



**Inspiring
Learners**

MULTI ACADEMY TRUST

Attendance Policy

Bollin

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1. Introduction

“Improving attendance is everyone’s business.”

“... essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.”

(Working together to improve school attendance, DfE, 2022)

At Bollin, all staff work collaboratively to encourage every pupil to strive for excellence. Every child is supported, challenged and valued. One way in which we strive to do this is by encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.

We are determined in encouraging the development of high self-esteem and for our children to take pride and ownership of their learning. In conjunction with this, we will continuously provide a clear framework for parents and staff as well as clear procedures for involving parents and/or external agencies where appropriate.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils that are registered at our school on the school website.

Bollin encourages all parents/carers to work in partnership with the school in order to improve attendance and punctuality.

“The law entitles every child of compulsory school age to an efficient, full-time education suitable for their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education ...”

(Working together to improve school attendance, DfE, 2022)

Our Home-School Agreement also emphasises the expectation that we have that children will attend school regularly and punctually.

This Attendance Policy follows DfE guidance “Working together to improve school attendance” (2022).

2. Our Attendance Vision

Maximise the attendance rate of **every** child so that they are in school, supported and enabled to reach their full potential.

Our school mission and values underpin our attendance vision. Our mission statement ‘*Growing hearts and minds together*’ encapsulates our purpose as a school and our four school values underpin this mission; principles upon which all members of the school community support us to embed in our school.

*We work together
We learn and achieve
We are kind and care for each other
We respect our school and community*

Excellent attendance for every child is a critical factor in enabling us to achieve our mission and in enabling our children to achieve their potential. If attendance is outstanding, our children have improved life chances and will make more rapid progress academically and socially.

3. Aims and Targets

The Trust Board and Governing body of Bollin Primary school strive to achieve standards and believe that excellent pupil attendance and punctuality are essential. In order for children to achieve their potential, pupils must be highly motivated to learn and keen and eager to attend school.

Regular, punctual attendance will establish good habits that will support them throughout their lives. To achieve this, the trustees, governors and staff are committed to working in partnership with parents to ensure that the school achieves a **minimum of 97% attendance throughout the school.**

Through this policy we aim to:

- Improve pupils' achievement by ensure high levels of attendance and punctuality.
- Achieve a **minimum of 95% for all pupils**, apart from those with chronic health issues.
- Create an ethos in which high attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their own responsibility.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Promote good attendance habits, with non-compulsory school age pupils in Nursery and Reception.
- Work in partnership with pupils, parents, staff and external agencies so that all pupils realise their potential, unhindered by unnecessary absence.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

Attendance during one school year ...	equals this number of days absence ...	which is approximately this many weeks absent ...	which means this number of lessons missed.	Every Day Counts
100%	0 days	0 weeks	0 lessons	EXCELLENT
97%	5.5 days	1 week	20 lessons	GOOD
95%	9 days	2 weeks	40 lessons	AVERAGE
93%	13 days	3 weeks	60 lessons	POOR
90%	19 days	4 weeks	80 lessons	PERSISTENT ABSENTEE – VERY POOR
85%	29 days	6 weeks	120 lessons	
80%	38 days	8 weeks	160 lessons	

4. Roles and Responsibilities

4a. Parents

- Ensure that their children attend school regularly
- Notify school on the first day of absence before 9.30am by phone/letter/email
- Complete a request form for absence in term time for exceptional circumstances
- Hand in medical evidence where attendance rate and/or attendance pattern is a concern for the school (typically below 93%).
- Meet with the Head of School / Deputy Head to discuss their child's attendance when necessary

4b. Class Teachers

- Complete register at the start of each session (morning and afternoon)
- Monitor daily patterns of attendance and report any concerns that arise to the SLT
- Provide work for children to do at home if an absence is due to a long illness, disability, absence as a result of a Positive Covid Test, or other exceptional circumstances
- Make parents aware of concerns over good attendance

4c. Office Staff

Mrs Fielding is responsible for Attendance Administrator within the school office.

- Input attendance data on Arbor system
- For children for whom absence is a concern, input any absence, and communication from parents, on CPOMs
- Print a weekly attendance update, with attendance rate for every child
- Print off official reports for each calendar month for monitoring purposes (or more frequently if required) and update on Attendance Spreadsheet.
- Monitor alongside the Head of School and Attendance Lead, patterns of attendance and lateness and immediately raise any concerns.
- Make first day absence calls and record reasons for absence
- Follow up on unexplained absences
- Carry out attendance procedures with parents of children whose attendance is of a concern

4d. Attendance Lead

Mrs O'Hara and Mr Hampton are our Attendance Leads.

They can be contacted through the school email (bollinprim.admin@trafford.sch.uk) or by phone 0161 928 8900

Punctuality

- Daily meet and greet at front of school all children.
- Liaise with parents regarding any issue which also helps to build positive relationships.
- Contact home and speak where possible to all parents to discuss reasons why the child is arriving late to school, again to foster positive working relationships.
- In the case of persistent lateness invite parent/carers to attend school to discuss and formulate a plan.

Attendance

- Liaise with parents regarding any issue which also helps to build positive relationships.
- Closely monitor attendance of PA children and act swiftly if they are absent.
- Liaise closely with school office each morning to determine children who are absent and to find out why.
- Ensure that all interventions / conversations / actions are logged on CPOMs.
- Carry out home visits to check on the welfare of a child if required.

- Liaise closely with and share information with other agencies if appropriate.
- Highlight persistent absence concerns with SLT as soon as possible.
- Work with Head of School to meet with parents and put Attendance Plans (Parenting Contract) in place for children whose attendance rate is a concern.

Attendance Data

- Work with SLT to analyse attendance data (whole school, cohort, class, pupil groups, individual pupils) to identify patterns and areas of concern and to plan action to address.

4e. Head of School

Mrs O'Hara, Head of School, is the **Strategic Attendance Lead** for our school and oversees all the work to promote and support good attendance.

Mrs O'Hara can be contacted through the school email (bollinprim.admin@trafford.sch.uk) or by phone 0161 928 8900

- Work closely with school office and Attendance Lead to closely monitor all absences.
- Analyse weekly and monthly attendance data, monitor official registers and take actions where concerns have been identified.
- Report to governors termly on attendance performance.
- Inform parents of individual pupils' attendance record, each term at Parents' Evening and in the end of year schools report.
- Inform/Meet with parents whose children's attendance causes concern.
- Work with Attendance Lead to meet with parents and put Attendance Plans (Parenting Contract) in place for children whose attendance rate is a concern.
- Make referrals to the School Nurse / Early Help / First Response

4f. Governing body

- Monitor whole school attendance termly and take appropriate action should it affect standards.
- Nominate a named Governor for Attendance (Safeguarding Governor) and meet at least twice yearly to discuss attendance.

4g. Trust Board

- Approve the Trust Attendance Policy
- Monitor attendance patterns across the Trust and monitor/evaluate the impact of the Attendance Policy

5. Punctuality

When a child arrives on time:

- Registration takes place quickly and smoothly
- An activity is put on the board or out around the classroom
- The day gets off to a good start for everyone
- Everyone hears the information given and is included in important explanations and discussions. This ensures that everyone knows what to do and what is expected of them

When a child arrives late:

- It interrupts concentration
- It wastes valuable learning time

- The teacher repeats information / instructions whilst others have to wait
- The late child is at an immediate disadvantage because they may have missed important teaching points, missed discussions where ideas are shared and will be generally unsettled

It is the parent/carers responsibility:

- To ensure that their children arrive to school on time. Our doors open at 8:45am providing a 15 minute window for the children to arrive. This is sufficient time for all pupils to get to their classroom. School officially starts at 9am and the doors are closed at that time. Registers are taken at 9am and are officially closed at 9.30am. From 9am, any children arriving MUST report to the main entrance and they will receive a late mark.
- To ensure children are collected promptly at the end of the school day (3.15pm EYFS/KS1 and 3.20pm KS2) and that necessary arrangements are in place for the journey home. If these differ from the child's normal arrangements, the class teacher and school office should be made aware of this.
- Children who arrive late (after the doors close at 9am) and have gone to the office entrance, must be signed in by their parent/carer or appropriate adult, a reason for the lateness is also requested. The admin staff will update the Arbor system with their mark. Adults of EYFS children will wait with their child until it is convenient for the child to be taken to class.
- Children who have to leave for any reason throughout the day must be signed out at the main office by their parent/carer or appropriate adult. However, this is strongly discouraged. Parents are requested to make dental or medical appointments outside of school hours.

6. Holiday in Term Time Procedures

Any absence, other than for genuine illness or emergency medical attention, will most likely be classed as unauthorised unless exceptional circumstances. As a Trust we **do not** authorise days absence for holidays – **holidays are not exceptional circumstances**.

Where an unauthorised holiday is taken in term time, a request will be made to the LA to issue a fine, in line with Trafford's Penalty Notice procedures.

Parents may choose to complete an 'Exceptional Circumstances Form' stating why they are requesting to remove their child during term time. This is given to the Head of School. Only exceptional circumstances will this be authorised. The decision whether to authorise an 'exceptional circumstance' will be made by the Head of School and Executive Headteacher.

7. Strategies for Monitoring Good Attendance

- Individual praise postcards sent home half termly where 'target' attendance (97%) has been gained (*this is always calculated cumulatively from September*).
- Praise postcards / letter sent home where a child's attendance rate shows significant improvement.
- Head of School will monitor attendance and any child with below 95% attendance will trigger concern resulting attendance procedures to take place (see flow chart) and/or an action plan to be put in place.
- Monthly attendance update on Head of School's newsletter for parents.

8. Addressing Poor Attendance

"Where absence escalates and pupils miss 10% or more of school, schools and local authorities are expected to work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils." Working together to improve school attendance, DfE 2022

See Appendix A and D

9. School attendance, Safeguarding and Children Missing Education

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the Trust's procedures 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 (Keeping Children Safe in Education (updated September 2022) and Children Missing in Education Nov 2013, updated Sept 2016).

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 Education (Pupil Registration) (England) Regulations 2006 regulation 12.

This attendance policy is part of broader suite of Safeguarding policies including the Trust's Safeguarding and Child Protection Policy.

10. Illness

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note/email/phone call explaining that their child was ill can be accepted without question or concern. Where attendance rate and/or attendance pattern is a concern for the school (typically below 93%) further evidence of a child's illness may be requested for the absence to be authorised.

This policy reflects the mission and aims of Inspiring Learners Trust and Bollin Primary School.

11. Pupils with medical conditions or special educational needs and disabilities

We understand that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs or disabilities. Whilst we are equally ambitious in our attendance expectations for all children, we recognise that we should be mindful of barriers that some children will face and commit to working closely with parents and putting in place additional support where necessary to enable them to access full-time education.

Appendices

Appendix A – Flow chart of late procedures

Appendix B&C – EXAMPLE Late Letters: Letter 1 (Late warning letter), Letter 2 – (Invitation to a School Review Lates Meeting)

Appendix D - Flow chart of attendance procedures

Appendix E – EXAMPLE Attendance Letters: Letter 1 (Whole School Attendance Letter), Letter 2 (Head of School concerns letter), Letter 3 (Medical evidence/request letter), Letter 4 (Invitation to a School Review Attendance Meeting)

Appendix F - Term Time Leave Request Form

Appendix G – Attendance Contract Template