



Attendance Policy
St John's Primary Academy

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2. Version control

Date	Version	Revision	Owner
28/06/18	1.0	New Policy	Future Generation Trust Policy Team

3. Introduction

The Future Generation Trust places a high priority on achieving high standards and expects excellent standards of pupil attendance and punctuality. Regular attendance at school is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. Our academies will strive to promote an ethos and culture in which pupils feel highly motivated to learn and where each pupil feels valued and secure, thereby encouraging excellent attendance.

Directors, governors and staff are committed to working in partnership with parents to ensure that each academy achieves a minimum of 96% attendance throughout the school.

The government expects primary schools to:

- Promote good attendance and reduce absence, including persistent absence (less than 90%)
- Ensure every pupil has access to full time education, to which they are entitled
- Act early to address patterns of absence

Detailed below are the attendance categories:

Green	attendance is above 96% and this is what we want for all children and young people.
Amber	attendance is between 95% and 91% so you must be careful as up to four weeks' learning a year is being lost. Your child's attendance is being monitored
Grey	attendance is between 90% and 87%. Your child is now defined as a 'Persistent Absentee' pupil by the Department for Education. Absence is now the biggest factor affecting your child's progress as at least four weeks' learning is being lost in the year. Your child's attendance is being closely monitored and if it does not improve you are at risk of being fined.
Red	attendance is less than 87%. Your child is missing at least six weeks' learning in the year. You are being monitored by the Local Support Team. If attendance does not improve you are very likely to end up in court.

4. The Role of Parents

Parents and carers have a legal duty to ensure that their child of compulsory school age attends school regularly and punctually on a daily basis. To this end, they are responsible for:

- Ensuring their child attends from **8.55am**.
- Notifying the academy of a pupils absence on the first day of absence by telephone, e-mail, letter or in person.

- Completing a request form for absence in term time for exceptional circumstances (available on the academy website).
- Providing medical evidence for 5 or more days absence due to illness.
- Meeting with a member of staff to discuss their child's attendance when necessary.

5. The Role of the Attendance Officer

Each academy has a member of staff who assumes the responsibilities of the Attendance Officer to support the academy in achieving its targets and address concerns. They will:

- Monitor attendance on a daily basis and track ongoing attendance.
- Support families in ensuring their child/children attend school regularly and punctually on a daily basis.
- Facilitate school attendance review meetings for punctuality and low attendance.
- Contact parents by telephone, e-mail, letter or home visit to discuss the academy's concerns and discuss how attendance and punctuality can be improved.
- Issue a letter if a child's attendance falls below 95% (*see page 9*), and a second letter in the event of attendance falling below 90% (*see page 10*).
- Make first day absence calls and record reasons for absence.
- Inform and meet with parents whose children's attendance causes concern.
- Provide parents with an attendance letter on a termly basis advising them of the category that their child's attendance falls into (Green, Amber, Grey, or Red) – (*This may be sent either from the cluster or the academy – see page 8*).
- Make referrals to the Education Welfare Officer where appropriate.
- Make referrals to appropriate supporting agencies, including School Nurse and Local Support Team.

6. The Role of the Class Teacher

At each academy the designated class teacher will:

- Complete registration at the start of each session (morning and afternoon).
- Monitor daily patterns of attendance and report any concerns to the Attendance Officer, including patterns of lateness.
- Provide work for children at the request of parents in the event of a child being absent due to a long illness, disability or other circumstances.

7. Late Procedures

Children who arrive after **9.00am** must go through the academy office entrance and be signed in by their parent, carer or appropriate adult, providing a reason for lateness. Please note that 'late' is not

a reason. Children who arrive frequently late will be monitored; parents will be contacted and a referral to the Education Welfare Officer considered.

To help monitor and minimise lateness the Attendance Officer will carry out unannounced 'Late Gate' sessions to establish with parents the reasons for poor punctuality.

Any child arriving after **9.30am** will be marked as an unauthorised late which will impact upon a child's attendance percentage.

Children who leave school for any reason during the school day must be signed out at the academy office by their parent, carer or appropriate adult.

Parents are strongly encouraged to make dental or medical appointments outside of school hours where possible.

8. Family Holiday during Term Time

The Future Generation Trust discourages holidays during term time due to the impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised. It is paramount that we are aware of every child's whereabouts if they are not in school. Therefore, it is imperative that in the event of your child not attending school that we are notified of your intention to take them on a family holiday and would ask for a request to be made through the relevant academy website.

9. Attendance, Safeguarding and Children Missing in Education

Staff will follow the Trust's procedure for dealing with children that go missing from education, particularly on repeat occasions to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the Local Authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school where the absence has been treated as unauthorised for a continuous period of not less than 10 school days.

In the event that an absence is unreported and a child has not been seen for 3 days a safe and well check will be completed which will be a visit to the home of the child to establish the child's whereabouts and well-being. In the event that contact is not made with someone with parental responsibility, a letter must be issued to advise that a visit had been attempted. (*see page 11*)

10. Illness

It is an academy decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases where a reason for a child's absence is provided this will be accepted without question or concern. For periods of absence for more than 5 days we require

medical evidence and in the event of lower attendance, further evidence of a child's illness may be requested.

If you have any concerns please discuss the matter promptly with a member of staff to ensure that we can provide the maximum support at the earliest opportunity.

11. Rewarding Good Attendance

With a view to encouraging and rewarding good attendance each academy will:

- Present individual certificates on a termly basis for 100% attendance.
- Present individual certificates at the end of the Summer Term for 100% annual attendance.
- Recognise good attendance on a weekly basis during assembly, and award a trophy to the class with the highest weekly attendance.
- Reward the class with the highest attendance each term.

12. Monitoring and Review

Monitoring is the responsibility of the Future Generation Trust Board. This policy and all arrangements and procedures will be reviewed every year.

Policy adopted on: 12 July 2018

Review Date: July 19

Signed: Fliss Dale

Designation: Chair of Trust Board



Parent/Guardian of «chosen_forename» «chosen_surname»

«address_block»

Date

Dear Parent

Termly Pupil Attendance Checks

The schools in the Cheslyn Hay Cluster are committed to the ambition that all the children and young people in our area achieve very high levels of attendance. Because of this we have adopted a common approach to the management of attendance. This includes agreeing some common thresholds and ensuring parents receive a termly pupil attendance update.

We use a colour code system to make things easier to understand.

- Green: attendance is above 96% and this is what we want for all children and young people.
- Amber: attendance is between 95% and 91% so you must be careful as up to four weeks' learning a year is being lost. Your child's attendance is being monitored.
- Grey: attendance is between 90% and 87%. Your child is now defined as a 'Persistent Absentee' pupil by the Department for Education. Absence is now the biggest factor affecting your child's progress as at least four weeks' learning is being lost in the year. Your child's attendance is being closely monitored and if it does not improve you are at risk of being fined.
- Red: attendance is less than 87%. Your child is missing at least six weeks' learning in the year. You are being monitored by the Local Support Team. If attendance does not improve you are very likely to end up in court.

We are writing to congratulate you and «chosen_forename» because since the start of the academic year in September «his_her» attendance percentage is:

«percentage_attendance»%

This is excellent. Such strong attendance is ensuring that «chosen_forename» is missing little or no teaching.

Thank you for your continuing support.

Yours sincerely



Head of School: Mrs Rebecca Willington

01922 476695

Date

Dear Parent/Carer of,

Your child's attendance is of the upmost importance in order to give them the best

opportunity to achieve their full potential. Unbroken attendance at school is important for learning and although there will be times when absence is unavoidable, we stress that children with attendance level of below 96% is not acceptable.

It has been recorded that your child's attendance is currently at 00%.

I am sure you will agree that this level of absence will be impacting your child's studies. Therefore, we will be monitoring your child's attendance over the next 3 weeks and hope to see an improvement.

- When children are absent from school they can easily fall behind with their learning.
- Absence can cause problems with friendship groups and self-confidence.
- All holidays count as absence and holidays taken early in Autumn term or during school assessment or examination times are particularly disruptive to a child's education.
- If your child is often absent due to illness we may be able to give extra support or take advice from the School Medical Service.

Alexandra James-Walker our Family Liaison Officer is available to support families who may have difficulties with attendance for a number of reasons. If you wish to discuss any attendance matters please call the school office on 01922 476695 to make arrangements to speak with *him/her*.

Yours sincerely

Mrs R Willington

Head of School



Head of School: Mrs Rebecca Willington

01922 476695

Date

Dear Parent/Carer of,

Further to our previous letter which outlined your child's attendance we have monitored your child's attendance.

Your child's attendance was% and having reviewed their attendance it is now currently at%

Therefore, we would like to take the opportunity to invite you into school to discuss your child's attendance. This will enable us to support you to ensure that we see an improvement in your child's attendance figures.

An appointment has been made for you at

Should you be unable to make this appointment then please contact me to arrange an alternative appointment.

In the meantime if you need any further support or advice please do not hesitate to contact our Family Liaison Officer Alexandra James-Walker on 01922 476695.

Yours sincerely

Mrs R Willington

Head of School



Head of School: Mrs Rebecca Willington

01922 476695

Date:

Dear:

I have attempted to visit your property today as your child has been absent from school for 3 days without any contact from a person with parental responsibility. In line with the school's attendance policy a Safe and Well check is carried out to any household where a child has not been seen for at least 3 days and there has been no contact or reasonable explanation from a person with parental responsibility for that child's absence.

Please could you make contact with the school as a matter of urgency to discuss your child's absence. This can be done by contacting the office on the above number or if it is out of office hours by email on office@stjohnsprimary.academy

If no contact is received then consideration will be made about sharing information with other services such as police/health/social care in order to determine the safety and wellbeing of your child/children.

If you require any support with attendance or generally in getting your child into school then please make contact and arrange to meet with me and we can discuss appropriate support.

Yours sincerely,

Mrs R Willington

Head of School