

# **ECCLESTON LANE ENDS PRIMARY SCHOOL**

## **ATTENDANCE POLICY**

Approved by Full Governors on

To be reviewed on or before Autumn Term 2023

Signed (Headteacher)

Signed (Chair of Governors)

# Eccleston Lane Ends Primary School

## Attendance Policy

Attendance is the essential foundation to positive outcomes for all children and is everyone's responsibility within the whole school community. At Eccleston Lane Ends, we have high expectations for the attendance and punctuality of our children and we aim to consistently work towards and maintain our whole school culture of 100% attendance. Every opportunity will be used to consistently promote the benefits and importance of regular, punctual attendance to our children and their parents and carers. Our school is committed to providing the best possible quality of education to our children to support them to reach their potential, flourish and thrive in a welcoming and nurturing learning environment where children feel they belong. To help achieve the effectiveness of this commitment, regular punctual school attendance is vital. The following policy sets out the school's aims, systems, procedures as well as support we can provide to help to overcome barriers to ensure that attendance and punctuality is maintained, and our whole school community are aware of their own roles and responsibilities. Our School Newsletter highlights the importance of good attendance and punctuality reminding parents of our school attendance target and the number of lessons missed due to absence. As well as our Policy, attendance information is also outlined in our Newsletter and our Parent Noticeboard.

Expectations of schools (DFE Working together to improve school attendance guidance September 2022):-

- Develop and maintain a whole school culture that promotes the benefits of high attendance
- Have a clear school attendance policy which all staff, pupils and parents understand
- Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

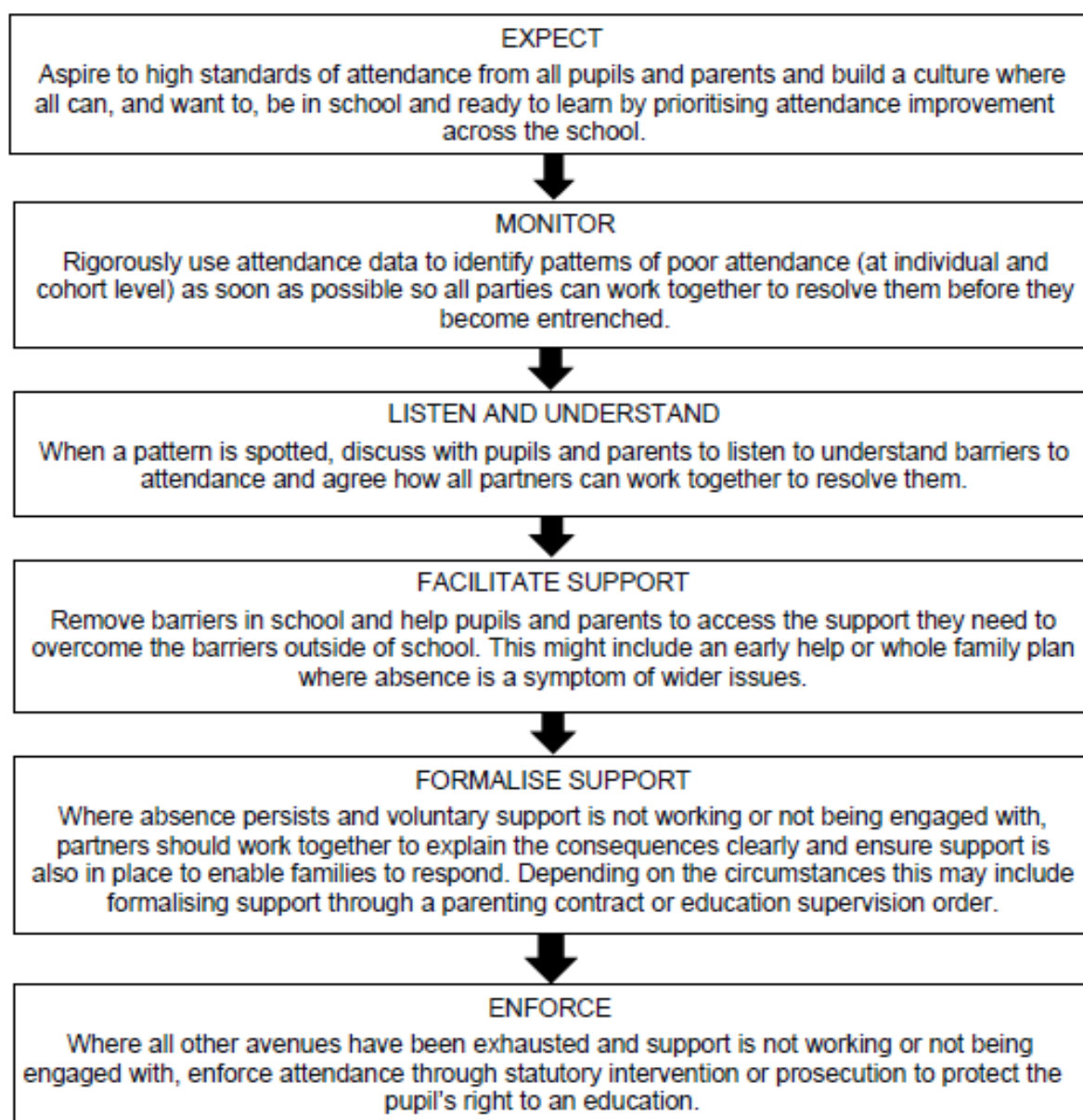
Aims of this Policy:

- To ensure all of our children are safeguarded and their right to education is protected
- To keep accurate, up-to-date records and have a robust system for analysing attendance
- To identify causes of low attendance/punctuality with individuals, classes and groups of children and address them involving and supporting parents/carers to remove barriers to attendance
- To work with external agencies in order to address barriers to attendance for those children who are persistently/severely absent
- To ensure our school attendance target is achieved through rewards and incentives for good attendance and punctuality
- To raise standards and ensure our children reach their full educational potential through a high level of school attendance and punctuality
- To ensure all the stakeholders, governors, parents/carers and staff receive regular communication about the importance of good attendance and punctuality

We will achieve these aims by:-

- providing a stimulating learning environment and supporting each other in all we do in an environment in which everyone feels they belong, are welcome, secure, nurtured and is encouraged to be confident in their learning
- constantly striving for high standards by monitoring attendance systems and procedures and taking action to support and intervene when necessary
- identifying barriers to attendance and providing support to children/parents/carers taking into account environmental factors and providing support accordingly
- liaising with outside agencies, signposting and accessing services to support families whose children are persistently/severely absent
- celebrating our successes
- ensuring that all staff are aware of the clear expectations and vision for attendance in school and clearly communicate this throughout the whole school community
- ensuring that strong, effective partnerships exist between the whole school community

All partners should work together to:-



(Working together to improve school attendance DFE May 2022)



# School Attendance Support Team

## HEADTEACHER – Sarah Bond

- Is responsible for the management and implementation of the Attendance Policy
- Will consider parental requests for a leave of absence in line with the DFE Working together to improve school attendance guidance September 2022
- Will consider the use of Penalty Notices in line with Local Authority policies and procedures
- Will meet with SLT and Attendance Liaison Support Worker half termly to address any issues
- Will provide the school Governors with analysis during half termly update meetings

## DEPUTY HEADTEACHER – Neil Loftus

Will:

- create and develop rewards and incentives for attendance and punctuality and ensure those rewards are being implemented with a whole school approach
- celebrate and award attendance during weekly and half termly assembly

## SENIOR LEADERSHIP TEAM (SLT) – Nicola Fitzpatrick & Clare Grant

Will:

- address attendance and punctuality issues in Year Group Meetings
- ensure staff in their year groups are promoting good attendance and punctuality identifying those who are supported and targeting action where deemed necessary
- ensure staff are following the procedures within this policy

## ATTENDANCE LIAISON SUPPORT (ALS) – Lisa Garford

Will:

- monitor weekly attendance data for year groups and report to the Deputy Headteacher
- work with SLT and teachers to plan for the reintegration of children after long term absence
- liaise with external agencies such as Children Missing in Education and make referrals where necessary
- ensure that termly attendance reports to the Headteacher are accurate
- meet half termly with the Headteacher to report attendance and punctuality and address any issues identifying persistent absence and contact parents in accordance with the Alert procedures as outlined in this policy
- build relationships with families and support children and their families referring to outside agencies where deemed necessary

## ATTENDANCE ADMINISTRATOR (AA) – Vanessa Smith

Will:

- take messages from parents/carers about an absence
- record on SIMS reasons for absence and updating class registers
- record the reasons of late arrival
- undertake first day call when a child is absent without a reason by 9:15am
- maintain SIMS attendance records in line with this policy
- oversee the admission and induction of new children
- liaise with the Attendance Liaison Support worker with regards to child's attendance and punctuality

### TEACHING STAFF

Will:

- provide a welcoming and nurturing environment for our whole school community
- keep accurate daily records of attendance through the SIMS taking AM & PM Register
- follow up an absence with the Attendance Administrator
- emphasise the importance of attendance and punctuality to parents and children
- liaise with the Attendance Liaison Support Worker to share concerns re; barriers to attending school

### PARENTS

Will:

- ensure their child/ren receive a full-time education
- be responsible for making sure their child/ren attend school regularly and on time for registration – 8:50am
- contact the school if their child is unable to attend by 9:00am
- respond to a missed call/text message querying a non-informed absence in accordance with the Alert Procedures within this policy
- arrange for medical appointments to be taken out of school hours
- ensure that the school has up-to-date contact details including emergency contact information
- work in partnership with the school and external agencies to promote good attendance and punctuality

# Attendance Expectations at Eccleston Lane Ends

## 100% attendance

Encouragement, praise, individual reward

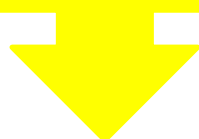
**Responsibilities:** Parents & Carers / Headteacher / Class Teacher / SLT / AA



## 96% attendance

Encouragement, praise, class reward

**Responsibilities:** Parents & Carers / Headteacher / Class Teacher / SLT / AA



## Below 90% attendance – persistently absent – commence Alert Procedure

Encouragement, praise, commence alert procedure, ASL Intervention, Pastoral Support  
Text message/letter home to parents to support attendance. Meeting with headteacher & ASL

**Responsibilities:** Parents & Carers / Headteacher / Class Teacher / SLT / AA / ASL



## Below 50% attendance – severely absent

Encouragement, praise, ASL intervention/pastoral support  
Meeting with Headteacher & ASL. Local Authority intervention

**Responsibilities:** Parents & Carers / Headteacher / Class Teacher / SLT / AA / ASL  
EWO / Attendance Governor



## Alert Procedure at Eccleston Lane Ends

The Alert Procedure will commence following half termly meetings between the Headteacher, SLT and ASL.

Holidays taken during term time will not be authorised

Attendance %		Procedure
Above 90%		SLT to monitor
At Risk of Persistent Absence Below 90%		1 <sup>st</sup> text message home to parents/carers
Continued Persistent Absence 90% and below		2 <sup>nd</sup> text home to parents/carers
Persistently Absent following notifications		Letter home to parents/carers Further intervention considered
Severe Absence 50% and below		Headteacher to meet with parents/carers

## Punctuality

Children should arrive on time for school each day.

The class teacher will take the register twice per day – morning session register will be taken at 8:55am; afternoon register will be taken at 1:15pm. Lessons commence at 8:55am. The register closes at 9:00am. If your child is not in school by 9:15am expect a telephone call on a first response basis.

Should a child be 10 minutes late to school every day this equates to 5 missed days / 32 lessons over an academic year.

Persistent lateness will result in contact from the Headteacher at school in an effort to resolve.

# Rewarding Good Attendance

At Eccleston Lane Ends we reward good attendance and punctuality. **Our attendance target is an achievable 96%.** Attendance above 96% will be regularly promoted, encouraged and supported and is an expectation across our whole school. Our Deputy Head delivers celebration assemblies every Friday when the importance of attending school punctually is encouraged and celebrated as outlined below.

Children are encouraged to support their whole class attendance to achieve class rewards. The Deputy Headteacher will celebrate weekly winning attendance as follows:

## Class Rewards

<b>Weekly Class winners Key Stage 1</b>	<b>5 minutes extra playtime</b> Attendance Trophy for 1 week
<b>Weekly Class winner Key Stage 2</b>	<b>First for lunch on Friday</b> Attendance Trophy for 1 week

The Deputy Headteacher will celebrate 100% individual attendance during whole school achievement assembly at the end of term as follows:

## Individual Rewards

<b>Autumn 1 &amp; 2 Term 100%</b>	attendance badge plus a certificate (Bronze badge)
<b>Spring 1 &amp; 2 Term 100%</b>	100% attendance badge plus a certificate (Silver badge if consecutive 100% attendance to date)
<b>Summer 1 &amp; 2 Term 100%</b>	100% attendance badge plus a certificate (Gold badge if consecutive 100% contributing to a whole academic year 100% attendance)
<b>Whole academic year 100%</b>	Gold badge plus 100% Attendance Certificate and medal