



Attendance key staff:

Attendance Champion is Joanne Davison

Home/School Support Worker is Tracey Charlton

Office Manager is Angela Robinson

Office Admin is Clare Burey/Michelle Wooff

Attendance expectations:

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 9:00 am, and pupils will be in their classroom, ready to begin lessons at this time; School opens at 8: 50am to allow pupils time to enter school and to get settled. Pupils will have a break mid-morning, and a lunch break starting at 11:55 am for Reception and 12pm for the rest of the pupils.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9:10am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark. Pupils arriving on site after this time will receive a late mark (between 9:10am to 9:30 am).
- The morning register will close at 9:30am.
- The afternoon register will be marked by 1.05pm for all pupils and will close at 1:10pm. Pupils will receive a mark of absence if they are not present at this time.

Pupils/Parents/Carers will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant members of staff.

Absence procedures

Parents will be required to contact the school office via telephone before 9:00 am on the first day of their child's absence - they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g., one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by text and if no response a telephone call will be made as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness. Evidence of all medical appointments will be required.

Where a child is deemed to be persistently absent (PA) below 90%, contact will be made with the parent/carer to arrange a meeting, if appropriate. Medical evidence may be requested for a pupil with persistent absence.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Attendance monitoring and intervention

The school will collect data regarding punctuality and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.

- Pupils at risk of PA.

The attendance champions will conduct a thorough analysis of the above data on a termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Vice Principal will provide regular updates as appropriate to staff across the school regarding attendance.

The Education Standards Committee (ESC) will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against Trust, local, regional and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

In order to ensure the school has effective procedures for managing absence, the attendance lead officer, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending communications to parents.
 - Having a weekly review of whole school attendance.
 - Have fortnightly focussed analysis meetings of pupils who are PA.
 - Engaging with local authority attendance officers.
 - Using fixed penalty notices where appropriate.
 - Encouraging parents/carers to engage with the Early Help Process where identified that it might be beneficial.

The school will use attendance data to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be

developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality via Dojo to parents half termly and in Celebration Assembly/ House Team Assembly on a pupil level and class level basis.

Attendance Monitoring Procedures

Reid Street Primary has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A data table is shared with school leaders detailing weekly and annual attendance to date.
2. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the Principal daily, as required.
3. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
4. If a pupil's attendance falls below 95% (and there are no mitigating circumstances), a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. Tips outlining how parents can work with the school and their child to improve attendance are shared too.
5. If a pupil's attendance falls below 90%, a letter is sent home explaining that the pupil's attendance is now being monitored.
6. The pupil's attendance is monitored for four weeks and, if attendance does not improve after this time, parents may be required to attend a meeting in school with the Vice Principal and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local authority Early Help Educational Support Officer who will then conduct a home visit.
7. After the four-week monitoring period, and if targets are met, a letter is sent home from the Vice Principal to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises.
8. If targets are not met, the Vice Principal makes a referral to the LA's Early Help Educational Support Officer. Education welfare protocol is followed, and a parental contract is drawn up. A four-week monitoring period is established and, if there are no improvements, a final written warning is issued to the parents. If there is no improvement after an additional four weeks, a fixed-penalty notice is issued.