with any families informally who have difficulties getting their children into school and to talk to families whose attendance is a concern
- Class Teacher's share children's attendance with families and discusses the importance of good attendance in school
- All families are given a copy of their child's attendance and our school **Attendance Leaflet**

#### Holidays

- The school follows the Multi Academy Trust Guidance on authorising absences from school
- Families are informed in writing of an unauthorised holiday
- When a child is absent for the 10<sup>th</sup> teaching session due to an unauthorised holiday a fixed penalty fine will be issued

#### Persistent Lateness

- A late is recorded as a U on the register by the Learning Mentors. The U coding is used for a child who arrives at school, without an authorised reason, after 9:30am
- 8 U coding's in a term results in a telephone call from the Learning Mentors informing the family their child/ren have 8 lates recorded - any difficulties coming into school on time discussed and any appropriate support needed is provided. Telephone call is followed up with a formal letter which clearly details the next steps if the number of late marks during the term increases to 10
- If 10 U codes are record in a term the family are invited to a meeting with the Learning Mentors to discuss the importance of arriving at school punctually and to highlight any support needed to improve the child/rens punctuality to school
- Improvement in punctuality must be seen over the next 6 weeks, if there is no improvement a fixed penalty fine will be issued

### **MAT Attendance Initiative Club 100**

Airedale Infant School, Airedale Junior school, Oyster Park Primary Academy and Airedale Academy, promote and reward good attendance through Club 100. The purpose of Club 100 is to ensure the importance of good attendance is promote to the whole school community in all our MAT schools. Each school has a Club 100 banner,



which is displayed in their reception area. The Attendance HUB meets regularly to discuss issues surrounding attendance, to share best practice, to ensure a consistent message is being shared with our school community and to plan how we can continue to improve attendance. The HUB is made up of a representative from the leadership team of each school, is chaired by the AHT at OPPA and include attendance officers and EWOs for each school.

#### Incentives and Rewards for Individual children

- At the end of each term, children who have achieved 100% attendance receive a reward. The rewards are fun experiences, which the children enjoy together for example bowling. There is a different reward at the end of each term.
- Children who achieve 100% attendance each term become members of Club 100. Each child will receive a pin badge, which they will be encouraged to wear every day to show they achieved 100% attendance.
- At the end of the academic year children who have achieved 100% attendance are rewarded with a full reward day and the *Gold 100 Club Badge*.

Reviewed June 2020

To review June 2021.