



Angel Road Federation Attendance Policy & Procedures

Executive Principal

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Approved by Governors:

December 2020

Next Review Date:

December 2023

Attendance Policy

September 2020

Angel Road Infant School & Nursery is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Aims

To provide an environment where all pupils feel valued, welcome and happy.

To encourage all children to attend school on time and each day. We will consistently work towards a goal of 100% attendance for all children.

To work together in partnership with parents and carers regarding attendance. Every opportunity will be used to convey to pupils and their parents or carers to emphasise the importance of regular and punctual attendance.

To involve Governors in working with the Attendance Lead to monitor the success of this policy.

To seek advice from and work in partnership with external agencies in order to maximise attendance rates and support children in coming to school every day.

To seek to alleviate any barriers to attendance through a strong pastoral ethos.

Policy

In order to deliver the aims of this policy we will:

Ensure that registers are taken promptly at the beginning of the day and straight after lunch on Pupil Asset (MIS) for reviewing by the school office.

Communicate clearly to parents and carers that a valid and prompt explanation for absence is expected and to have clear procedures for parents reporting an absence.

Monitor attendance figures regularly and analyse the data in relation to the national picture.

Use school newsletter and displays to remind pupils, parents and carers about the importance of good attendance.

Continue to use and develop strategies for acknowledging and promoting good attendance by raising awareness and providing up to date information.

Inform parents and carers of their child's attendance figure on a termly basis and include attendance statistics on all pupil reports. This information is delivered in an envelope to ensure confidentiality.

Ensure that Governors are regularly informed about whole school issues related to attendance.

Have clear procedures for deciding whether to authorise an absence and clear communication between the office staff, Attendance Lead and Head of School in adhering to this.

Seek advice from the Trust Attendance Consultant and/or the Local Authority Attendance team in relation to persistent absentees and other attendance concerns.

School Procedures

Registers will be closed at 9:10am in the morning and 1:15pm in the afternoon. Each pupil will be marked as either present or absent.

Absences will be checked by 9:30am and information will be recorded on Pupil Asset (MIS).

Office staff will use 'same day calling' to contact the parents of those absent pupils who have not telephoned to report the absence. There is a script which is used by office staff to ensure that we are clear about why the child is not present at school. If the school office staff are unable to make contact, this should be repeated before lunchtime and recorded. Where no contact has been made by lunchtime, a text message will be sent to ask the parent to phone the school to explain the absence.

If a pupil arrives after the register has closed they will be required to report to reception where the date and time of arrival as well as the reason for lateness will be recorded in the late book which will be maintained by the office staff. Frequent lateness will be managed as poor attendance.

Class teachers will make the Attendance Lead aware of any existing or emerging attendance concerns and these will be followed up with parents and carers.

The Attendance Lead will meet with office staff regularly to review procedures and identify any cases of concern.

There is a tiered approach in tackling poor attendance and there is an expectation that teachers are key in tackling poor attendance with parents and carers.

Once a child's attendance falls below 95.5% an initial letter of concern is sent. A telephone call is also made to discuss the reasons for poor attendance and identify any support needed for the child either at school or at home, e.g. underlying health issues.

If a child's attendance falls below 90%, parents are invited to attend an initial Attendance Support Meeting to discuss the reasons for poor attendance, consider any support needed and agree an action plan to support improvement. The attendance is then monitored closely to ensure any improvement is sustained or the need for further action is identified.

Any absence that meets the criteria for Fast Track is referred to the Local Authority AEO team. This includes either 10 consecutive sessions of absence where some or all may be attributed to a term time holiday or where there has been 15% unauthorised absence over a 6 week period.

Holidays in term time will not be authorised except in very exceptional circumstances. If parents choose to take a holiday in term time then this will be recorded as unauthorised and a request for a fixed penalty notice will be sent to the Local Authority AEO team.

A summary of each pupil's attendance along with their herringbone will be sent to parents on a termly basis to ensure that there is clear communication between home and school, using a 'traffic light' system to communicate current level. (**Green: 95.5% and above; Amber: between 90% and 95.4%; Red: less than 90%**)

There will be an attendance league table each week and the top performing class each term will receive a special reward, e.g. film afternoon, picnic. Attendance certificates will be given on a termly basis to those pupils who achieve good attendance, e.g. 95.5% and above.

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded as absent with one of these categories.

Authorised Absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996. See Appendix A.

Unauthorised Absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

This would include:

- Work Experience placements,
- Field trips and educational visits,
- Sporting activities,
- Link courses or approved education off site.

If a pupil is receiving education off site or is attending at a school where they are dual registered with, the school will liaise with the other education provider to check on attendance.

Attendance in the EYFS

Whilst attendance for pupils before the term of their fifth birthday is non-statutory, we recognise that supporting our youngest children and their families to attend regularly helps develop good habits and supports our safeguarding role.

Parents of children attending our Nursery are expected to contact the school to explain reasons for any absence. Our Nursery office staff use 'same day calling' to contact parents who have not telephoned to report an absence and reasons are recorded on Pupil Asset (MIS). Any concerns regarding poor attendance or difficulty contacting a family are passed on to the Nursery Manager/Designated Safeguarding Lead.

Parents of children attending our Reception classes are expected to ensure their children attend school on time every day. Whilst attendance before the term of a child's fifth birthday is non-statutory, concerns regarding a Reception child's attendance are managed in the same way as those for older children in the school.

COVID 19

During the pandemic, the school is following Evolution Academy Trust and Department for Education guidance to manage and record attendance and absence.

The same principles of monitoring attendance will continue in order to promote good attendance, identify groups or individuals where attendance is a barrier and consider actions based on the most up to date knowledge and information linked to management of COVID 19.

Appendix A - Attendance Codes

The DfE publication *School attendance: Guidance for maintained schools, academies, independent schools and local authorities* includes in detail the terms in which each code can be used and should be read in conjunction with this quick reference guide.

Code	Meaning	Type
/\	Present AM/PM	Present
B	Off-site educational activity	Approved educational activity (AEA)
C	Authorised leave of absence	Absent
D	Dual registered	Data discounted code
E	Excluded (with no alternative provision made)	Absent
G	Unauthorised holiday	Absent
H	Authorised holiday	Absent
I	Illness (not medical or dental)	Absent
J	Interview with prospective employers or another educational establishment	Approved educational activity (AEA)
L	Late (before registers have closed)	Present
M	Medical or dental appointments	Absent
N	No reason provided for attendance	Absent
O	Unauthorised absence	Absent
P	Supervised sporting activity	Approved educational activity (AEA)
R	Religious observance	Absent
S	Study leave	Absent
T	Gypsy, Roma & Traveller absence	Absent
U	Late (after registers have closed)	Absent
V	Educational trip	Approved educational activity (AEA)
W	Work experience	Approved educational activity (AEA)
X	Non statutory school age	Data discounted code
Y	Exceptional circumstances	Data discounted code
Z	Not on admission register	Data discounted code